

---

**GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS**

---

**DEPARTMENT OF EMPLOYMENT AND LABOUR****NO. R. 3317****21 April 2023****LABOUR RELATIONS ACT, 1995 REGULATIONS****REGULATIONS**

The Minister of Employment and Labour has, under section 208 of the Labour Relations Act, 1995 (Act No. 66 of 1995) and after consultation with NEDLAC, made the regulations in the Schedule.

**SCHEDULE****Definition**


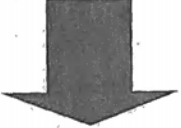
1. In these regulations "the Regulations" means the Regulations published under Government Notice No. R. 1016 of 19 December 2014.

**Amendments of Regulations**

2. The Regulations are hereby amended by replacing CCMA referral forms attached hereunder.


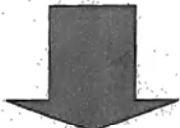
Section 208 of the Labour Relations Act empowers the Minister to make regulations regulating any matter that may or must be prescribed.

The following amended LRA Forms are hereby introduced and published."



<p>LRA Form 3.12 Section 38(3) Labour Relations Act, 1995</p>	<p><b>REFERRING PUBLIC SERVICE JURISDICTIONAL DISPUTES FOR CONCILIATION</b></p>		 <b>CCMA</b>
<p><b>Read This First</b></p>  <p><b>WHAT IS THE PURPOSE OF THIS FORM?</b></p> <p>If there is a dispute between two or more bargaining councils in the public service, including the PSCBC, the dispute must be referred to the CCMA in terms of Section 38 of the Labour Relations Act, 1995.</p> <p><b>WHERE DOES THIS FORM GO?</b></p> <p>To the CCMA National Office: 28 Harrison Street Johannesburg Private Bag X94 Marshalltown, 2107 Tel: (011) 377 6650/01/00 E-Mail: <a href="mailto:ho@ccma.org.za">ho@ccma.org.za</a></p> <p><b>OTHER PARTIES</b></p> <p>If more than one party is referring the dispute or if the dispute is referred against more than one party, write down the additional names and particulars on a separate piece of paper and attach details to this form.</p>	<p><b>1. PARTY REFERRING THE DISPUTE</b></p> <p>Name: .....</p> <p>Postal Address:.....</p> <p>Tel:..... Fax:.....</p> <p>Cell Number: ..... E-Mail: .....</p> <p>Contact Person: .....</p> <p>Registration Number: .....</p> <p><b>2. DETAILS OF OTHER PARTY</b></p> <p>Name: .....</p> <p>Postal Address:.....</p> <p>Tel:..... Fax:.....</p> <p>Contact Person: .....</p> <p>Cell Number: ..... E-Mail: .....</p> <p>Registration Number:.....</p>		<p>Case Number.....</p> <p>Please turn over →</p>



<p><b>OTHER INSTRUCTIONS</b></p> <p>A copy of this form must be served on the other party.</p> <p>Proof that a copy of this form has been served on the other party must be supplied by attaching any of the following:</p> <ul style="list-style-type: none"> <li>▪ A copy of a registered slip from the Post Office; or</li> <li>▪ A copy of a signed receipt if hand delivered; or</li> <li>▪ A signed statement confirming service by the person delivering the form; or</li> <li>▪ A copy of a fax confirmation slip; or</li> <li>▪ A copy of an e-mail confirmation slip or sent e-mail; or</li> <li>▪ Any other satisfactory proof of service.</li> </ul> <p>The CCMA may be requested to assist with service.</p> <p style="text-align: center;"><b>CHECK!</b></p> <p>Have you sent a copy of this completed form to the other party?</p> <p>Have you included proof that you have sent a copy to the other party with this form?</p>	<p><b>3. NATURE OF THE DISPUTE</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p><b>4. POPIA CONFIRMATION</b></p> <p>By signing this document, I/we hereby grant my voluntary consent that my/our personal information may be processed, collected, used and disclosed in compliance with the Protection of Personal Information Act, 4 of 2013. I/we furthermore agree that my/our personal information may be used for the lawful and reasonable purposes in as far as the CCMA (responsible party) must use my/our information in the performance of its public legal duty. I/we understand that my/our personal information may be disclosed to a third party in as far as the CCMA must fulfil its public legal duty. I/we furthermore understand that there are instances in terms of abovementioned Act where my express consent is not necessary to permit the processing of personal information, which may be related to litigation or when the information is publicly available.</p> <p><b>5. CONFIRMATION OF ABOVE DETAILS</b></p> <p>Form submitted by:</p> <p>.....</p> <p style="text-align: center;">(please print name)</p> <p>Signature: .....</p> <p>Position: .....</p> <p>Date:.....</p> <p>Place:.....</p>
---	--


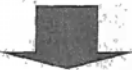
<p><b>LRA Form 3.13</b>  <b>Section 38(4)</b>  <b>Labour Relations Act, 1995</b></p>	<p align="center"><b>REFERRING PUBLIC  SERVICE JURISDICTIONAL  DISPUTES FOR  ARBITRATION</b></p>	 <b>CCMA</b>
<p align="center"><b>Read This First</b></p>  <p align="center"><b>WHAT IS THE PURPOSE OF THIS FORM?</b></p> <p>If there is a dispute between two or more bargaining councils in the public service, including the PSCBC and the dispute has been referred for conciliation and is unresolved, any party may request the CCMA to arbitrate the dispute in terms of section 38(4) of the Labour Relations Act, 1995.</p> <p align="center"><b>WHO FILLS IN THIS FORM?</b></p> <p>Any party to the dispute.</p> <p align="center"><b>WHERE DOES THIS FORM GO?</b></p> <p>To the CCMA National Office:  28 Harrison Street  Johannesburg  Private Bag X94  Marshalltown 2107</p> <p><b>Tel:</b> (011) 377 6650/01/00  <b>E-Mail:</b> ho@ccma.org.za</p> <p align="center"><b>OTHER PARTIES</b></p> <p>If more than one party is referring the dispute or if the dispute is referred against more than one party, write down the additional names and particulars on a separate piece of paper and attach details to this form.</p>	<p><b>1. PARTY REFERRING THE DISPUTE</b></p> <p>Name: .....</p> <p>Postal Address: .....</p> <p>Tel:..... Fax:.....</p> <p>Cell:..... E-Mail:.....</p> <p>Contact Person: .....</p> <p>Registration Number: .....</p> <p><b>2. DETAILS OF THE OTHER PARTY</b></p> <p>Name: .....</p> <p>Postal Address: .....</p> <p>Tel:..... Fax:.....</p> <p>Cell:..... E-Mail:.....</p> <p>Contact Person: .....</p> <p>Registration Number: .....</p>	
<p><b>Case Number</b> .....</p>	<p align="right">Please turn over →</p>	

