



National Bargaining Council Private Security Sector “NBCPSS”

Step-by-step guide to registration process with the NBCPSS

1. Registration forms can be downloaded from www.nbcps.org.za and once completed sent to admin@nbcps.org.za
2. Employers send through any billing related queries to levies@nbcps.org.za **(IT IS IMPERATIVE THAT QUERIES ARE SENT TO THIS ADDRESS FOR EXPEDITED RESPONSE!!!)**
3. The billing/levy department will send through to the employers the following:
 - i. A pre-billing statement which has been prepopulated with information received through the registration process.
 - ii. Banking details of the NBCPSS
4. Should the employer consent to information detailed in the pre-billing statement, they should then pay over the contribution and use the reference as included in the billing statement. If not in agreement, they should send through a payroll generated file which contains an update of their information.
5. Levies are due by the 7th of the following month. It is imperative that updates of terminations, resignations and new employees are sent through to NBCPSS for correction before this date.

Frequently Asked Questions (Kindly note that these are not exhaustive but based on the majority of queries we receive)

Q1: How are the Council levies calculated?

A: There are two categories of Levy Contributions which are calculated as follows:

- Employees within the scope of the NBCPSS (guards, supervisors etc.) R7 employee and R7 employer contribution, totaling R14 as prescribed.
- BCEA employees (Admin) R2 employee and R2 employer contribution totaling R4 as prescribed.

Q2: Will the extended bargaining unit employees such as administration staff also pay levies to the Council?

A: Employees outside the scope of the NBCPSS MUST pay levies to the Council at the prescribed rate of R2 employee contribution and R2 employer contribution totaling R4 per employee.



Q3: Is 15% VAT payable on Bargaining Council levies?

A: No, Council levies are exempt from VAT.

Q4: How do late or unpaid levies affect employees?

A: Non-payment of levies or failure to pay by the 20th of the following month results in employees being ineligible to undergo a fair dispute resolution, conciliation or arbitration process.

Q5: How are the Council contribution levies taxed?

A: Council is not the employer and as a result may not tax any payments made on behalf of employees. The onus therefore lies with the employer to ensure the correct tax treatment on the contributions is applied.

For guidance only

Employer paid premiums to Bargaining Councils in respect of a scheme or fund as dictated in section 28 (1) (g) of the Labor Relations Act, as well as payments made to members, are now treated the same way as an employer paid contribution to a retirement fund and will be taxable for the employee.

The taxation rules for contributions to funds administered by Bargaining Councils are:

- Employer paid contributions for the benefits of employees will constitute a taxable fringe benefit,
- The value of the fringe benefit will be the value of the employer paid contribution,
- Employee paid contributions are non-taxable,

Q6: What format should the employee schedule be in?

A: Please add the following headings to your schedule when submitting it to levies@nbcps.org.za



**NATIONAL BARGAINING
COUNCIL**
FOR THE PRIVATE SECURITY SECTOR

Central Office Park, Block Q, No.400,
16th Road, Randjespark, Midrand
Email: ceo@nbcpsc.org.za

Fund:	National Bargaining Council for Private Security Sector											
Employer:	xxx Security											
Contribution Month:	31/03/2020											
Effective Date:	01/03/2020											
Total Levy:	R18,00											
Paypoint:	xxx Security											
Deposit Reference:	[As per pre-bill]											
Employee Number	Council Number	Member Name	Date of Birth	ID No	Date Joined Employer	Date Joined Council	Gender	Occupation	Category	Employee Levy	Employer Levy	Total Levy
A1	[As per pre-bill]	EXAMPLE, ONE	31/05/1999	1234567812345	04/05/2017	01/03/2020	F		Security Officers	7	7	14
A2	[As per pre-bill]	EXAMPLE, TWO	06/06/2000	9874563212364	20/02/2018	01/03/2020	M		Other	2	2	4
				TOTAL						9	9	18