



ANNUAL GENERAL MEETING

The Chamber will be holding its Annual General Meeting for 2004 as follows:

Date: 10 March 2004
Time: 17h30
Venue: Durban Country Club

Members are urged to diarise this event and make every effort to attend.

Nomination forms for the election of Office Bearers appear on page 6 of this publication. Simply remove the page, complete and return to the Chamber's Office or Fax no. 031-7054408. Members attending the meeting are invited to meet the in-coming committee over drinks and snacks after the meeting. Estimating students for 2003 will be awarded certificates on their successful completion of the year long course.

For details of the 2004 Estimating Course see page 4 of this publication.

CHAMBER SERVICES

Members are encouraged to make use of the Chamber's cost effective Services.

These include:

Industrial Relations

- Preparation for CCMA meetings
- Representation at the CCMA
- Chairing of Disciplinary Hearings
 - Appeal Hearings
 - Assistance with the Initiation of Disciplinary Issues
- Counseling
-

Advice on Labour Matters

- Union Relations
- Wage Negotiations
- Retrenchments
- Employment Terms and Conditions

Training and Development

- Skills Development Planning
- Skills Development Facilitation

See page 8 for Course details

Employment Equity Planning

- Employment Equity Plans
- Employment Equity Reports

PIFSA Finance

- Finance solutions for the finance of capital expenditure, imports/exports and much more.

The Chamber offers a range of other services to members - we are only a phonecall away.

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Late Payment Interest on Pension and Provident Contributions

Members are advised that they could be liable for the payment of interest on late payments to Pension and Provident Funds.

Late payment interest on contributions will be charged in terms of Section 13A of the Pension Funds Act. The rate of interest is determined by the Usury Act.

The Usury Act maximum interest allowable on money lending transactions has changed with effect from 1 October 2003. The new rates are:

- 21% (previously 27%) where the total amount does not exceed R10 000, and
- 18% (previously 24%) where the total amount exceeds R10 000.

Note:

These rates would constitute the upper limits of interest rates that may be charged in respect of housing loans. Under the amended section 13A of the Pension Funds Act (and relevant Regulations) these rates will constitute the interest that will be payable on:

- a) Any contributions not transmitted into the Fund's bank account, not received by the Fund or in respect of audit exempt funds, not received by the Insurer, within 7 days after the end of the month in which it is due and
- b) The value of any withdrawal benefit not transferred to another fund within 60 days of a written request by the member to do so.

Employers are urged to remit contributions timeously, as Fund Administrators will not hesitate to charge this interest if contributions are not received within 7 days of month-end.

Source: Central Chamber

Offset Litho-Dominant Production Process

According to Pira MD Michael Hancock:

“In the print sector, offset lithography will be the dominant production process, certainly in the UK market, while gravure's market share is likely to hold up better across shorter run lengths than before as the costs of cylinder preparation has declined in relative terms in recent years. In the packaging sector, flexography is nevertheless likely to carry on achieving high rates of growth. However, the best hope to spur future growth in the industry is the nascent digital printing sector. It is still a relatively small part of the overall market but, according to Pira research, looks set to double its market share over the next five years. Within digital expect inkjet to become the gazelle process with very rapid rates of expansion achieved. Given that digital is still a very young technology and that size, speed and reliability of presses will continue to increase year on year, there is every likelihood that the market share of this growing area could even reach incursion rates of up to 20% market share”

Access this article at : <http://www.piranet.com/pira/piranet.asp?page=piraitem.htm&newsitemid=5016>

Foreign Travel to South Africa in 2003 down on previous year

The total number of foreign travellers who visited South Africa from mainland Africa, overseas and unspecified countries, arriving through all ports of entry during October 2003 was 577 854. The October 2003 figure represents a decrease of 2,1% as compared with the October 2002 figure of 590 212.

During October 2003, the most common mode of travel used by foreign travellers arriving in South Africa was road, involving 368 924 (63,8%) travellers, followed by air, involving 192 447 (33,3%) travellers. Of the total number of foreign travellers arriving by air, 152 337 (79,2%) arrived through Johannesburg International Airport while 38414 (20,0%) arrived through Cape Town International Airport, 607 (0,3%) arrived through Durban International Airport and the rest, 1 089 (0,6%), arrived through other airports.

