



# MIBCO SHARED SERVICES CENTRE

REGISTERED UNDER THE LABOUR RELATIONS ACT 66 OF 1995

Reg. Number LR 2/6/6/1

P O Box 2578, RANDBURG, 2125 Telephone 011 369 7500

(CIRCULAR NO: 17/2013)

04 November 2013

## CIRCULAR TO ALL EMPLOYERS

### ADDITIONAL HOLIDAY PAY

This is a courteous reminder to all Employers, who have in their employment, staff that contribute to the Additional Holiday Pay Fund and who are closing for the annual holidays.

Please note that the Additional Holiday Pay claim forms must be submitted to these offices at least **3 weeks prior** to the date of the said leave commencing.

In an effort to minimise possible cheque fraud and to ensure a better service delivery in the payment of the Additional Holiday claims, **employees are requested to make use of the EFT payment method** and are requested to supply their banking details for this purpose.

**Kindly note that a cancelled cheque, bank statement and or a enquiry printout from the bank must accompany each claim form.**

Attached please find the **new claim form** that should be used when claiming for Additional Holiday Pay.

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