<p style="text-align: center;"><b>OTHER INSTRUCTIONS</b></p> <p>A copy of this form must be served on the other party.</p> <p>Proof that a copy of this form has been served on the other party must be supplied by attaching any of the following:</p> <ul style="list-style-type: none"> <li>▪ A copy of a registered slip from the Post Office; or</li> <li>▪ A copy of a signed receipt if hand delivered; or</li> <li>▪ A signed statement confirming service by the person delivering the form; or</li> <li>▪ A copy of a fax confirmation slip; or</li> <li>▪ A copy of an e-mail confirmation slip or sent e-mail; or</li> <li>▪ Any other satisfactory proof of service.</li> </ul> <p>A copy of the certificate of outcome of the conciliation must be attached.</p> <p>The CCMA may be requested to assist with service.</p> <p style="text-align: center; margin-top: 20px;"><b>CHECK!</b></p> <p>Have you sent a copy of this completed form to the other party?</p> <p>Have you included proof that you have sent a copy to the other party with this form?</p>	<p><b>3. NATURE OF THE DISPUTE</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p><b>4. POPIA CONFIRMATION</b></p> <p>By signing this document, I/we hereby grant my voluntary consent that my/our personal information may be processed, collected, used and disclosed in compliance with the Protection of Personal Information Act, 4 of 2013. I/we furthermore agree that my/our personal information may be used for the lawful and reasonable purposes in as far as the CCMA (responsible party) must use my/our information in the performance of its public legal duty. I/we understand that my/our personal information may be disclosed to a third party in as far as the CCMA must fulfil its public legal duty. I/we furthermore understand that there are instances in terms of abovementioned Act where my express consent is not necessary to permit the processing of personal information, which may be related to litigation or when the information is publicly available.</p> <p><b>5. CONFIRMATION OF ABOVE DETAILS</b></p> <p>Form submitted by:</p> <p>.....</p> <p style="text-align: center;">(please print name)</p> <p>Signature: .....</p> <p>Position: .....</p> <p>Date: .....</p> <p>Place: .....</p>
---	--

<p>LRA Form 3.23 Section 62(1) Labour Relations Act, 1995</p>	<h2 style="margin: 0;">APPLICATION ABOUT DEMARCATION DISPUTE</h2>	
<p style="text-align: center;">Read This First</p> <div style="text-align: center;">  </div> <p><b>WHAT IS THE PURPOSE OF THIS FORM?</b></p> <p>This form is an application by a party to the CCMA to determine a demarcation dispute.</p> <p>The demarcation dispute could be-</p> <ol style="list-style-type: none"> <li>a) whether any employees or employers work in a sector or area;</li> <li>b) whether any provision in an arbitration award, collective agreement or sectoral determination is or was binding on any employee, employer or class of employees or employers.</li> </ol> <p><b>WHO FILLS IN THIS FORM?</b></p> <ul style="list-style-type: none"> <li>▪ Any registered trade union,</li> <li>▪ Employee,</li> <li>▪ Employer,</li> <li>▪ Registered employers' organisation, or</li> <li>▪ Council.</li> </ul> <p><b>OTHER PARTIES</b></p> <p>If more than one party is referring the dispute or if the dispute is referred against more than one party, write down the additional names and particulars on a separate piece of paper and attach details to this form.</p>	<p><b>1. APPLICANT DETAILS</b></p> <p>Name: .....</p> <p>Postal Address: .....</p> <p>Tel:..... Fax:.....</p> <p>Cell:.....E-Mail:.....</p> <p>Contact Person: .....</p> <p><b>2. DETAILS OF OTHER PARTY(IES)</b></p> <p>Postal Address: .....</p> <p>Tel:..... Fax:.....</p> <p>Cell:.....E-Mail:.....</p> <p>Contact Person: .....</p>	
<p>Case Number.....</p>		<p>Please turn over →</p>

<p><b>NOTE!</b></p> <p>This matter will not be set down for conciliation, but for in limine proceeding. Where possible in limine issues will be dealt with. <b>There is no need to bring witnesses to the in limine proceedings.</b></p> <p><b>OTHER INSTRUCTIONS</b></p> <p>A copy of this form must be served on the other party.</p> <p>Proof that a copy of this form has been served on the other party must be supplied by attaching any of the following:</p> <ul style="list-style-type: none"> <li>▪ A copy of a registered slip from the Post Office; or</li> <li>▪ A copy of a signed receipt if hand delivered; or</li> <li>▪ A signed statement confirming service by the person delivering the form; or</li> <li>▪ A copy of a fax confirmation slip; or</li> <li>▪ A copy of an e-mail confirmation slip or sent e-mail; or</li> <li>▪ Any other satisfactory proof of service.</li> </ul> <p>The CCMA may be requested to assist with service.</p> <p>Attach copies of relevant collective agreements and registration certificates of bargaining councils, if applicable.</p> <p><b>WHERE DOES THIS FORM GO?</b></p> <p>The Regional Office of the CCMA.</p>	<p><b>3. DETAILS OF SECTOR, INDUSTRY AND AREA INVOLVED IN THIS DEMARCATION APPLICATION</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p><b>4. WHAT IS THE PRIMARY NATURE OF THE BUSINESS</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p><b>5. UNDER WHAT BARGAINING COUNCIL DOES THE BUSINESS FALL, IF ANY</b></p> <p>.....</p> <p>.....</p> <p><b>6. DESCRIPTION OF ISSUE(S) IN DISPUTE</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>		
<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">Case Number .....</td> <td style="width: 40%;">Please turn over →</td> </tr> </table>		Case Number .....	Please turn over →
Case Number .....	Please turn over →		

<p style="text-align: center;"><b>CHECK!</b></p> <p>Have you sent a copy of this completed form to the other party?</p> <p>Have you included proof that you have sent a copy to the other party with this form?</p>	<p><b>7. DEMARCATION SOUGHT</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p><b>8. MOTIVATION FOR DETERMINATION SOUGHT</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p><b>9. POPIA CONFIRMATION</b></p> <p>By signing this document, I/we hereby grant my voluntary consent that my/our personal information may be processed, collected, used and disclosed in compliance with the Protection of Personal Information Act, 4 of 2013. I/we furthermore agree that my/our personal information may be used for the lawful and reasonable purposes in as far as the CCMA (responsible party) must use my/our information in the performance of its public legal duty. I/we understand that my/our personal information may be disclosed to a third party in as far as the CCMA must fulfil its public legal duty. I/we furthermore understand that there are instances in terms of abovementioned Act where my express consent is not necessary to permit the processing of personal information, which may be related to litigation or when the information is publicly available.</p> <p><b>10. CONFIRMATION OF ABOVE DETAILS</b></p> <p>Form submitted by:</p> <p>.....</p> <p style="text-align: center;">(please print name)</p> <p>Signature:.....</p> <p>Position: .....</p> <p>Date: .....</p> <p>Place: .....</p>
---	--