For the total number of foreign travellers departing, road constituted the most common mode of travel 332 694 (66,0%), then followed by air 171 224 (34,0%). Of the total number of foreign travellers departing by air, 136 149 (79,5%) departed from Johannesburg International Airport, 33 060 (19,3%) departed from Cape Town International Airport, 605 (0,4%) used Durban International Airport and the rest, 1 410 (0,8%), departed through other airports. Figure 1 shows the breakdown of air arrivals and departures according to the airport used.

Source: Stats S.A.

Indo African Buyer Seller Meet, **23-28 February 2004, India**

CAPEXIL, an apex organisation sponsored by the Ministry of Commerce, Government of India will be holding an Indo African Buyer Seller Meet in Mumbai and Delhi from 24-28 February 2004.

Capexil would be sponsoring the visit of well-established importers from South Africa, as per Capexil's related products, such as:

- *Paper & paper products, books, publication & printing*
- Granite, marble, stones & products thereof
- Rubber manufactured product, e.g. auto & cycle tyres & tubes, hoses, beltings, moulded goods & medical & surgical products
- Ores, bulk & processed minerals
- Paints, enamels, varnishes, pigments & paint raw materials
- Glass & glassware, Cement, Refractories
- Wood & polywood products, Ceramics & allied products

Regarding Sponsorship

Capexil will sponsor the following for each participant:

- a) **Economy class return airfare**
- b) **Hotel stay for 5 nights**
- c) Meals as specified by the Itinerary
- d) Arrange for all **airport pickups & drop offs**
- e) **Sightseeing trip in Delhi**

Any other expenses not mentioned above will have to be borne directly by the participant.

Documents required for Sponsorship

Each sponsored company needs to submit the following documents:

- 1) **Questionnaire by Capexil to be filled in complete & in clear block letters.**
- 2) USD 300/- (US dollars three hundred only) towards participation fee
- 3) The full name of participant (as in passport), Designation in the company, the valid passport number & expiry date.
(Please ensure that the information is sent in clear block letters as the travel tickets will be forwarded on this basis & any name change will involve costs which will have to be borne by the participant.)
- 4) A short biography of the person attending buyer seller meets in India
- 5) At the end of the meet the selected participant needs to give a feedback on the BSM & submit a report on the business done to Capexil.

***All the above documents may kindly be sent to the Consulate General of India, Johannesburg**

Modality of Buyer Seller Meets

Capexil will fix up meetings for each importer with established Indian exporters for their products of interest. These meetings will last from 10h00 - 17h30 every day with breaks for lunch and tea. The participating importers need to attend all the meetings and follow the schedule of appointments set by Capexil.

At the end of the BSM the importers are free to fix up meetings independently with exporters of their choice and prolong their stay in India (by making necessary changes in their flight bookings subject to availability) if they consider it necessary. However any extra cost towards these changes will have to be borne by the participant directly.

On receipt of the necessary documents by us we will forward a letter of invitation confirming all details to each participant.

For further details you may please contact Mrs. Suchandra Juneja, Deputy Director Capexil on FASX : +91 33 22215657 or EMAIL: suchandra@capexil.com. Alternatively you may contact the undersigned on hocjhb@global.co.za or comjhb@global.co.za or Cell: +27 82 781 3450 or TEL: +27 11 4828490 or FAX +27 11 4828492 or EMAIL: hocjhb@global.co.za or comjhb@global.co.za

Yours sincerely,

(MK Khurana)

Consul (Commercial)

ANY MEMBER WHO IS INTERESTED IN THIS, PLEASE CONTACT HELEN AT THE CHAMBER FOR A COPY OF THE QUESTIONNAIRE

Source: Adopted from Central Chamber with thanks

News Visit our New Website: printkzn.co.za

ESTIMATING FOR PRINTERS

This course will assist individuals in not only calculating estimates but also production planning, management and sales.

