



DATED: 01 AUGUST 2024

TO: ALL EMPLOYER PARTICIPANTS IN THE MOTOR INDUSTRY

**NOTICE: REGISTRATION OF THE LIABLE PERSON FOR THE ADMINISTRATION
EMPLOYEE INFORMATION**

PRIORITY: HIGH

As the 13B Administrator of the Motor Industry Retirement Fund (MIRF), MIBCO has initiated the **Employer Portal** to assist employers with complying to the legislative requirements of the Pension Fund Act, in terms of FSCA Conduct Standard 1 of 2022, of 19 August 2022 (Conduct Standard). The Employer Portal is available for use and employers are required to register a liable person to maintain employee information on the portal.

Refer to Circular 09 of 2024 on www.mibco.org.za, or click [here](#) for related information of the Employer Portal and the content of the Conduct Standard.

REQUIREMENTS:

Employers are hereby requested to register a person who will be personally liable (Liable Person) for maintaining employee information on the **Employer Portal**. The registration must be done within thirty (30) days of this notification, namely, before the end of day of 31 August 2024.

Registration is done by:

- Completing the '**Liable Person Registration Form**' and establishment addendum (only complete the addendum if the liable person is responsible for more than one site):
The form can be obtained from the MIBCO website, www.mibco.org.za ⇒ [Quick Links](#) ⇒ [Forms](#) ⇒ [Registration & Claims](#), or by clicking [here](#) (form) and [here](#) (addendum).
- Emailing the form to LiablePersonReg@mibco.org.za.
- An email and mobile SMS message will be sent to the liable person to sign-up and login.

A user guide on how to maintain employer information on the Employer Portal can be viewed or downloaded from the MIBCO website, www.mibco.org.za ⇒ [Quick Links](#) ⇒ [MIBCO Bulletins](#), or by clicking [here](#). The user guide is also available in the menu of the **Employer Portal**.

Related circulars will follow for the liable person to use the **Employer Portal**.

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Good to Great Together