

METAL AND ENGINEERING INDUSTRIES BARGAINING COUNCIL Council Levy Return and Tax Invoice

INVOICE NUMBER: _____

MONTH _____

YEAR _____

PAGE _____

Day of week to which wages are calculated: _____

DATE FORM MAILED: _____

Employer Name	
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BANK ACCOUNT DETAILS:

Bank Name: First National Bank
 Bank Branch: FNB Corporate Bank
 Branch Code: 252 - 555
 Account Name: MIBFA Central Funds
 Collection Office
 Account Number: 597 300 163 66

Total paid by employees	n/a
Total paid by employer	n/a
Sub total	n/a
TOTAL LEVY PAYABLE	
15% VAT (Technological Fund only)	n/a

E-mail address:

Employment Summary (Number of employees at the last day of month)	No. of employees
Scheduled employees (Weekly and Monthly paid employees)	
Apprentices / Pre apprentices / Learners (see note 7)	
Temporary employees (see note 4)	
Non scheduled employees (i.e. Admin staff, working directors, members of closed corporations, etc.)	

Number of Labour Brokers being used (see note 13.1)	
No. of employees supplied by Labour Brokers	

TOTAL AMOUNT PAYABLE (ALL LEVIES)	
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* All monthly returns / schedules must be faxed back to the following Fax no.: 0866330526, 0866310306, 0866330507 or 086637693 or e-mailed to: edi@mibfa.co.za
 * We appeal to all employers to submit their monthly returns/submissions electronically – via payroll extract to edi@mibfa.co.za or via the MIBFA website www.mibfa.co.za.

***Amounts to be completed manually.**

EMPLOYEE DETAILS PLEASE LIST ALL EMPLOYEES (i.e. scheduled and non scheduled employees)

1 IDENTITY NUMBER	2 NAME (SURNAME FIRST)	3 DATE OF ENGAGEMENT	4 DATE OF TERMINATION	5 EMPLOYEE WAGE GRADE (Note 13)	6 HOURLY RATE OF PAY or BASIC MONTHLY SALARY	7 ADMINISTRATION LEVY (See note 6)	8 DISPUTE RESOLUTION LEVY (See note 8)	9 VOLUNTARY LEAVE ENHANCEMENT PAY (EMPLOYEES ONLY) (See note 12)	10 TRADE UNION MEMBERSHIP (code note 9) (code note 9)
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Sub Totals									

(Transfer final totals to section above)

***** FOR NOTES AND INSTRUCTIONS TO COMPLETE SEE REVERSE *****