<p>LRA Form 4.1 Section 69(6B) Labour Relations Act, 1995</p>	<h2 style="text-align: center;">REQUEST TO ESTABLISH PICKETING RULES</h2>		 <b>CCMA</b>
<p style="text-align: center;">Read This First</p> <div style="text-align: center;">  </div> <p><b>WHAT IS THE PURPOSE OF THIS FORM?</b></p> <p>This form is a request by a party to the CCMA to establish picketing rules during a strike or lockout.</p> <p><b>WHO FILLS IN THIS FORM?</b></p> <p>A registered trade union</p> <p><b>WHERE DOES THIS FORM GO?</b></p> <p>The Regional Office of the CCMA.</p> <p><b>OTHER PARTIES</b></p> <p>If more than one party is referring the dispute or if the dispute is referred against more than one party, write down the additional names and particulars on a separate piece of paper and attach details to this form.</p>	<p><b>1. PARTY MAKING REQUEST</b></p> <p>Name: .....</p> <p>Postal Address: .....</p> <p>Tel:..... Fax:.....</p> <p>Cell:.....E-Mail:.....</p> <p>Contact Person: .....</p> <p><b>2. OTHER PARTY'S DETAILS, INCLUDING AFFECTED THIRD PARTIES</b></p> <p>Name: .....</p> <p>Postal Address: .....</p> <p>Tel:..... Fax:.....</p> <p>Cell:.....E-Mail:.....</p> <p>Contact Person: .....</p> <p><b>3. DETAILS OF REQUEST</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>		
<p>Case Number.....</p>	<p>Please turn over</p>		

<p style="text-align: center;"><b>OTHER INSTRUCTIONS</b></p> <p>A copy of this form must be served on the other party.</p> <p>Proof that a copy of this form has been served on the other party must be supplied by attaching any of the following:</p> <ul style="list-style-type: none"> <li>▪ A copy of a registered slip from the Post Office; or</li> <li>▪ A copy of a signed receipt if hand delivered; or</li> <li>▪ A signed statement confirming service by the person delivering the form; or</li> <li>▪ A copy of a fax confirmation slip; or</li> <li>▪ A copy of an e-mail confirmation slip or sent e-mail; or</li> <li>▪ Any other satisfactory proof of service.</li> </ul> <p>The CCMA may be requested to assist with service.</p>	<p><b>4. ARE YOU REQUESTING THE CCMA TO DEAL WITH THIS MATTER URGENTLY?</b></p> <p style="text-align: center;">Yes      <input type="checkbox"/>      No      <input type="checkbox"/></p> <p>If so, provide reasons</p> <p>.....</p> <p>.....</p> <p>.....</p> <p><b>5. PROVIDE DETAILS OF THE DISPUTE</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p><b>6. PROVIDE ANY PROPOSALS FOR SETTLEMENT OF THE DISPUTE</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p><b>7. POPIA CONFIRMATION</b></p> <p>By signing this document, I/we hereby grant my voluntary consent that my/our personal information may be processed, collected, used and disclosed in compliance with the Protection of Personal Information Act, 4 of 2013. I/we furthermore agree that my/our personal information may be used for the lawful and reasonable purposes in as far as the CCMA (responsible party) must use my/our information in the performance of its public legal duty. I/we understand that my/our personal information may be disclosed to a third party in as far as the CCMA must fulfil its public legal duty. I/we furthermore understand that there are instances in terms of abovementioned Act where my express consent is not necessary to permit the processing of personal information, which may be related to litigation or when the information is publicly available.</p> <p><b>8. CONFIRMATION OF ABOVE DETAILS:</b></p> <p>Form submitted by:</p> <p>.....</p> <p style="text-align: center;">(please print name)</p> <p>Signature:.....</p> <p>Position:.....</p> <p>Date:.....</p> <p>Place:.....</p>
---	---



LRA Form 4.2

Section 73(1)

Labour Relations Act, 1995

# REFERRING DISPUTES FOR DETERMINATION AS AN ESSENTIAL SERVICE

Read This First

## WHAT IS THE PURPOSE OF THIS FORM?

This form is a referral to the Essential Services Committee for a determination that a service is an essential service or that a person works in an essential service.

An 'essential' service means a service, which, if interrupted, would endanger the life or health of people.

## WHO FILLS IN THIS FORM?

Any party to the dispute.

## OTHER PARTIES

If more than one party is referring the dispute or if the dispute is referred against more than one party, write down the additional names and particulars on a separate page and attach to this form.

## 1. APPLICANT DETAILS

Name: .....

Postal Address: .....

.....

.....

.....

Tel:..... Fax:.....

Cell:..... E-Mail: .....

Contact Person: .....

## 2. DETAILS OF THE OTHER PARTY (including trade unions organising in the sector or workplace and/or parties that may have an interest in the matter)

Name:

Postal Address: .....

.....

.....

.....

Tel:..... Fax:.....

Cell:..... E-Mail: .....

Contact Person: .....

## 3. DESCRIPTION OF ISSUE(S) IN DISPUTE

.....

.....

.....

.....

.....

.....

.....



Case Number.....

Please turn over .....

