

15 September 2023

Circular to all Employers in the Road Freight & Logistics Industry

Re: Update Relating to The Online E-Business Portal

This is a notification to all Road Freight and Logistics Industry employers of the following update related to the Online E-Business Portal:

- Employers will not be allowed to update banking details if there is an active/unsubmitted pay-outs application or an application already in process.
- If the employer wishes to amend banking details, active/unsubmitted applications will have to be deleted and created again with the correct banking details.
- Once an application is submitted, a request for cancellation must be submitted to your Regional Funds Administration Department.
- The below error message will reflect should you try to change banking details for an application still in process/active and unsubmitted:

Bank Details

Warning

No Bank detail changes allowed whilst Individual Payout Application is in Process.

- We have now also included a date and time stamp for submitted applications.

Application Date	Application Type	Employee	Clock Card	ID Nr/ Passport	Surname, Initials	Status	Submitted On			
2023-09-12	Annexure A6: Sick Leave Bonus						2023-09-12 13:00:10			
2023-09-12	Sick Payout						2023-09-13 07:06:23			

For further queries or assistance please do not hesitate to contact the E-Business Section by using the below contact details:

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Yours Faithfully

National Secretary

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