

**Dated:** 06 OCTOBER 2025

**Circular number:** 2025/00027

**To:** ALL PARTICIPATES IN THE MOTOR INDUSTRY

**Notice:** IMPORTANT NOTICE ON ADDITIONAL HOLIDAY PAY

### **Do Not Miss This Opportunity!**

Just a courteous reminder to all Employers who are closing for the annual holidays (during December) and who have staff that benefit from the **Additional Holiday Pay Fund (AHP)** to submit your claim for AHP as soon as possible in preparation for holidays.

### **Who Qualifies?**

Additional Holiday Pay is a bonus for Grade 7 and Grade 8 Motor Industry employees.

### **How to submit a claim?**

All claims are to be submitted exclusively through the Self-Service Portal or email a claim form to [AHP@mibco.org.za](mailto:AHP@mibco.org.za)

The Self-service Portal has been enhanced to support faster processing, secure document management, and improved tracking capabilities. Employees can also register to access the **CSA** to submit various claims or log enquiries and complaints. <https://ssportal.mibco.org.za/>

The AHP application form can be retrieved from the MIBCO website [HERE](#).

The following supporting documents must be emailed with the AHP claim form for AHP that is due to the employee as the claimant:

1. A copy of your ID.
2. Proof of Bank account; and
3. **NB:** The claim form must be stamped and signed by the employer.

The following document must be submitted in the case of death:

4. Death certificate
5. Estate late account
6. Letter of authority/executorship