Course Contents:

- Introduction to Estimating
- Computers and Computer Assisted Estimating
- Paper and Paper Calculations
- Type calculations
- Technical Terms
- Imposition
- Schemes
- Standard Layout for the Preparation of Quotes
- Magazine Production
- Label Work
- Book Work
- Hourly Cost Rates
- Jobbing Work
- Carton Work
- Estimating for Web-Offset
- Gravure and Flexographic Printing

Starting Date: 5th February 2004
Duration: 40 X 2 hour lectures on Thursday evenings
Time: 17h00
Course Fee: R2 700,00 per delegate
(inclusive of VAT and course notes)

Note: by enrolling staff on this course, members can make use of the opportunity to:

1. Reclaiming some of their skills levies
2. Improve the skills bases within their company and the industry
3. Use this as a tool towards meeting their Black Empowerment Equity obligations

Employers who would like to discuss any of this are invited to contact the Director on (031) 7058744

Late entries to this course will be accepted up to 18th February 2004.

Learnership Contracts

We have been advised by MAPPP Seta staff about concerns they have over legal implications in new learnership contracts.

Previously apprenticeship/learnership contracts were only contracts of training (not employment) and were between three parties - the employee/learner and the SETA. Future contracts however, will be between two parties only - employer and learner - and although this will also be a contract of training only, there is an underlying and implied employment relationship as well.

This means that, whereas previously the contract and relationship was automatically cancelled at the conclusion of the training period (successful or unsuccessful) the future situation will be that it is only the training contract that ceases automatically and the employment relationship will continue. Employers will no longer be allowed to simply advise the recently qualified artisan that the relationship has ended, without embarking on disciplinary or other procedures to terminate employment.

We submit that a solution to the problem is to have learners sign a separate "limited duration" employment contract, which also terminates automatically at the end of the training period.

Members wishing to have further details are invited to contact the Chamber on (031) 7058744.

Source: Central Chamber

Companies in Liquidation

Key findings as at the end of November 2003 regarding the number of liquidations was that the total number of liquidations recorded for November 2003 increased by 29,5% (from 254 to 329) compared with November 2002. Furthermore, the total number of liquidations recorded for the three months ended November 2003 increased by 5,1% (from 1 090 to 1 146) compared with the previous three months. The total number of liquidations recorded for the first eleven months of 2003 increased by 5,2% (from 3 700 to 3 891) compared with the first eleven months of 2002.

The increase of 29,5% in the total number of liquidations for November 2003 compared with November 2002 was due to an increase of 41,6% (from 190 to 269) in voluntary liquidations.

The increase of 5,2% in the total number of liquidations during the first eleven months of 2003 compared with the first eleven months of 2002 was due to an increase of 5,1% (from 780 to 820) in compulsory liquidations and 5,2% (from 2 920 to 3 071) in voluntary liquidations.

Source: Stats S.A.

Health Hints

Bravo for breakfast

People in one study who ate breakfast every day had 35% to 50% lower rates of obesity and insulin resistance (a possible precursor to diabetes) compared to people who frequently skipped breakfast.

The reduced risk occurred in those who ate unrefined, not refined, grain cereals.

A healthy breakfast can also keep people from over-eating later in the day, which may explain why the risk for obesity and insulin resistance is reduced.

Source: American Heart Association

HIV vaccination

The first clinical trial of a human immunodeficiency virus (HIV) vaccine has been given the go-ahead in South Africa. It will be a Phase I study - which means that the most important part of the study is to find out how safe the vaccine is, and not how effective it is. In this study healthy people are administered the vaccine. The effectiveness (efficacy) of any HIV-vaccine will only be properly tested once the researchers are sure that the vaccine will not cause harm to people.

The vaccine is meant to cause the person to develop antibodies to HIVviruses. They would then become "HIV-(antibody)-positive" on being tested for HIV, but they would not be HIV-infected.

The vaccine cannot cause HIV infection, even though the person would become HIV positive. This is the same as all vaccinations - for example, after receiving the measles vaccination, a person would test "measles-antibody-positive". The antibodies produced by the HIV-vaccine could then theoretically protect a person from being infected with HIV. But there would be no ethical way of exposing that person to HIV viruses to see how effective the vaccination is. This is one of the reasons why the full development of an HIV-vaccine will still take many years.

In the meantime, everybody needs to continue to do the best they can to prevent becoming infected with HIV viruses.

Modified from SA Medicines Control Council Press Statement 06 June 2003

Dear Sir/Madam

ELECTION OF EXECUTIVE COMMITTEE FOR 2004/2005

In terms of clause 3 of the By-laws of the Central Chamber of the Printing Industries Federation of South Africa, nominations are hereby called to fill the positions of President, Vice President, Treasurer and sixteen Executive Committee members.

