

## ADDITIONAL HOLIDAY PAY – CLAIM FORM

[ahp@mibco.org.za](mailto:ahp@mibco.org.za)

### EMPLOYEE DETAILS

Employee Council No: 

--	--	--	--	--	--	--	--	--	--

Surname

Full Names

Identity Number

Mobile Number


Leave Reason

Mark with X

Annual Leave

Left Employer

Other  
Give Reason

### PAYMENT METHOD

Name of Account Holder

Name of the Bank

Branch Code

Account Number


**NOTE: \*\*RECENT PROOF OF BANKING DETAILS (NOT OLDER THAN 3MONTHS) TO BE INCLUDED IN SUBMISSION OF CLAIM\*\***

Employee's Signature

--	--	--	--	--	--	--	--

  

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

### EMPLOYER DETAILS

Company name

Employer Code


We, the Employer certify that the information as given above is correct.

Signature of Employer and or  
Accredited Employer  
Representative

Company Stamp

D	D	M	M	Y	Y	Y	Y

MIBCO's Collective Agreements, Labour Relations Act 66 of 1995, requires us to process your personal information. We consider the grounds listed below to be relevant:

1. That by completing these claim forms (Annual Holiday Pay, Sick and accident Claim Form and maternity claim form), you give consent to us to use your personal information in a certain way.
2. Where necessary so that we can comply with the Legal Obligation to which we are subject (for example where we are obliged to share your personal information with the regulatory bodies which govern our work and services including the Funds i.e. Motor Industry Retirement Funds MIRF, that we are contracted to, which extend to MIFA as an administrator governing the investment of provident Fund monies that we collect monthly on behalf of MIRF), the FSCA, LABOUR DEPARTMENT, and MIBCO's stake holders.
3. Where necessary for the performance of a contract to which we are a party, or to take steps at your request via enforcement processes. Or to take steps where there are non-compliance.
4. Where it is your or someone else's vital interest (in case of emergency and your Family member as authorised in writing, needs to act on your behalf).

This is to allow us to comply with POPI act 4. Of 2013, in terms of handling of personal information.

We therefore consider your privacy very important and as such please visit our website at [www.mibco.org.za](http://www.mibco.org.za) for further details, where you can view our Privacy Policy on how we protect and process your data.