<p><b>WHERE DOES THIS FORM GO?</b></p> <p>Essential Services Committee c/o CCMA 28 Harrison Street Johannesburg, 2001 Private Bag X94 Marshalltown, 2107</p> <p><b>Tel:</b> (011) 377-6645/6953/6996 <b>E-Mail:</b> <a href="mailto:esc@CCMA.org.za">esc@CCMA.org.za</a></p> <p><b>OTHER INSTRUCTIONS</b></p> <p>A motivation for the determination sought must be attached to this form. This may include the reasons why the service is or is not essential, or whether any person does or does not work in an essential service.</p> <p>A copy of this form must be served on the other party.</p> <p>Proof that a copy of this form has been served on the other party must be supplied by attaching any of the following:</p> <ul style="list-style-type: none"> <li>▪ A copy of a registered slip from the Post Office; or</li> <li>▪ A copy of a signed receipt if hand delivered; or</li> <li>▪ A signed statement confirming service by the person delivering the form; or</li> <li>▪ A copy of a fax confirmation slip; or</li> <li>▪ A copy of an e-mail confirmation slip or sent e-mail; or</li> <li>▪ Any other satisfactory proof of service</li> </ul> <p>The ESC may be requested to assist with service.</p>	<p><b>4. DETERMINATION SOUGHT</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p><b>5. POPIA CONFIRMATION</b></p> <p>By signing this document, I/we hereby grant my voluntary consent that my/our personal information may be processed, collected, used and disclosed in compliance with the Protection of Personal Information Act, 4 of 2013. I/we furthermore agree that my/our personal information may be used for the lawful and reasonable purposes in as far as the ESC (responsible party) must use my/our information in the performance of its public legal duty. I/we understand that my/our personal information may be disclosed to a third party in as far as the ESC must fulfil its public legal duty. I/we furthermore understand that there are instances in terms of abovementioned Act where my express consent is not necessary to permit the processing of personal information, which may be related to litigation or when the information is publicly available.</p> <p><b>6. CONFIRMATION OF ABOVE DETAILS:</b></p> <p>Form submitted by: .....</p> <p style="text-align: center;">(please print name)</p> <p>Signature: .....</p> <p>Position: .....</p> <p>Date: .....</p> <p>Place: .....</p>
--	---

This gazette is also available free online at [www.gpwnonline.co.za](http://www.gpwnonline.co.za)

<p><b>WHERE DOES THIS FORM GO?</b></p> <p>Essential Services Committee c/o CCMA 28 Harrison Street Johannesburg, 2001 Private Bag X94 Marshalltown, 2107</p> <p><b>Tel:</b> (011) 377-6645/6953/6996 <b>E-Mail:</b> <a href="mailto:esc@ccma.org.za">esc@ccma.org.za</a></p> <p><b>OTHER INSTRUCTIONS</b></p> <p>A copy of this form must be served on the other party.</p> <p>Proof that a copy of this form has been served on the other party must be supplied by attaching any of the following:</p> <ul style="list-style-type: none"> <li>▪ A copy of a registered slip from the Post Office; or</li> <li>▪ A copy of a signed receipt if hand delivered; or</li> <li>▪ A signed statement confirming service by the person delivering the form; or</li> <li>▪ A copy of a fax confirmation slip; or</li> <li>▪ A copy of an e-mail confirmation slip or sent e-mail; or</li> <li>▪ Any other satisfactory proof of service</li> </ul>	<p><b>4. DETERMINATION SOUGHT</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p><b>5. POPIA CONFIRMATION</b></p> <p>By signing this document, I/we hereby grant my voluntary consent that my/our personal information may be processed, collected, used and disclosed in compliance with the Protection of Personal Information Act, 4 of 2013. I/we furthermore agree that my/our personal information may be used for the lawful and reasonable purposes in as far as the ESC (responsible party) must use my/our information in the performance of its public legal duty. I/we understand that my/our personal information may be disclosed to a third party in as far as the ESC must fulfil its public legal duty. I/we furthermore understand that there are instances in terms of abovementioned Act where my express consent is not necessary to permit the processing of personal information, which may be related to litigation or when the information is publicly available.</p> <p><b>6. CONFIRMATION OF ABOVE DETAILS:</b></p> <p>Form submitted by:</p> <p>.....</p> <p style="text-align: center;">(please print name)</p> <p>Signature: .....</p> <p>Position: .....</p> <p>Date: .....</p> <p>Place: .....</p>
--	--

<p><b>LRA Form 4.3</b>  <b>Section 75(2)</b>  <b>Labour Relations Act, 1995</b></p>	<p align="center"><b>EMPLOYER APPLIES FOR  MAINTENANCE SERVICE  DETERMINATION</b></p>		 <b>CCMA</b>
<p align="center"><b>Read This First</b></p> <p align="center"></p> <p><b>WHAT IS THE PURPOSE OF THIS FORM?</b></p> <p>This form is an application, by an employer, to the Essential Services Committee for a determination that the whole, or part of the employer's business, is a maintenance service.</p> <p>A service is a maintenance service if the interruption of that service has the effect of material or physical destruction to any working area, factory or machinery.</p> <p><b>WHO FILLS IN THIS FORM?</b></p> <p>An employer.</p> <p><b>WHERE DOES THIS FORM GO?</b></p> <p>Essential Services Committee  c/o CCMA  28 Harrison Street  Johannesburg, 2001  Private Bag X94  Marshalltown, 2107</p> <p><b>Tel:</b> (011) 377-6645/6953/6996  <b>E-Mail:</b> esc@CCMA.org.za</p> <p><b>OTHER PARTIES</b></p> <p>If more than one party is referring the dispute or if the dispute is referred against more than one party, write down the additional names and particulars on a separate page and attach to this form.</p>	<p><b>1. EMPLOYER DETAILS</b></p> <p>Name: .....</p> <p>Postal Address:.....</p> <p>.....</p> <p>Tel:..... Fax:.....</p> <p>Cell:..... E-Mail: .....</p> <p>Contact Person: .....</p> <p><b>2. OTHER PARTY DETAILS (including trade unions organising in the sector or workplace)</b></p> <p>Name: .....</p> <p>Postal Address:.....</p> <p>.....</p> <p>Tel:..... Fax:.....</p> <p>Cell:..... E-Mail: .....</p> <p>Contact Person: .....</p> <p><b>3. DESCRIPTION OF MAINTENANCE SERVICES</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>		
<p><b>Case Number</b>.....</p>	<p>Please turn over →</p>		

**OTHER INSTRUCTIONS**

- Any other interested parties may, within 21 days of receipt of this application, send a response to the Essential Services Committee. A copy of this form must be served on the other party. Proof that a copy of this form has been served on the other party must be supplied by attaching any of the following:
- A copy of a registered slip from the Post Office; or
- A copy of a signed receipt if hand delivered; or
- A signed statement confirming service by the person delivering the form; or
- A copy of a fax confirmation slip; or
- A copy of an e-mail confirmation slip or sent e-mail; or
- Any other satisfactory proof of service.

The ESC may be requested to assist with service.

**CHECK!**

Have you sent a copy of this completed form to the other party? Have you included proof that you have sent a copy to the other party with this form?

**4. DETERMINATION SOUGHT**

.....  
 .....  
 .....

**5. MOTIVATION FOR DETERMINATION SOUGHT (Use additional paper if necessary)**

.....  
 .....  
 .....  
 .....

