



## FURNITURE BARGAINING COUNCIL

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Room 1101 ♦ 11<sup>th</sup> Floor ♦ Arcadia Centre ♦ 376 Steve Biko Street ♦ Arcadia ♦ Pretoria  
Correspondence to be addressed to: THE REGIONAL MANAGER ♦ Post Office Box 57086 ♦ Arcadia ♦ 0007  
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### **CIRCULAR 09/17**

#### **TO ALL EMPLOYERS IN THE INDUSTRY**

#### **CHEMICAL, ENERGY, PAPER, PRINTING, WOOD AND ALLIED WORKERS UNION (CEPPWAWU) AND NATIONAL UNION OF FURNITURE AND ALLIED WORKERS OF SOUTH AFRICA (NUFAWSA) TRADE UNION MEMBERSHIP SUBSCRIPTIONS - MONTHLY RETURN FORMS**

This Council is required to verify and submit information to the Department of Labour annually, in terms of the Labour Relations Act, regarding trade union membership in the industry. The Department of Labour only accepts proof of employees' trade union membership from bargaining councils, if the following information is recorded on a properly and fully completed trade union monthly members' subscriptions return form, which is submitted by your establishment to the concerned trade union/s.

On this trade union membership subscription return form the following information must be reflected:

- The employee's full first names and surname;
- The employee's identity number, work permit number or passport number;
- The establishment's/employer's registered name and/or trading name;
- The establishment's/employer's bargaining council registration number;
- The establishment's/employer's official stamp is reflected;
- If the establishment/employer has no official stamp, a signed letter with the establishment's letterhead must be attached to the monthly return form which indicates that the monthly return has been provided to the trade union concerned for that month by the establishment/employer.

**Any queries that you may have or additional information that you may require regarding this Circular must be directed to the trade unions concerned.**