



FURNITURE BARGAINING COUNCIL

Suite 1 & 2 ♦ Reitz Park ♦ 80 President Reitz Avenue ♦ Westdene ♦ Bloemfontein ♦ 9301

Correspondence to be addressed to: THE PROVINCIAL MANAGER ♦ Post Office Box 3914 ♦ Bloemfontein ♦ 9300
Telephone (051) 447-1807 ♦ Facsimile (051) 447-2554 ♦ e-mail freestate@furnbed.co.za ♦ Website www.furnbed.co.za

CIRCULAR 08/19

TO ALL EMPLOYERS IN THE INDUSTRY

1. CONTRIBUTION YEAR: OCTOBER 2018 TO SEPTEMBER 2019

(A) **Deadline for the Submission of: (1) Monthly Return Forms; (2) Payment of Fees, Levies and Contributions due to the Council and (3) Employee Council Loan Repayments.**

(B) **Payout of Employee Leave Pay and/or Holiday Bonus Fund monies.**

In terms of the provisions of the Industry's Main Collective Agreement, all employer and employee Council fees, levies and contributions together with all 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 payments relate.

You are hereby reminded that:

- All **monthly return forms** due to the Council for the contribution year **October 2018 to September 2019** must reach the Council's offices by not later than **Thursday, 10 October 2019**.
- The **payment of all monies** for Council fees, levies and contributions and employee Council loan repayments due to the Council for the contribution year **October 2018 to September 2019** must be paid to the Council by not later than **Thursday, 10 October 2019**.
- Insufficient monies paid or monies received by Council after **Thursday 10 October 2019**, may result in **insufficient** monies being available to be allocated to *inter alia* the Leave Pay Fund and/or the Holiday Bonus Fund for your employees, for the contribution year **October 2018 to September 2019** and may only be processed and paid to your employees in **2020**.

NB: Unless exempted as a guarantee establishment/employer, no establishment/employer may pay directly to its employees Leave Pay and/or Holiday Bonus Fund monies which are payable to this Council. These contributions must be paid to this Council in terms of the Industry's Main Collective Agreement for control purposes.

Please note that **no ex post facto exemption will be granted to any establishment/employer which has elected to pay Leave Pay and/or Holiday Bonus Fund monies directly to its employees, without a prior approved exemption.**

The Council reserves **the right to inform all employees** of the establishment's/employer's non-compliance in the event that employees at a particular establishment, do not qualify or partially qualify to receive payment from the Council for their 2019 Leave Pay and/or Holiday Bonus Fund monies.

All establishments/employers are accordingly requested to cooperate and ensure that they comply with the above reminder and the relevant legislation which regulate the above matters.

2. **BANKING DETAILS FOR THE PAYMENT OF LEAVE PAY AND/OR HOLIDAY BONUS FUND MONIES**

Establishments are requested to confirm banking details for all their employees who may receive payment for Leave Pay and/or Holiday Bonus Fund monies. The Excel spread sheets and/or forms the Council will make available to confirm banking details, need to be completed, signed off by all employees and employers and submitted back to the Council before **Thursday, 10 October 2019**.

Please note that payment will only be made into members' bank accounts held with the following institutions:

Standard Bank
First National Bank
Nedbank
ABSA
Capitec
Bidvest

NB: Capitec bank opens bank accounts for members who do not have South African identity documents, but have valid passports.

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.