**6. NUMBER OF EMPLOYEES -**

engaged in the maintenance service .....

not engaged in the maintenance service .....

**7. POPIA CONFIRMATION**

By signing this document, I/we hereby grant my voluntary consent that my/our personal information may be processed, collected, used and disclosed in compliance with the Protection of Personal Information Act, 4 of 2013. I/we furthermore agree that my/our personal information may be used for the lawful and reasonable purposes in as far as the ESC (responsible party) must use my/our information in the performance of its public legal duty. I/we understand that my/our personal information may be disclosed to a third party in as far as the ESC must fulfil its public legal duty. I/we furthermore understand that there are instances in terms of abovementioned Act where my express consent is not necessary to permit the processing of personal information, which may be related to litigation or when the information is publicly available.

**8. CONFIRMATION OF ABOVE DETAILS:**

Form submitted by:


.....  
 (please print name)

Signature: .....

Position: .....






Date: .....

Place: .....

<p><b>LRA Form 4.6</b> <b>Labour Relations Act, 1995</b></p>	<h2 style="margin: 0;">SUBPOENA BY ESSENTIAL SERVICE COMMITTEE</h2>	 <b>CCMA</b>
<p>The following <b>MUST</b> be attached to a request for a subpoena:</p> <p>(a) motivation for the application and</p> <p>(b) proof that witness fees, travelling costs and subsistence expenses have been paid.</p> <p>(Name of Subpoenaed Person) .....</p> <p style="text-align: center;"><b>NOTE!</b></p> <p>This Form together with the motivation and proof of payment of the witness fees, travelling costs and subsistence expenses must be submitted to the ESC at least fourteen (14) days prior to the date of the hearing.</p> <p style="text-align: center;"><b>WHERE MUST THE FORM GO?</b></p> <p>Essential Services Committee c/o CCMA 28 Harrison Street Johannesburg, 2001 Private Bag X94 Marshalltown, 2107</p> <p>Tel: (011) 377-6645/6953/6996 E-mail: <a href="mailto:esc@ccma.org.za">esc@ccma.org.za</a></p>	<p style="text-align: center;"><b>SUBPOENA IN TERMS OF THE ESSENTIAL SERVICES COMMITTEE REGULATIONS</b></p> <p>To: .....</p> <p style="text-align: center;">(Name of Subpoenaed Person)</p> <p>.....</p> <p style="text-align: center;">(Organisation of Subpoenaed Person)</p> <p>.....</p> <p style="text-align: center;">(Address of Subpoenaed Person)</p> <p>A Panel has been appointed to resolve a dispute in terms of the Labour Relations Act 66 of 1995.</p> <p>ESC Case number: .....</p> <p>The matter between –</p> <p>.....</p> <p style="text-align: center;">(Names of Parties)</p> <p>.....</p> <p style="text-align: center;">(Issue of Disputes)</p> <p>You are required in terms of the Regulations to appear before the Panel at</p> <p>.....</p> <p style="text-align: center;">(Address where hearing is being held)</p> <p>on ..... at .....</p> <p style="text-align: center;">(Date of Hearing) (Time of Hearing)</p> <p><b>You are subpoenaed-</b></p> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> <div>             for questioning              to produce any book, document, visual footage or object              to give expert evidence in terms of Section 142(1)(c)           </div> </div> <p style="text-align: center;">(Tick appropriate block)</p>	
<p><b>Case Number</b> .....</p>		<p>Please turn over →</p>

<p>Compliance with the Protection of Personal Information Act 4 of 2013 (POPIA)</p> <p>The personal information that is recorded in this Subpoena may only be utilised for purposes set out in the Labour Relations Act and Regulations issued by the Essential Services Committee.</p> <p>(Address of Subpoenaed Person)</p> <p>(Names of Parties)</p> <p>(Issue of Dispute)</p>	<p>You must bring and produce the books, documents, visual footages or objects listed below:</p> <p>.....</p> <p style="text-align: center;">(List books, documents and objects)</p> <p><input type="checkbox"/> The party requesting the subpoena has been directed to furnish you with the first day witness fees together with the reasonable travelling costs and subsistence expenses to attend the hearing.</p> <p>.....</p> <p>(Signed by ESC Chairperson/Deputy Chairperson)      (Date and CCMA Stamp)</p> <p>.....</p> <p style="text-align: center;">(Print name)      (Place)</p>
---	---



<p style="text-align: center;"><b>LRA Form 4.7</b> <b>Section 70B(2)</b> <b>Labour Relations Act, 1995</b></p>	<div style="text-align: right;">  </div> <div style="text-align: center;"> <h2 style="margin: 0;">BARGAINING COUNCIL REQUEST FOR ESSENTIAL SERVICE INVESTIGATION</h2> </div>		
<p style="text-align: center;"><b>READ THIS FIRST</b></p> <div style="text-align: center;">  </div> <p><b>WHAT IS THE PURPOSE OF THIS FORM?</b></p> <p>This form is a request by a bargaining council to the Essential Services Committee to conduct an investigation as to whether the whole or part of any service is an essential service.</p> <p>An essential service means a service, which, if interrupted, would endanger the life or health of people.</p> <p><b>WHO FILLS IN THIS FORM?</b></p> <p>The General Secretary of the Bargaining Council.</p> <p><b>WHERE DOES THIS FORM GO?</b></p> <p>Essential Services Committee; c/o CCMA 28 Harrison Street Johannesburg 2001 Private Bag X94 Marshalltown, 2107 Tel: (011) 377 6645/6953/6996 E-mail: <a href="mailto:esc@CCMA.org.za">esc@CCMA.org.za</a></p> <p><b>OTHER INSTRUCTIONS</b></p> <p>A copy of the current certificate of accreditation must be attached to this form.</p> <p style="text-align: center;"><b>CHECK!</b></p> <p>Have you attached your current certificate of accreditation?</p>	<p><b>1. BARGAINING COUNCIL'S DETAILS</b></p> <p>Name.....</p> <p>Postal Address .....</p> <p>Tel:..... Fax: .....</p> <p>Cell: ..... E-Mail: .....</p> <p>Contact Person .....</p> <p>Registration Number: .....</p> <p><b>2. DETAILS OF SERVICE TO BE INVESTIGATED</b> (Use additional paper if necessary)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>If an investigation is required only for part(s) of the service, state which part(s)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p><b>3. DOES THE SERVICE FALL WITHIN THE JURISDICTION OF THE COUNCIL? GIVE DETAILS</b> (Use additional paper if necessary)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>		
<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 60%;">Case Number.....</td> <td style="border: none; width: 40%;">Please turn over </td> </tr> </table>		Case Number.....	Please turn over 
Case Number.....	Please turn over 		

**4. POPIA CONFIRMATION**

By signing this document, I/we hereby grant my voluntary consent that my/our personal information may be processed, collected, used and disclosed in compliance with the Protection of Personal Information Act, 4 of 2013. I/we furthermore agree that my/our personal information may be used for the lawful and reasonable purposes in as far as the ESC (responsible party) must use my/our information in the performance of its public legal duty. I/we understand that my/our personal information may be disclosed to a third party in as far as the ESC must fulfil its public legal duty. I/we furthermore understand that there are instances in terms of abovementioned Act where my express consent is not necessary to permit the processing of personal information, which may be related to litigation or when the information is publicly available.

