



**FURNITURE BARGAINING COUNCIL**

North Block ♦ 39 Empire Road ♦ Parktown Ext ♦ Johannesburg  
 All correspondence to be addressed to: THE GENERAL SECRETARY ♦ Post Office Box 32789 ♦ Braamfontein ♦ 2017  
 Telephone (011) 242-9200 ♦ Facsimile (011) 482-6420 ♦ e-mail council@furnbed.co.za ♦ Website www.furnbed.co.za

**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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<b>Establishment's Registered Name:</b>																			
<b>Establishment's Trading Name:</b>																			
<b>Physical Address: (where manufacturing takes place)</b>																			
										<b>Postal Code:</b>									
<b>Postal Address:</b>																			
										<b>Postal Code:</b>									
<b>Telephone Number: (Area code and Number)</b>													-						
<b>Fax Number: (Area code and Number)</b>													-						
<b>Cellphone Number:</b>																			
<b>E-mail Address No. 1:</b>																			
<b>E-mail Address No. 2:</b>																			

\_\_\_\_\_  
 Authorised Signature

\_\_\_\_\_  
 Date (DD/MM/YYYY)

\_\_\_\_\_  
 Designation

Establishment's Official Stamp
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