



HOLIDAY & BONUS PAY - DIRECT TRANSFER INTO BANKING ACCOUNTS

At the request of our auditors, we require you to sign an indemnity as set out below.

I, DANIEL MACHISI..... the undersigned, being a duly authorised officer of DANIELLE CAPE ROJAH PROJECTS..... BIBC Employer registration no. 8860..... hereby agree that the banking details supplied by ourselves via e-mail will be the details the Council will provide to their bank for the **2020 HOLIDAY PAYOUT** & will use to make any sick fund payments, etc.

Should a loss be incurred by the Building Industry Bargaining Council, as a result of any error in these banking details, we hereby indemnify the Council against any such losses incurred.

The **date** on which the **transfer** must take place is: 04 DECEMBER 2020.....

Choose a date between 03 & 10 December 2020. No Weekend dates.

Signature Daniel Machisi.....

Name DANIEL MACHISI..... Date 11/11/2020.....

Please sign the above, and return to us via fax or email. To be completed by the duly authorised officer, not the employees.

PLEASE EMAIL your Excel spread sheet, we cannot use the faxed copy of the employees banking details.

Email to eft@bipc.co.za (FAX: 0219507403 for signed Indemnity Form Only)

Instructions & indemnity for Electronic Payment of Holiday & Bonus Funds 2020

Please note that the Council will make all transactions via EFT, therefore we require all our employers to return this form. Attached please find an Excel spreadsheet. This contains all your employees and the banking details we have on record. Please check the spreadsheet and follow these instructions to the letter, updating the Excel spreadsheet accordingly.

1. **Remove ALL** employees who are no longer in your employ. Employees that are no longer in your employ should **not** be included on the file you send to us. These employees will need to check with our offices to see if we have their correct banking details.
2. **Add** any new employees that do not appear on the list. Please check that their surnames are spelt correctly as reflected on their identity documents – no nicknames please.
3. The employee must be the account holder of their own bank account and therefore we do not accept two employees using the same banking details. No third party bank account holders
4. Numeric fields must be right justified and Alpha fields left justified.
5. No punctuation or spaces to be inserted between the employees initials.
6. Update the file with the correct banking particulars, such as: Branch codes, Account numbers & Account types.
7. The column headed 'T' is the Account type. Savings = 2, Cheque/Current = 1, Transmission = 3.
8. All columns must be completed, except for the 'Man' column which is optional (this column refers to the employees clock or pay number).
9. The Excel file containing the details for those in your employ should be **EMAILED** back to us as an attachment, no later than Monday 02 November 2020.
10. If you send in a sick fund claim after the excel spreadsheet submission with banking details that are different to the excel spreadsheet, we will use the details on the sick fund claim to pay the sick fund claim and the Holiday fund & bonus payment.
11. **Please do not fax the excel spreadsheet**, we cannot use the faxed copy as we need to import the file from excel into our system. Please do not change the layout of the spread sheet.
12. Please complete and sign the attached indemnity form and fax or email this to us so that it reaches us at the same time as your excel spreadsheet. No EFT's will be processed without the indemnity form.
13. On this form is the facility to choose an action date for the transfer to take place. Please choose a date between the 03 & 10 December 2020. No Weekend dates.
14. Prior to 4 December we will email you an excel spreadsheet for your perusal, containing a FINAL list of your employees payout amounts & the account number that will be used.
15. The First National Bank account holders will receive the money on the day you choose; the other account holders will receive their money within 2 working days.
16. Please note the universal bank branch codes are as follows:

STANDARD BANK	051001	S A POST OFFICE	460005
NEDBANK	198765	ABSA	632005
FNB	250655	CAPITEC	470010

All correspondence to be addressed to the Secretary

EMPLR	MEMBER	MAN	SURNAME	INI	BRANCH	BANK ACCT	CREATED
8860	503483		0	MAPFUMOL	198765	1.03E+09	1 20201111
8860	523685		0	CHIMOMBIB	250655	62280116023	20201111
8860	523689		0	CHARI E	632005	9288962158	20201111