**5. CONFIRMATION OF ABOVE DETAILS**

Form submitted by:

.....  
(please print name)

Signature: .....

Position: .....

Date:.....

Place:.....

This gazette is also available free online at [www.gpwnonline.co.za](http://www.gpwnonline.co.za)

**WHERE DOES THIS FORM GO?**

Essential Services Committee  
c/o CCMA  
28 Harrison Street  
Johannesburg, 2001  
Private Bag X94  
Marshalltown, 2107

Tel: (011) 377-6645/6953/6996  
E-mail: [esc@CCMA.org.za](mailto:esc@CCMA.org.za)

**OTHER INSTRUCTIONS**

In completing this form a party must give due consideration to the ESC regulations.

A motivation for the determination sought must be attached to this form. This may include the reasons why the service is or is not essential, or whether any person does or does not work in an essential service.

A copy of this form must be served on the other party.

Proof that a copy of this form has been served on the other party must be supplied by attaching any of the following:

- A copy of a registered slip from the Post Office; or
- A copy of a signed receipt if hand delivered; or
- A signed statement confirming service by the person delivering the form; or
- A copy of a fax confirmation slip; or
- A copy of an e-mail confirmation slip or sent e-mail; or
- Any other satisfactory proof of service

**4. DETERMINATION SOUGHT****5. POPIA CONFIRMATION**

By signing this document, I/we hereby grant my voluntary consent that my/our personal information may be processed, collected, used and disclosed in compliance with the Protection of Personal Information Act, 4 of 2013. I/we furthermore agree that my/our personal information may be used for the lawful and reasonable purposes in as far as the ESC (responsible party) must use my/our information in the performance of its public legal duty. I/we understand that my/our personal information may be disclosed to a third party in as far as the ESC must fulfil its public legal duty. I/we furthermore understand that there are instances in terms of abovementioned Act where my express consent is not necessary to permit the processing of personal information, which may be related to litigation or when the information is publicly available.

**6. CONFIRMATION OF ABOVE DETAILS:**

Form submitted by:


(please print name)

Signature: .....



Position: .....

Date: .....

Place: .....


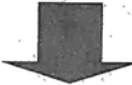
<p><b>LRA form 4.8</b>  <b>Section 72</b>  <b>Labour Relations Act,</b>  <b>1995</b></p>	<p><b>REQUEST FOR RATIFICATION OF  A MINIMUM SERVICE  AGREEMENT</b></p>		
<p><b>READ THIS FIRST</b></p> <p style="text-align: center;">↓</p> <p><b>WHAT IS THE PURPOSE OF THIS FORM?</b></p> <p>This form is a request to the Essential Services Committee to ratify any collective agreement that provides for the maintenance of minimum services in a service designated as an essential service.</p> <p><b>WHO FILLS IN THIS FORM?</b></p> <p>Representatives of the parties to the collective agreement.</p> <p><b>WHERE DOES THIS FORM GO?</b></p> <p>Essential Services Committee</p> <p>28 Harrison Street  Johannesburg  2001</p> <p>Private Bag X94  Marshalltown, 2107</p> <p>Tel: 011 377 6645/6953/6996  E-mail: <a href="mailto:esc@CCMA.org.za">esc@CCMA.org.za</a></p> <p><b>OTHER INSTRUCTIONS</b></p> <p>A copy of the minimum service agreement must accompany this form.</p>	<p><b>1. DETAILS OF THE PARTIES TO THE AGREEMENT</b>  (Use additional paper if necessary)</p> <p><b>EMPLOYER PARTIES</b></p> <p>Name:.....</p> <p>Postal Address:.....</p> <p>.....</p> <p>Tel:..... Fax: .....</p> <p>Cell: ..... E-Mail: .....</p> <p>Contact Person:.....</p> <p><b>TRADE UNION PARTIES</b></p> <p>Name:.....</p> <p>Postal Address:.....</p> <p>.....</p> <p>Tel:..... Fax: .....</p> <p>Cell: ..... E-Mail: .....</p> <p>Contact Person:.....</p> <p>Registration Number(s):.....</p>		
	<p>Case Number.....</p>		<p>Please turn over →</p>

<p style="text-align: center;"><b>CHECK</b></p> <p>Have you attached a copy of the agreement?</p>	<p><b>2. IS THIS REQUEST URGENT?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, explain why it is urgent.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p><b>3. POPIA CONFIRMATION</b></p> <p>By signing this document, I/we hereby grant my voluntary consent that my/our personal information may be processed, collected, used and disclosed in compliance with the Protection of Personal Information Act, 4 of 2013. I/we furthermore agree that my/our personal information may be used for the lawful and reasonable purposes in as far as the ESC (responsible party) must use my/our information in the performance of its public legal duty. I/we understand that my/our personal information may be disclosed to a third party in as far as the ESC must fulfil its public legal duty. I/we furthermore understand that there are instances in terms of abovementioned Act where my express consent is not necessary to permit the processing of personal information, which may be related to litigation or when the information is publicly available.</p> <p><b>4. SIGNATORIES</b> (Use additional paper if necessary)</p> <table style="width: 100%;"> <tr> <th style="text-align: left;">Employer Parties</th> <th style="text-align: left;">Trade Union Party</th> </tr> <tr> <td>Name.....</td> <td>Name.....</td> </tr> <tr> <td>Signature:.....</td> <td>Signature:.....</td> </tr> <tr> <td>Position:.....</td> <td>Position:.....</td> </tr> <tr> <td>Date:.....</td> <td>Date:.....</td> </tr> <tr> <td>Tel:.....</td> <td>Tel:.....</td> </tr> <tr> <td>Fax:.....</td> <td>Fax:.....</td> </tr> <tr> <td>E-Mail .....</td> <td>E-Mail .....</td> </tr> </table> <p><b>Trade Union Party</b></p> <p>Name.....</p> <p>Signature:.....</p> <p>Position:.....</p> <p>Date:.....</p> <p>Tel:.....</p> <p>Fax:.....</p> <p>E-Mail .....</p>	Employer Parties	Trade Union Party	Name.....	Name.....	Signature:.....	Signature:.....	Position:.....	Position:.....	Date:.....	Date:.....	Tel:.....	Tel:.....	Fax:.....	Fax:.....	E-Mail .....	E-Mail .....
Employer Parties	Trade Union Party																
Name.....	Name.....																
Signature:.....	Signature:.....																
Position:.....	Position:.....																
Date:.....	Date:.....																
Tel:.....	Tel:.....																
Fax:.....	Fax:.....																
E-Mail .....	E-Mail .....																

