

The Council Chronicle

LOCKDOWN

IMPORTANT NOTICES

THE COUNCIL DURING THE LOCKDOWN

As per the President's speech on 23 March 2020, the Council will also be going into a full lockdown for the 21-day period. Although our offices will be closed during this time, we will still maintain a skeleton staff to assist with queries and claims that will arise during this period.

Below you will find the e-mail addresses of the staff available to assist you with any information you might require.

The accounts@hcsbc.co.za e-mail address will also be monitored daily for any queries or questions and will be diverted to the particular manager or staff member that would be able to assist.

The information will also be placed on our website at www.hcsbc.co.za as well as our Facebook page.

Please see below the claim process for UIF as well as the documentation required. Should you need copies of the documents, please send an e-mail to frik@hcsbc.co.za. I will personally forward you the documents.

Please stay safe during this time.

Sick Fund Claims

The Sick Pay Fund and Sick Benefit Fund claims will continue as usual. Claims should still be submitted to the contact e-mails below and payments will be done once a week as currently.

Contacts

MANAGERS DETAILS

Case Management / Debt Collecting:

Rose Ngonyama
E-mail: rose@hcsbc.co.za

Legal Compliance Officer:

Grace Raselimo
E-mail: grace@hcsbc.co.za

Administration Manager:

Danelle Prinsloo
E-mail: danelle@hcsbc.co.za

Finance Manager / Acting CEO:

Frik Bekker
E-mail: frik@hcsbc.co.za

Account Related Queries

Salon Codes Starting with SAL106, SAL109 & SAL112

E-mail: amanda@hcsbc.co.za

Salon Codes Starting with SAL102, SAL103, SAL105 & SAL107

E-mail: melanie@hcsbc.co.za

Salon Codes Starting with SAL101, SAL104, SAL108, SAL113, SAL115 & SAL117

E-mail: thandiwe@hcsbc.co.za

Employee and Salon Amendments

E-mail: denise@hcsbc.co.za
E-mail: zola@hcsbc.co.za

Debt Collecting

E-mail: nonhlanhla@hcsbc.co.za

Sick Pay Fund Claims

E-mail: sickpayfund@hcsbc.co.za

Sick Benefit Fund Claims

E-mail: sickbenefitfund@hcsbc.co.za

UIF Claims

During the lockdown period, staff will be placed on paid leave. Should the leave be depleted, the leave will then be unpaid leave. In such an event, the employee can submit a claim with UIF. The following is required:

- UI 19 and UI 2.7 (completed by employer)
- UI 2.1b
- UI 2.8 (bank form completed by bank)
- Letter from employer confirming reduced work time is due to the Coronavirus
- Copy of ID document

To gain access to these forms as well as the easy-guide, please visit
<https://www.labourwise.co.za/downloads/topical-temporary-download>

The forms can be submitted through the following methods:

- Online at: www.ufiling.co.za. (Illness benefits)
- Email the application to the nearest UIF processing Centre. (Illness/ Reduced Work Time/Death benefits)
- Fax the application to the nearest UIF processing Centre. (Illness/ Reduced Work Time/Death benefits)

Mailbox

Germiston.BCP@labour.gov.za
 Petermari.BCP@labour.gov.za
 EastLondon.BCP@labour.gov.za
 Capet.BCP@labour.gov.za
 George.BCP@labour.gov.za
 NorthWest.BCP@labour.gov.za
 Limpopo.BCP@labour.gov.za
 Mpumalanga.BCP@labour.gov.za
 Freestate.BCP@labour.gov.za
 Online.BCP@labour.gov.za
 Durban.BCP@labour.gov.za
 Portelizabeth.BCP@labour.gov.za
 NorthernCape.BCP@labour.gov.za
 Johannesburg.BCP@labour.gov.za
 Pretoria.BCP@labour.gov.za

Fax to email Number

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Payments for March 2020

The returns for March 2020, applicable to the March 2020 month end payroll, was distributed during the week of the 16th of March 2020. Even though the lockdown has been implemented from 26 March 2020, you will still need to deduct from your staff their contributions when paying their salaries for March 2020 to ensure their benefits remain in tact.

We urge you to still make payment to the Council of these contributions by the due date which is the 7th of April 2020. The Council realises that cash flow will be a concern and no penalties will be levied on late payments for those establishments who are up to date with their accounts.

Should you find a penalty charge on your return, please inform the Council and we will consider the reversal thereof.

April 2020 contributions

In light of recent events and the lockdown, the Parties and the Council realises that there will be no work during this period and as a result, no pay towards staff. For the April 2020 billing run which applies to your April 2020 salaries, further detail will be supplied in the coming week.

I kindly ask that you keep a look out for a mail from the Council on this matter as well as any information supplied to you by the Union (UASA) and the Employer Organisation (EOHCB)

The Council with the EOHCB & UASA is trying to get funding from NEDLAC to assist the industry during this period of the lockdown and we please request that all salon owners confirms their banking details on a letterhead and to be sent to accounts@hcsbc.co.za