



FURNITURE BARGAINING COUNCIL

Room 1101 ♦ 11th Floor ♦ Arcadia Centre ♦ 376 Steve Biko Street ♦ Arcadia ♦ 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 06/16

TO ALL EMPLOYERS AND EMPLOYEES

EMPLOYEE BENEFIT PAYMENTS - EMPLOYEES' BANKING DETAILS

1. The Council's bankers have confirmed that the occurrence of cheque fraud, specifically in South Africa, but also elsewhere, has reached unprecedented levels.
2. All benefit payments made by the Council to employees in the industry are now being paid by means of EFT. Kindly ensure that all of your establishment's employees' latest banking details are regularly submitted to this Council, in order for this Council to update our records accordingly.
3. Please find attached a report of your establishment's employees' banking details as per the Council's current records.
 - Check your employees' existing banking details as per this report and reflect any changes to these details, on the attached form which caters for this.
 - Supply the Council with the banking details of those employees without banking details, as reflected on this report, on the attached form which caters for this.
 - Check your employees' ID number as per the report and if incorrect, supply the Council with copies of the employees' ID document. Where the employee has no SA ID number, please supply a copy of their alternate identification document, together with his/her date of birth on the form provided.
 - Kindly supply the Council with the cell phone numbers for all employees on the form provided.
4. No EFT payments are made to South African Post Office accounts, as the funds deposited in these accounts take a minimum of seven (7) days to be cleared and can not be effected as same day payments.
5. No payments can be made into foreign bank accounts due to foreign exchange control regulations.
6. All employees' bank account details, as per the report, must be verified by the employees' establishment and the establishment's official stamp and authorised signatory shall serve as verification of these details.
7. All future payments to employees made by this Council by means of a Council cheque, will only be made to employees, if they can prove to the Council that they are unable to open a bank account at any recognised banking institution. Such proof must be in the form of correspondence from at least two (2) recognised banking institutions, indicating the reasons for their refusal to open a bank account for the employee concerned.
8. All Council cheques that are produced for employee benefit payments are subject to bank charges, which will be deducted from employee's benefit payments. All information supplied to the Council, must be emailed to pretoria@furnbed.co.za or faxed to **(012) 323 9841** only.

NB: Your establishment's latest employees' banking details and cell phone numbers (if any), **must** reach the Council's offices by no later than **Friday, 30 September 2016**.

Kindly ensure that the provisions of this Circular are complied with. Do not hesitate to contact the Agents of the Council should you require any additional information. Please do not contact any junior staff members of the Council in this regard.

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