



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
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CIRCULAR 10/17

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** and submit to the Council's offices your establishment's physical address and contact details on the form below, by no later than **Friday, 22 December 2017**.

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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:																			
E-mail Address No. 1:																			
E-mail Address No. 2:																			

 Authorised Signature

 Date (DD/MM/YYYY)

 Designation

Establishment's Official Stamp
