



FURNITURE BARGAINING COUNCIL

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CIRCULAR 13/21

TO ALL EMPLOYERS AND EMPLOYEES IN THE INDUSTRY

1. PROVIDENT FUND, LEAVE PAY FUND AND HOLIDAY BONUS FUND STATEMENTS

Provident Fund, Leave Pay Fund and Holiday Bonus Fund statements will be delivered to the establishments from the **1st of December 2021**.

Establishments are reminded that in terms of the provisions of the Main Collective Agreement, all employees in the Industry, have the right to receive their annual Provident Fund, Leave Pay Fund and Holiday Bonus Fund statements before each establishment's annual closure date in **December of every year**.

It is suggested that the establishments distribute such statements to their employees as soon as the statements are received from the Council, but at least before the payment release dates for the Leave Pay and Holiday Bonus Fund payments as reflected in **Circular 12/21**.

Please Note: Should the Council receive complaints from employees in this regard, the Council reserves the right to provide these statements directly to your employees in future.

2. ADMINISTRATION FEE

All establishments who submitted guarantees in respect of Leave Pay and Holiday Bonus Fund contributions and establishments to whom exemptions have been granted in relation to Leave Pay and Holiday Bonus Fund contributions, must note that with effect from the **1st full pay week of October 2021**, the Council shall charge an **administration fee of R3-50 per employee per week**, payable by the employer only, to manage these guarantees and exemptions on the Council's system.

3. BANKING DETAILS

The South African Reserve Bank (SARB), Financial Sector Conduct Authority (FSCA), Payments Association of South Africa (PASA) and the Banking Association South Africa (BASA) have jointly resolved, that from 1 January 2021, cheques are no longer accepted as legal payment methods in South Africa. **Consequently, the Council will no longer issue any cheques to beneficiaries/employees for the payment of benefits.**

All payments by Council to beneficiaries/employees shall in future be done by way of Electronic Fund Transfer (EFT) ONLY.

In light of the above, it is crucial for every establishment/employer in the industry to ensure that the Furniture Bargaining Council is furnished **with proper and verified banking details for each of their employees registered with this Council**. This will allow the Council to effect payments to your employees for their annual Leave Pay and/or Holiday Bonus Fund monies, or any other benefits that may be due to them in December 2021 or in future.

Any failure of the establishments to provide the Council with proper banking details for verification, may result in employees not receiving their Leave Pay and/or Holiday Bonus Fund monies, or any other benefits.

We appeal to employers/establishments to assist their employees with the opening of bank accounts and to forward those bank account details to Council to verify and capture on our system, in order to make the necessary payments to such employees.

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.

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

12 November 2021