



FURNITURE BARGAINING COUNCIL

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CIRCULAR 09/21

TO ALL EMPLOYERS IN THE INDUSTRY

1. CONTRIBUTION YEAR: OCTOBER 2020 TO SEPTEMBER 2021

- (A) **Deadline for the Submission of: (1) Monthly Return Forms; (2) Payment of Fees, Levies and Contributions due to the Council and (3) Employee Council Loan Repayments.**
- (B) **Payout of Employee Leave Pay and/or Holiday Bonus Fund monies.**
- (C) **Issuing of Provident Fund statements.**

In terms of the provisions of the Industry's Main Collective Agreement, all employer and employee Council fees, levies and contributions which are payable to the Council, must be paid to the Council by not later than the **10th day of each month**, following the month to which these payments relate.

You are hereby reminded that:

- All final **monthly return forms** due to the Council for the contribution year **October 2020 to September 2021**, must reach the Council's offices by not later than **Monday, 11 October 2021**.
- The **payment of all final monies** for Council fees, levies and contributions and employee Council loan repayments due to the Council for the contribution year **October 2020 to September 2021**, must be paid to the Council by not later than **Monday, 11 October 2021**.
- Insufficient monies paid or monies received by Council after **Monday, 11 October 2021**, may result in **insufficient** monies being available to be allocated to *inter alia* the Leave Pay Fund, the Holiday Bonus Fund and/or Provident Fund for your employees, for the contribution year **October 2020 to September 2021**. **In this regard it must be noted that should payments for these funds be made by the establishments after Monday, 11 October 2021**, any payments to employees may only be processed and reflect on benefit statements or be paid in **2022**. We therefore urge all owners and establishments to ensure that all final monthly return forms are submitted to Council and that the payment of all final and outstanding monies are paid up to date by **Monday, 11 October 2021**.
- Should you require the assistance of any of the designated agents of the Council with the resolution of queries with regard to any outstanding returns or payments, kindly contact your area agent urgently and where required escalate such matter to the Manager and/or Executive of the relevant department, to facilitate urgent discussions to ensure that your queries can be timeously addressed and resolved.

NB: Unless exempted as a guarantee establishment/employer, no establishment/employer may pay directly to its employees Leave Pay and/or Holiday Bonus Fund monies which are payable to this Council. These contributions must be paid to this Council in terms of the Industry's Main Collective Agreement for assessment, monitoring and control purposes.

Please note that **no ex post facto exemption will be granted to any establishment/employer which has elected to pay Leave Pay and/or Holiday Bonus Fund monies directly to its employees, in the absence of a prior approved exemption application. Should you require further information or clarity in relation to the Exemption Process and Procedures**, please refer to clause 11 of Chapter 1 of the Main Collective Agreement, as well as the Furniture Bargaining Council webpage. Alternatively, you may contact your area agent for assistance and clarity in this regard.

The Council is obliged and reserves **the right to inform all employees** of the establishment's/employer's non-compliance in the event that, employees at a particular establishment do not qualify or partially qualify to receive payment from the Council for their 2021 Leave Pay and/or Holiday Bonus Fund monies.

Any shortfall of employer and employee Provident Fund contributions payable to the Council, will in accordance with the relevant legislation, reflect on the annual Provident Fund Benefit statement to be issued to the employees during the payout period for Holiday Pay and Leave Pay.

We accordingly appeal to all establishments/employers to cooperate and ensure that they comply with the above reminder and the relevant legislation which regulates the above matters.

2. BANKING DETAILS FOR THE PAYMENT OF LEAVE PAY AND/OR HOLIDAY BONUS FUND MONIES

Establishments are requested to provide and/or confirm banking details for all their employees. The Excel spreadsheets and/or forms that Council will make available to confirm banking details, need to be completed, signed off by all employees and employers and submitted back to the Council before **Monday, 11 October 2021**.

Please note that in line with the content of **Circular 16/2020**, the Council is no longer issuing cheques to employees and that payment will only be made into members' bank accounts held with the following institutions:

Standard Bank	First National Bank	Nedbank
ABSA	Capitec	Bidvest
Investec Bank	Mercantile Bank	Discovery Bank
Tyme Bank	Safin bank	

In light of the above, it is crucial that every establishment/employer/member in the Industry furnish the Furniture Bargaining Council with proper banking details for every member, to ensure that the member receives his annual Leave Pay and/or Holiday Bonus Fund monies, or any other benefits. Such banking details must reach the Council before Monday, 11 October 2021. Where such banking details have already been provided to the Council and reflect on our system, we request that you kindly verify the details with your employees as a matter of urgency and provide the Council with confirmation and/or updated details as and where required, prior to Monday, 11 October 2021

NB: Capitec bank opens bank accounts for members who do not have South African identity documents, but have valid passports.

Any queries that you may have regarding this Circular must be directed to your area agent or the Council's Inspectorate Department. Please do not direct any queries you may have regarding this Circular to any other Council staff members.