



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
Telephone (012) 323-2700 ♦ Facsimile (012) 323-9841 ♦ e-mail pretoria@furnbed.co.za ♦ Website www.furnbed.co.za

CIRCULAR 12/20

TO ALL EMPLOYERS AND EMPLOYEES

WITHDRAWALS: APPLICATIONS FOR PAYMENT OF PROVIDENT FUND, LEAVE PAY AND HOLIDAY BONUS FUND MONIES

In response to guidelines issued by Government and as the Country navigates the uncertainty of COVID-19 around minimising the spread of the COVID-19 Virus, the Furniture Bargaining Council would like to assure all employers and employees in our Industry of our commitment to adhering to these guidelines and hereby confirm our continual actions in achieving the main goals as set by Government.

The health and welfare of both our employees and employers in our Industry a priority to us. Over the last few weeks, we have put in place precautionary measures to help prevent the spread of the virus and will continue to do so.

In order to further streamline any processes for employers and employees from our Industry, and to assist them in reducing exposure when commuting to and from the Council, we attach a document outlining the process that employees may follow to remotely submit electronic applications to the Council for the payment of monies related to Provident Fund, Leave Pay and Holiday Bonus, without having to visit our offices in Johannesburg, Pretoria or Bloemfontein.

To this effect we would like to encourage all employers and employees in our Industry to make use of our remote online facilities to submit the required information and applications forms to the Furniture Bargaining Council. The easy-to-understand guidelines and required forms in this regard can be found on our website at www.furnbed.co.za.

Kindly ensure that the provisions of this Circular are complied with. Do not hesitate to contact the Council's applicable departments, should you require any additional information.

Please do not contact any junior staff members of the Council in this regard.

A COPY OF THIS CIRCULAR MUST BE DISPLAYED ON YOUR ESTABLISHMENT'S NOTICE BOARD

5 June 2020



WITHDRAWALS: APPLICATIONS FOR PAYMENT OF PROVIDENT FUND, LEAVE PAY AND HOLIDAY BONUS FUND MONIES

Before a Claim can be Processed the following documents are required

1. Letter from the Establishment on a company letterhead or UIF 19 stating the date of leaving employment and the reason for leaving – e.g. Retrenchment; Company Closed; Dismissal; Contract Expired; Resignation or Retirement
2. Certified Copy of Identity Document
3. Current month's stamped bank statement

4. Provident Fund Claims

In addition to 1, 2 and 3 above the following documents are required

- Proof of residence not older than 3 (three) months
- Income Tax Reference number on a SARS letterhead - not older than 1 month

5. Ill Health Retirement/Disability Claims

In addition to 1, 2, 3 and 4 above the following documents are required

- Six (6) months' payslips
- A Doctor's Medical Report is required stating that member is totally and permanently unfit to work

Divorce Order claims - The following documents are required:

- Copy of Full Final Divorce Decree
- Certified ID copy for both spouse and non - member spouse
- Income tax reference number on a SARS letterhead for non-member spouse
- Proof of residence for non-member spouse
- Current month stamped bank statement for non-member spouse

Applications can be faxed or emailed to the following contact details:

Email address: Provident Fund - janice@furnbed.co.za; mpho@furnbed.co.za; mercy@furnbed.co.za; lebok@furnbed.co.za

Email address: Leave Pay and Holiday Bonus Fund - cyril@furnbed.co.za and andries@furnbed.co.za

Fax number: (011) 242 – 9292/72

Contact number: (011) 242 – 9200

Please add your contact details to all correspondence to the Council- Especially your Cell Phone number