

NBCRFLI

National Bargaining Council for the Road Freight and Logistics Industry

Your Road Freight Partner.

23 February 2026

Circular to all Employers in the Road Freight & Logistics Industry
Online e-Business Portal Update

This notice serves to inform all Road Freight and Logistics Industry employers of a new update to the Online E-Business Portal.

This feature is now available:

Bulk Termination Application

Employers can now submit bulk termination applications via the portal using the upload functionality.

Upload Requirements

Please ensure the file is prepared as follows:

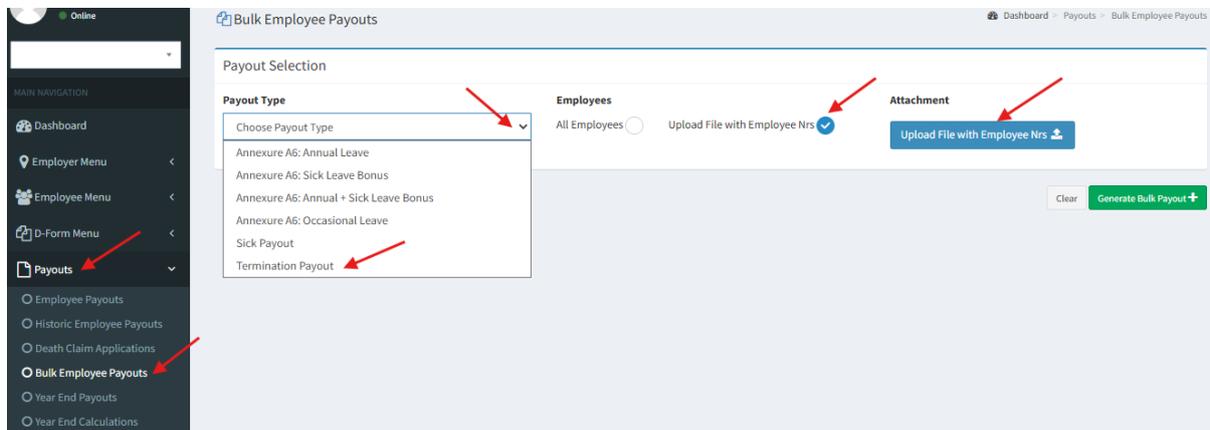
- Column A: Employee Number
- Column B: Termination Date
- Column C: Termination Reason (use the applicable initial below):
 - **T** – Terminated
 - **A** – A.W.O.L.
 - **R** – Retrenchment

Important Notes

- Remove all headings before uploading the file.
- The file must contain only the employee data to be processed.

- The file must be saved in **CSV format**.
- The system will not accept the upload if the first row contains headings.
- After the upload is completed and system checks are performed, the application summary will be displayed for your review.
- Once verified, you may proceed to submit the application.

