



FURNITURE BARGAINING COUNCIL

Suite F4 ♦ 1st Floor ♦ Pro Equity Court ♦ 1250 Pretorius Street ♦ Hatfield ♦ Pretoria
 Correspondence to be addressed to: THE REGIONAL MANAGER ♦ Post Office Box 57086 ♦ Arcadia ♦ 0007
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CIRCULAR 12/18

TO ALL EMPLOYERS IN THE INDUSTRY

UPDATING OF ESTABLISHMENTS' PHYSICAL ADDRESSES AND CONTACT DETAILS

It has come to the Council's attention that there is a number of establishments who have failed to notify the Council of their new/changed physical address and contact details.

In order for this Council to effectively communicate with establishments in the Industry, it is imperative that the Council has on record each establishment's correct physical address and contact details.

Kindly complete **in full** your establishment's physical address and contact details on the form below, and submit to the Council's offices by no later than **Friday, 21 December 2018**.

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Establishment's Registered Name:																		
Establishment's Trading Name:																		
Physical Address: (where manufacturing takes place)																		
										Postal Code:								
Postal Address:																		
										Postal Code:								
Telephone Number: (Area code and Number)													-					
Fax Number: (Area code and Number)													-					
Cellphone Number:																		
Alternative Cellphone Number:																		
E-mail Address:																		
Alternative E-mail Address:																		

 Authorised Signature

 Date (DD/MM/YYYY)

 Designation

Establishment's Official Stamp
