

NATIONAL TEXTILE BARGAINING COUNCIL

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30 March 2020

Telephone Enquiries: The Secretary

TO: ALL STAKEHOLDERS WITHIN THE NATIONAL TEXTILE BARGAINING COUNCIL

Dear Sir/Madam

RE: COVID 19 FUND PROCEDURE

With reference to the Circular sent to the Industry on 26 March 2020 herewith a brief explanatory note, taken from the signed “Covid-19 Lockdown Collective Agreement” at clause 4 and 5, quoted below for ease of reference: “PAYMENTS TO EMPLOYEES”

- 4.1 This agreement guarantees employees who qualify for wage subsidy support in terms of this agreement, an amount equal to full pay for a period of 3 weeks with effect from the start of the current lockdown period of 26 March 2020 to 16 April 2020, in weekly amounts as follows:
- (a) Week 1, ending Sunday 29 March 2020:
 - i. Deferred wages payable by the employer, for work already performed during the week of the lockdown, with;
 - ii. the balance made up from worker funds received from the UIF, for that portion of the lockdown week for which no wage is due.
 - (b) Week 2, ending Sunday 5 April 2020:

A full week’s wages, payable by the employer.
 - (c) Week 3 ending Sunday 12 April 2020:

A full week’s wages, payable from worker funds received from the UIF.
 - (d) Week 4 ending Sunday 19 April 2020:
 - i. Payable from worker funds received from the UIF for that part of this week when the lockdown is still in effect as declared by the President on 23 March 2020 plus;
 - ii. payable by the employer for that part of the week for work performed and which does not form part of the lockdown period
 - (e) The employers agree to pay the public holiday payments due to workers for 10 April 2020 and 13 April 2020 respectively.

Payment will be made during the applicable pay week.

The payments due and receivable from employers during weeks 1 and 2 shall be paid to employees, whether or not funds are received from the UIF.

- 4.2 Normal statutory deductions and deductions prescribed by the Council's main agreement shall continue to be effected, for all payment periods referred to in sub-clause 4.1 of the COVID-19 agreement.

Similarly, employer contributions to statutory obligations and those prescribed by the Council's Main Agreement shall continue to be executed.

- 4.3 The parties acknowledge that there is a possibility that a lockdown period might be declared for a period of longer than 3 weeks, and commit to constructively continue to explore income support for employees, in the event of such a longer than 3 weeks lockdown period being declared.
- 4.4 The parties acknowledge that the cost implications of the provisions of clause 4 of this agreement is unforeseen and unprecedented and shall continue to explore means by which it could be mitigated.
- 4.5 The provisions of clause 4 of this agreement apply to companies and employees within the registered scope of the Council and who are registered with the Council, as well as those referred to in sub-clause 2.3 but provided that the latter shall not be required to register with the Council.

Attached to this Circular please find:

1. The undertaking to be completed by any party / non-party company / non-compliant company / a company that is not a signatory to the COVID-19 Lockdown collective Agreement, marked as AFFIDAVIT.
2. The application form, which contains a list of required documents for the payments to be made, marked as Coronavirus Department of Labour Compensation fund Application.

These forms must be submitted to: covid19fund@ntbc.org.za

Yours faithfully
For the National Textile Bargaining Council

Secretary
Alvan Pillay

(Sent Electronically)

Coronavirus Department of Labour Compensation Fund Application

Company Details	
Company Trading Name	
Trading Registration	
Industry / Sector	
Province	
Business Address	
Business Contact Details: (HR/Wage Clerk)	Telephone: Email:
HR/Wage Clerk Name	

Payroll details

Number of workers employed in company		
Number of workers compensation is being applied for		
Period for which the claim is lodged:		
Bank details of the Company:		Name of Bank: Account name: Account Number: Bank Code:
Name Surname of applicant Company		
Signature		

Office Use only

<p>Authorised</p>	<p>Chairperson/Vice Chairperson</p> <p>.....</p> <p>Date:</p>
<p>Approved</p>	<p>Finance Manager:</p> <p>.....</p> <p>Date:</p>
<p>Authorised</p>	<p>Secretary:</p> <p>.....</p> <p>Date:</p>

Admin:

Party / Non-Party	
Compliant /Non-Compliant	
Contributions	Amount
Bargaining Council Levy	
Trade Union Subs	
Trade Union Agency Fee	
Skills Development Levy	
UIF	
Provident Fund	
Company for Wages	
TOTAL	

Checklist for process:

ITEMS	DATE	SIGNATURE
1. Complete application form received		
2. Company Payroll		
3. Bank details		
4. All the Authorising people signed		
5. Payment Effected		

AFFIDAVIT

I, _____, adult male/female,
identity number _____ being the CEO/Director/Partner of
_____ (Name of company), state under oath:

1. In terms of the definition of “Textile Industry” contained in the Agreement referred to above

_____, situated at _____

_____, which operates in the _____ Magisterial

District, falls within the areas of jurisdiction of the Textile Industry in the (Republic of South Africa).

2. I hereby confirm that as the CEO/Director/Partner of the abovementioned company, I have familiarised

myself with the contents of the collective agreement signed on 26 March 2020, known as the COVID-19

Lockdown Collective Agreement.

3. I fully support the terms and conditions set therein.

4. I agree to be bound by the Collective Agreement and confirm that I make this undertaking of my own

free will.

I know and understand the contents of this declaration.

I have no objection in taking this oath.

I consider this oath to be binding on my conscience.

Signature of Deponent

I certify that the deponent has acknowledged that he/she knows and understands the contents of this declaration, he/she does not have any objection in taking the oath and that he/she considers it to be binding on his/her conscience which was sworn to be signed before me at on this day ____ of _____ 2020 and that the administering oath complied with regulation contained in the Government Gazette No. 1258 of July 1972 as amended.

COMMISSIONER OF OATHS