

- 16.1.2 To the amount so deducted, the employer shall add a like amount per week per employee and forward the total sum to the Secretary of the Council, by electronic fund transfer to the Council account, month by month, not later than the 10th day of each subsequent month, together with an email or fax statement setting out all the relevant details as are specified in sub-clauses 16.1.5 and 16.1.5.1 hereunder.
- 16.1.3 Such deduction and addition shall also be made when an employee is being paid in terms of clauses 6.1.1 and 8 and 9 of this collective agreement and shall be made in full even in the event of any employee being paid less than, a full week's wages.
- 16.1.4 The Council may, whenever it considers such a step necessary, either increase or reduce the amount to be deducted, or suspend deductions for a period or periods, which it shall specify.
- 16.1.5 The total amount of levies deducted from the earnings of employees and contributed by employers in terms of sub-clauses 16.1.1 and 16.1.2 of this clause, respectively, shall be paid each month to the Council and shall be accompanied by a written or electronic statement containing the following details:
- 16.1.5.1 The total number of employees employed and the total amount of levies remitted in respect of such employees; and
- 16.1.5.2 in respect of all employees, including apprentices-
- 16.1.5.2.1 the family name, initials, sex, date of birth, occupation and identity number. (In the case of an employee who is not a South African citizen a passport number and a work permit number);
- 16.1.5.2.2 the amount of the levy remitted in respect of each employee;
- 16.1.5.2.3 the date on which service began or the date on which service ended, in the case of employees whose employment began or ended since the details were last submitted.
- 16.1.6 Every employer shall pay the total amount of the levies payable and render the statement of details required each month in terms of sub-clause 16.1.5 of this clause to the secretary of the Council concerned by not later than the 10<sup>th</sup> day of the month immediately following the month to which the levies and details relate.
- 16.1.7 The postal address and email address of the secretary of the Council is as follows:
- P O Box 9890, Johannesburg, 2000, or  
[selwyn@mervynismith.co.za](mailto:selwyn@mervynismith.co.za)
- 16.1.8 Forms prepared specifically for the inclusion of the details required by this clause are obtainable on application from the secretary of the Council.
- 16.1.9 Subject to the provisions of clause 25 of this Agreement, should any amount due in terms of this clause not be received by the Council by the 10<sup>th</sup> day of the month following the month in respect of which it is payable, the employer shall pay interest on such