

3RD PARTY SELF-SERVICE PORTAL REGISTRATION FORM

Definitions:

“The Act” means the Pension Funds Act, 1956 (Act No. 24 of 1956)

“The Conduct Standard” means the Requirements related to the payment of pension fund contributions, 2022, published in FSCA Conduct Standard 1 of 2022, of 19 August 2022, (FSCA Conduct Standard) and any word or expression to which a meaning has been assigned in the Act or FSCA Conduct Standard bears, subject to context, that meaning and any subsequent renewals and/or amendments thereto.

“The MIBCO Administrative Collective Agreement” means the Agreement entered into between the parties for the administration of the Council as published in terms of a Government Gazette and any subsequent renewals and/or amendments thereto.

Preamble:

1. In terms of section 13A(8) of the Pension Funds Act, 1956, no. 24 of 1956 (Act), persons who are in control of or regularly involved in the management of the employer's overall financial affairs shall be personally liable (liable person) for any non-compliance with section 13A of the Act.
2. In terms of section 37(1) of the Act, any person who contravenes or fails to comply with the provisions of section 13A of the Act is guilty of an offence and may be liable on conviction to a fine not exceeding R10 million or to imprisonment for a period not exceeding 10 years, or to both such fine and imprisonment.
3. Section 13A(9)(b) of the Act provides that, where an employer fails to comply with the requirements of section 13A(9)(a) of the Act, all the directors (in the case of a company), all the members regularly involved in the management of the closed corporation (in respect of a closed corporation), or all the persons comprising the governing body of the employer, as the case may be, shall be personally liable in terms of section 13A(8) of the Act.
4. Furthermore and in terms of the provisions of the MIBCO Administrative Collective Agreement, employers and the liable person or people are responsible for the management of MIBCO activities via the MIBCO Self-services Portal, which is a website enable application (web-based application). Failure to comply with the said provisions constitutes a contravention and the employer will be issued with a non-compliance notice in terms of MIBCO regulations and enforcement will ensue.
5. The MIBCO web-based Self-services Portal allows Liable Persons and officials delegated by the Liable Person to access and perform prescribed MIBCO activities for companies to honour their obligations and comply with the legislation and regulations referred to herein.
6. However, the Liable Person of micro employers (employers with less than 10 employees) may opt not to use the Employer Portal and request support from MIBCO to update employee information. Such employers must still register a liable person and maintain employee information by using the Administrative Agreement Annexure-B document. The said document shall be completed and shared with MIBCO whenever an employer is engaged or employee information changes.

Note: Employers who do not sign-up to use the Self Services Portal will not be able to make online employee benefit claims, log complaints, or do any other value adds MIBCO may introduce via the Self-service Portal applications.

MIBCO shall –

- register an owner/director, partner or a governing board member of the organisation as the liable person according to a selection made by the employer; or
- select and register an owner/director, partner or a governing board member of the organisation as the liable person should the employer not select a liable person in terms of the FSCA Conduct Standard.

Notwithstanding, owners/directors, partners or governing board members accept joint and several liability in terms of the Act, FSCA Conduct Standard and the MIBCO Administrative Agreement.

SELF-SERVICE PORTAL 3rd PARTY REGISTRATION FORM

Email to : liablepersonreg@mibco.org.za

REGISTRATION INFORMATION OF A 3rd PARTY LIABLE PERSON

Trading Name		Status of employer (e.g. owner, director, partner)		
Email Address		Mobile Number		Alternative Number
Title	Full Name		Surname	
SOUTH AFRICAN CITIZENS:		Identity Number		
FOREIGN NATIONALS:				
Nationality	Passport Number	Work Permit Number	Date of Birth	Gender
Disclaimer: <i>I, the Liable 3rd Party Business Consultant or Labour Broker administrator hereby confirm that I act on behalf of the Liable Person (e.g. owner, director, partner or governing board member) and that I am responsible for maintaining employee information in terms of the Act and using other applications on the MIBCO Self-Service Portal.</i>				
Notes: <i>The liable person may complete the access addendum to finalise the registration or set the permissions in the application.</i>				
Signature		Date		

REGISTRATION INFORMATION OF THE 3rd PARTY DELEGATED LIABLE PERSON

<i>To be completed by the person delegated to perform the same duties as the Liable person administrator.</i>		Designated Job Role at the business		
Email Address		Mobile Number		Alternative Number
Title	Full Name		Surname	
SOUTH AFRICAN CITIZENS:		Identity Number		
FOREIGN NATIONALS:				
Nationality	Passport Number	Work Permit Number	Date of Birth	Gender
Disclaimer: <i>I, the Delegated Liable 3rd Party Business Consultant or Labour Broker administrator hereby confirm that I act on behalf of the Liable 3rd Party Business Consultant or Labour Broker administrator and that I am responsible for maintaining employee information in terms of the Act and using other applications on the MIBCO Self-Service Portal.</i>				
Signature		Date		