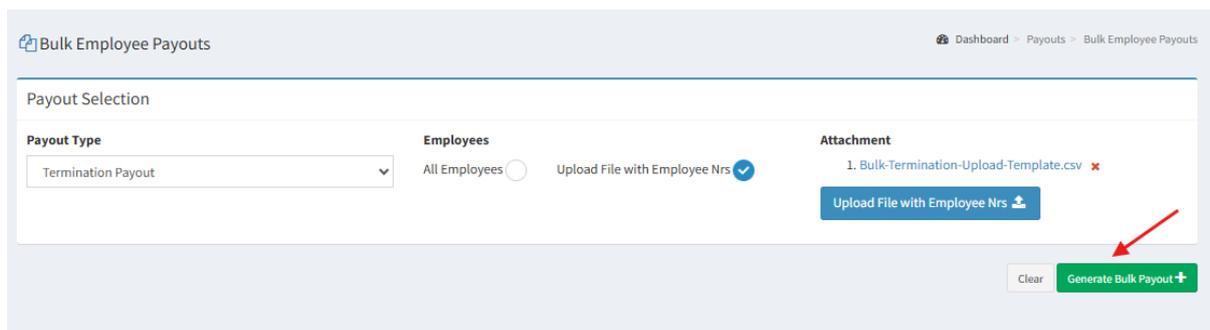
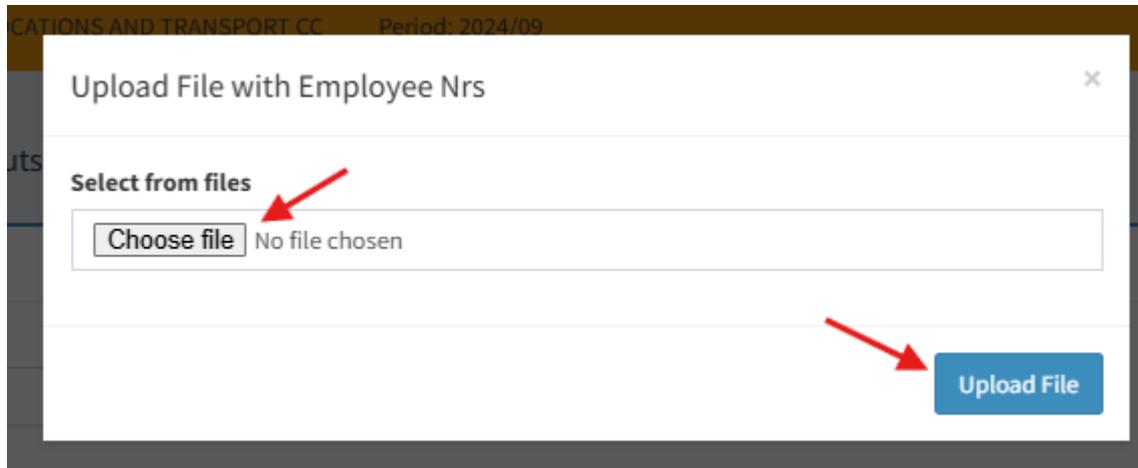
Screen illustrations of the process are attached for ease of reference.



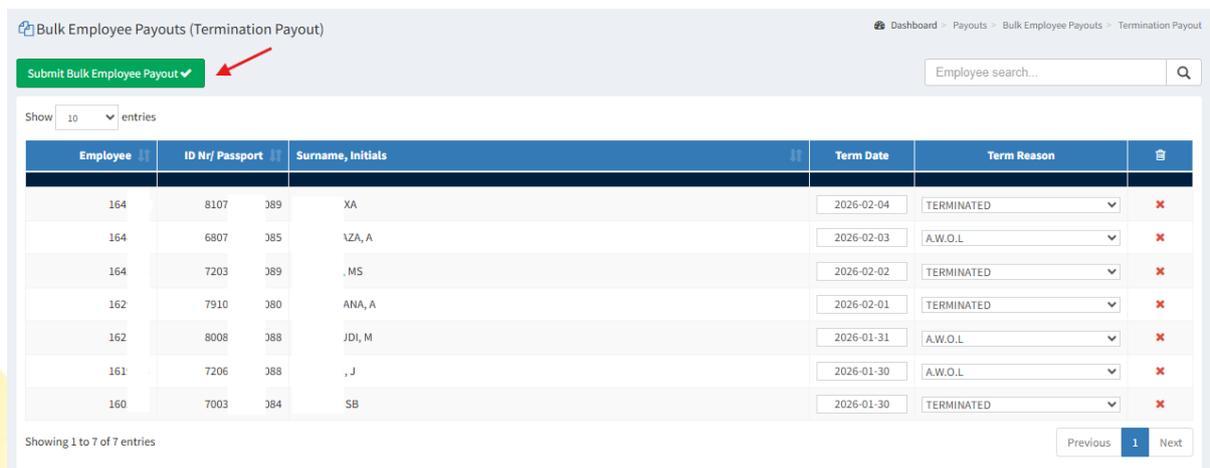
- **File format:**

Please remove the headings from the upload file. The system will not accept the upload if the first line (row 1) contains headings.

	A	B	C
1	Employee number of the council	Termination Date	Termination Reason
2	1608***	2019/06/30	T
3	1619***	2020/02/28	A
4	1621***	2026/01/31	A
5	1629***	2026/02/01	T
6	1642***	2026/02/02	T
7	1648***	2026/02/03	A
8	1649***	2026/02/01	R
9			



- After the upload process has been completed and all system checks have taken place, the application summary will be displayed.
- Review the application details.
- If you are satisfied, you may proceed to submit the application.





Any queries pertaining to this matter may be directed to the below:

E-Business Assistant

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E-Business Manager

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Yours Faithfully

National Secretary

(This document has been sent electronically, and it is therefore not signed)