<p>LRA Form 4.8A Section 73(1) Labour Relations Act, 1995</p>	<p align="center"><b>REFERRING DISPUTES FOR CONCLUSION OF A COLLECTIVE AGREEMENT PROVIDING FOR A MINIMUM SERVICE AGREEMENT</b></p>		 <p align="center"><b>CCMA</b></p>
<p align="center"><b>Read This First</b></p> <p align="center"></p> <p><b>WHAT IS THE PURPOSE OF THIS FORM?</b></p> <p>This form is a referral to the Essential Services Committee for a determination on whether a collective agreement should be concluded that provides for maintenance of minimum services in essential services and the terms of such agreements.</p> <p><b>WHO FILLS IN THIS FORM?</b></p> <p>Any party to the dispute.</p> <p><b>OTHER PARTIES</b></p> <p>If more than one party is referring the dispute or if the dispute is referred against more than one party, write down the additional names and particulars on a separate page and attach to this form.</p>	<p><b>1. APPLICANT DETAILS</b></p> <p>Name: .....</p> <p>Postal Address: .....</p> <p>.....</p> <p>Tel: ..... Fax: .....</p> <p>Cell: ..... E-Mail: .....</p> <p>Contact Person: .....</p> <p><b>2. DETAILS OF THE OTHER PARTY</b> (including trade unions organising in the sector or workplace and/or parties that may have an interest in the matter)</p> <p>Name: .....</p> <p>Postal Address: .....</p> <p>.....</p> <p>Tel: ..... Fax: .....</p> <p>Cell: ..... E-Mail: .....</p> <p>Contact Person: .....</p> <p><b>3. DESCRIPTION OF ISSUE(S) IN DISPUTE</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>		
	<p>Case Number.....</p>		<p>Please turn over →</p>

<p><b>WHERE DOES THIS FORM GO?</b></p> <p>Essential Services Committee c/o CCMA 28 Harrison Street Johannesburg, 2001 Private Bag X94 Marshalltown, 2107</p> <p><b>Tel:</b> (011) 377-6645/6953/6996 <b>E-mail:</b> <a href="mailto:esc@CCMA.org.za">esc@CCMA.org.za</a></p> <p><b>OTHER INSTRUCTIONS</b></p> <p>A motivation for the determination sought must be attached to this form. This includes the reasons why a collective agreement should be concluded.</p> <p>A copy of this form must be served on the other party.</p> <p>Proof that a copy of this form has been served on the other party must be supplied by attaching any of the following:</p> <ul style="list-style-type: none"> <li>▪ A copy of a registered slip from the Post Office; or</li> <li>▪ A copy of a signed receipt if hand delivered; or</li> <li>▪ A signed statement confirming service by the person delivering the form; or</li> <li>▪ A copy of a fax confirmation slip; or</li> <li>▪ A copy of an e-mail confirmation slip or sent e-mail; or</li> <li>▪ Any other satisfactory proof of service</li> </ul> <p>The ESC may be requested to assist with service.</p>	<p><b>4. DETERMINATION SOUGHT</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p><b>5. TERMS OF PROPOSED AGREEMENT</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p><b>6. POPIA CONFIRMATION</b></p> <p>By signing this document, I/we hereby grant my voluntary consent that my/our personal information may be processed, collected, used and disclosed in compliance with the Protection of Personal Information Act, 4 of 2013. I/we furthermore agree that my/our personal information may be used for the lawful and reasonable purposes in as far as the ESC (responsible party) must use my/our information in the performance of its public legal duty. I/we understand that my/our personal information may be disclosed to a third party in as far as the ESC must fulfil its public legal duty. I/we furthermore understand that there are instances in terms of abovementioned Act where my express consent is not necessary to permit the processing of personal information, which may be related to litigation or when the information is publicly available.</p> <p><b>7. CONFIRMATION OF ABOVE DETAILS:</b></p> <p>Form submitted by:</p> <p>.....</p> <p style="text-align: center;">(please print name)</p> <p>Signature: .....</p> <p>Position: .....</p> <p>Date: .....</p> <p>Place: .....</p>
--	--



<p><b>LRA form 4.8B</b>  <b>Section 72(2)</b>  <b>Labour Relations Act,</b>  <b>1995</b></p>	<p align="center"><b>REQUEST FOR THE  DETERMINATION OF MINIMUM  NUMBERS TO BE MAINTAINED  DURING STRIKE ACTION</b></p>		
<p align="center"><b>READ THIS FIRST</b></p> <p align="center"></p> <p><b>WHAT IS THE PURPOSE OF THIS FORM?</b></p> <p>This form is a request to the Essential Services Committee (ESC) to determine minimum numbers to be maintained during strike action.</p> <p><b>WHO FILLS IN THIS FORM?</b></p> <p>Representatives of the parties.</p> <p><b>WHERE DOES THIS FORM GO?</b></p> <p>Essential Services Committee</p> <p>28 Harrison Street  Johannesburg  2001  Private Bag X94  Marshalltown, 2107</p> <p>Tel: 011 377 6645/6953/6996</p> <p>E-mail: <a href="mailto:esc@CCMA.org.za">esc@CCMA.org.za</a></p> <p><b>OTHER INSTRUCTIONS</b></p> <p>A copy of this referral form must be served on the other party/parties and proof of such service must be attached to the form when submitting it to the ESC.</p>	<p><b>1. DETAILS OF THE REFERRING PARTY / PARTIES</b></p> <p>(Use additional paper if necessary)</p> <p><b>First Party</b></p> <p>Name:.....</p> <p>Postal Address:.....</p> <p>.....</p> <p>Tel:..... Fax: .....</p> <p>Cell: ..... E-Mail: .....</p> <p>Contact Person:.....</p> <p><b>Second Party</b></p> <p>Name:.....</p> <p>Postal Address:.....</p> <p>.....</p> <p>Tel:..... Fax: .....</p> <p>Cell: ..... E-Mail: .....</p> <p>Contact Person:.....</p> <p><b>2. DETAILS OF THE OTHER PARTY / PARTIES</b></p> <p><b>First Party</b></p> <p>Name .....</p> <p>Postal Address .....</p> <p>.....</p> <p>Tel:..... Fax: .....</p> <p>Cell: ..... E-Mail: .....</p> <p>Contact Person .....</p> <p>Registration Number(s):.....</p>		
<p><b>Case Number</b>.....</p>		<p>Please turn over →</p>	

**PLEASE NOTE:**

In terms of section 69(6C) no picket in support of a protected strike or in opposition to a lock-out may take place unless picketing rules are agreed to in a collective agreement binding on the trade union, or in an agreement facilitated by the conciliating commissioner, or if picketing rules have been determined by the conciliating commissioner.