Nominations must be in writing and must be received by the office before Thursday 4th March 2004.

Kind regards

Yours sincerely

Geoff Warren
Director

I, _____, _____ of
(Name of Nominator) (Designation)

_____ do hereby nominate _____
(Name of Company) (Name of Nominee)

to serve on the Executive Committee of the KZN Chamber of PIFSA for the 2004/2005 period and that the nominee will attend the AGM to be held on Wednesday 10 March 2004 when the nominees will be listed.

(Signature)

Annual Leave

Chapter 3 Section 19 of the Basic Conditions of Employment Act indicates that the provisions regarding all types of leave do not apply to employees who work less than 24 hours per month.

Section 20 of the Act indicates that:

An employee is entitled to "21 consecutive days" (section 20 (2) (a) of the Act) annual leave. This works out to 15 working days per annum on full pay for those whose working days are based on a 5 day week, or 18 working days based on a 6 day week. Those employees who work a 6 day week will receive an extra three days over their "5 day week" compatriots, the total period still remaining 21 consecutive days.

In cases where Public holidays fall within a period of an employee's annual leave these are considered as being additional to the annual leave entitlement.

Can an employee accumulate annual leave?

This question is often asked of the Chamber.

The Act (Section 20 (4)) indicates that an employer must grant an employee leave not later than six months after the completion of an annual leave cycle. This does not mean that such leave must be taken within 6 months of the end of the cycle in which it accrues. What it does mean is that the employer cannot refuse a request for annual leave that is due where the request is made six months after the end of the annual leave cycle.

Can an employer deduct annual leave accrued by an employee?

The Act makes no reference to the accumulation of annual leave. Companies should have a policy in place that governs this.

Remember, annual leave is an entitlement in terms of the Act, and an employee cannot therefore be made to forfeit accumulated annual leave. The imposition of a policy that an employee would forfeit any annual leave not taken after a given period would mean that the company would be acting outside of the Act. A company cannot impose conditions that are less favourable than those prescribed by law.

The answer is to make employees take their leave when it is due!

CHAMBER COURSES - 2004

Course	Details	Duration	Date	Price
Estimating for Printers	<p>This course will assist individuals in not only calculating estimate but also production planning, management and sales</p> <p><u>Course Contents:</u> Introduction to Estimating, Computers and Computer Assisted Estimating, Paper and Paper Calculations, Type Calculations, Technical terms, Imposition Schemes, Standard Layout for the Preparation of Quotes, Magazine Production, Label Work, Book Work, Hourly Cost Rates, Jobbing Work, Carton Work.</p>	<p>40 X 2 hour lectures on Thursday evenings</p> <p>Time: 17h30</p>	starts 5th February 2004	R2700,00 (incl. VAT and course notes)
Telephone Technique and Front Office Skills	<p>Realise the value of an efficient and motivated receptionist and ensure that customers and other business contacts receive a good first impression.</p> <p><u>Course Contents</u> Customer Service, Grooming and Appearance, The Reception Area, Communication Skills, Handling Appointments, Greetings, Messages, Dealing with Complaints, Telephone Technique, security and the Reception Area</p>	<p>1 Day 08h30 - 16h30</p>	6 April 2004	R820,00 (incl VAT, Lunch, Tea and Course Notes)
New 2 Day Labour Relations Course	<p>This course gives an overview of the interpretation of the Labour Relations Act and the Basic Conditions of Employment Act applicable to our industry</p> <p>An overview of the Labour Relations Act and the Basic Terms and Conditions Act applicable to the Printing and Packaging industry</p>	<p>2 Days 08h30 - 16h30</p>	2 - 3 June 2004	R1710,00 (incl VAT, Tea, Lunch and Course Notes)
3 Day Supervisors Course	<p>A course for first line supervisors/managers !</p> <p><u>Course Contents</u> The role of the Supervisor, Leadership, Communication, Motivation, Delegation, Planning, Problem Solving, Decision Making, Control Industrial Relations.</p>	<p>2 Days 08h30 - 16h30</p>	11 - 13 May 2004	R1800,00 (incl VAT, Tea, Lunch and Course Notes)

For further details on the above courses, please contact Helen at the Chamber on 031-7058744 or e-mail [kzn-chamber @pifsa.org](mailto:kzn-chamber@pifsa.org)