



FURNITURE BARGAINING COUNCIL

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CIRCULAR 10/18

TO ALL EMPLOYERS IN THE INDUSTRY

1. 2018 CONTRIBUTION YEAR (OCTOBER 2017 TO SEPTEMBER 2018)

Deadline for the Submission of Monthly Return Forms; Deadline for the Payment of Monies due to the Council for Levies, Fees, Contributions and Employee Council Loan Repayments; Payout of Employee Leave Pay Fund Contributions and Holiday Bonus Fund Contributions.

In terms of the provisions of the Industry's Main Collective Agreement, all employer and employee Council levies, fees, contributions and employee housing and emergency fund loan repayments which are payable to the Council, must be paid to the Council by not later than the **10th day of each month**, following the month to which these Council levies, fees, contributions and employee Council loan repayments relate.

You are hereby informed that:

- All **monthly return forms** due to the Council for the contribution year **October 2017 to September 2018** must reach the Council's offices by not later than **Friday, 19 October 2018**.
- The **payment of all monies** for Council levies, fees, contributions and employee Council loan repayments due to the Council for the contribution year **October 2017 to September 2018** must be paid to the Council by not later than **Friday, 19 October 2018**.
- All Leave Pay Fund contributions and all Holiday Bonus Fund contributions which are not received by the Council for the contribution year **October 2017 to September 2018**, by **Friday, 19 October 2018** may only be processed and paid to employees in **2019**.

NB: No establishment/employer may pay directly to its employees Leave Pay Fund contributions and Holiday Bonus Fund contributions which are payable to this Council. These contributions must be paid to this Council in terms of the Industry's Main Collective Agreement, and no exemptions in this regard will be granted.

Please note that **no exemption will be granted to any establishment that pays Leave Pay and Holiday Bonus directly to employees.**

The Council reserves **the right to inform all employees** who do not qualify for their full entitlement of their 2018 Leave Pay Fund contributions and/or their 2018 Holiday Bonus Fund contributions due to any non-compliance with this Circular and the Industry's Main Collective Agreement.

All establishments are accordingly requested to ensure that they comply with the above instructions and the relevant legislation which regulates the above matters.

2. BANKING DETAILS FOR THE PAYMENT OF LEAVE PAY FUND CONTRIBUTIONS AND HOLIDAY BONUS FUND CONTRIBUTIONS

Establishments are requested to confirm banking details for employees who are entitled to receive payment of Leave Pay Fund contributions and Holiday Bonus Fund contributions. The forms to confirm banking details need to be completed and submitted to the Council before **Friday, 19 October 2018**.

Please note that employees who do not qualify to open a bank account may elect to use a third party's bank account for the payment of their Leave Pay Fund and Holiday Bonus Fund, subject to the disclaimer reflected on the employee's banking details report.

Any queries that you may have regarding this Circular must be directed to your area agent or the Council's Inspectorate Department. Please do not direct any queries you may have regarding this Circular to any other Council staff members.

26 September 2018