**Second Party**

Name .....

Postal Address .....

Tel:..... Fax: .....

Cell: ..... E-Mail: .....

Contact Person .....

Registration Number(s):.....

**3. IS THIS REQUEST URGENT?**Yes ☐No ☐

If yes, explain why it is urgent.....

**4. BRIEFLY SET OUT THE PROCESS THAT WAS FOLLOWED PRIOR TO REFERRING THIS MATTER TO THE ESSENTIAL SERVICES COMMITTEE****5. POPIA CONFIRMATION**

By signing this document, I/we hereby grant my voluntary consent that my/our personal information may be processed, collected, used and disclosed in compliance with the Protection of Personal Information Act, 4 of 2013. I/we furthermore agree that my/our personal information may be used for the lawful and reasonable purposes in as far as the ESC (responsible party) must use my/our information in the performance of its public legal duty. I/we understand that my/our personal information may be disclosed to a third party in as far as the ESC must fulfil its public legal duty. I/we furthermore understand that there are instances in terms of abovementioned Act where my express consent is not necessary to permit the processing of personal information, which may be related to litigation or when the information is publicly available.

**6. SIGNATORIES**

(Use additional paper if necessary)

**Employer Parties**

Name.....

Signature:.....

Position:.....

Date:.....

Tel:.....

Fax:.....

E-Mail:.....

**Trade Union Party**

Name.....

Signature:.....


Position:.....

Date:.....

Tel:.....

Fax:.....

E-Mail .....

<p>LRA form 4.8C Section 72(4) Labour Relations Act, 1995</p>	<p><b>APPLICATION TO VARY OR REVOKE A MINIMUM SERVICE DETERMINATION</b></p>		
<p><b>READ THIS FIRST</b></p> <p style="text-align: center;">↓</p> <p><b>WHAT IS THE PURPOSE OF THIS FORM?</b></p> <p>This form is a request to the Essential Services Committee (ESC) to vary or revoke a minimum service determination.</p> <p><b>WHO FILLS IN THIS FORM?</b></p> <p>Representatives of the parties.</p> <p><b>WHERE DOES THIS FORM GO?</b></p> <p>Essential Services Committee</p> <p>28 Harrison Street Johannesburg 2001</p> <p>Private Bag X94 Marshalltown, 2107</p> <p>Tel: 011 377 6645/6953/6996 E-Mail: <a href="mailto:esc@CCMA.org.za">esc@CCMA.org.za</a></p> <p><b>OTHER INSTRUCTIONS</b></p> <p>A copy of this referral form must be served on the other party/parties and proof of such service must be attached to the form when submitting it to the ESC.</p>	<p><b>1. DETAILS OF THE REFERRING PARTY / PARTIES</b></p> <p>(Use additional paper if necessary)</p> <p><b>First Party</b></p> <p>Name:.....</p> <p>Postal Address:.....</p> <p>Tel:..... Fax: .....</p> <p>Cell: ..... E-Mail: .....</p> <p>Contact Person:.....</p> <p><b>Second Party</b></p> <p>Name:.....</p> <p>Postal Address:.....</p> <p>Tel:..... Fax: .....</p> <p>Cell: ..... E-Mail: .....</p> <p>Contact Person:.....</p> <p><b>2. DETAILS OF THE OTHER PARTY / PARTIES</b></p> <p><b>First Party</b></p> <p>Name .....</p> <p>Postal Address .....</p> <p>Tel:..... Fax: .....</p> <p>Cell: ..... E-Mail: .....</p> <p>Contact Person .....</p> <p>Registration Number(s):.....</p>		
	<p><b>Case Number</b> .....</p>	<p>Please turn over →</p>	

<p>An example of a reason may be a change to a referring party's organogram</p>	<b>Second Party</b> Name ..... Postal Address ..... ..... Tel: ..... Fax: ..... Cell: ..... E-Mail: ..... Contact Person ..... Registration Number(s): .....	
	<b>3. IS THIS REQUEST URGENT?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, explain why it is urgent..... ..... ..... .....	
	<b>4. BRIEFLY SET OUT THE REASON FOR THE REQUEST TO VARY OR REVOKE A MINIMUM SERVICE DETERMINATION</b> ..... ..... ..... ..... ..... .....	
	<b>5. BRIEFLY STATE THE DESIRED OUTCOME FROM THIS APPLICATION</b> ..... ..... ..... .....	
	Case Number .....	Please turn over →

**6. POPIA CONFIRMATION**

By signing this document, I/we hereby grant my voluntary consent that my/our personal information may be processed, collected, used and disclosed in compliance with the Protection of Personal Information Act, 4 of 2013. I/we furthermore agree that my/our personal information may be used for the lawful and reasonable purposes in as far as the ESC (responsible party) must use my/our information in the performance of its public legal duty. I/we understand that my/our personal information may be disclosed to a third party in as far as the ESC must fulfil its public legal duty. I/we furthermore understand that there are instances in terms of abovementioned Act where my express consent is not necessary to permit the processing of personal information, which may be related to litigation or when the information is publicly available.

**7. SIGNATORIES** (Use additional paper if necessary)**Referring Party (1)**

Name.....

Signature:.....

Position:.....

Date:.....

Tel:.....

Fax:.....

E-Mail .....

**Referring Party (2) where applicable**

Name.....

Signature:.....

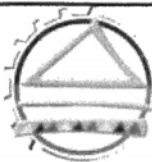
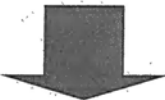
Position:.....

Date:.....

Tel:.....

Fax:.....

E-Mail .....

<p><b>LRA Form 5.1</b> <b>Section 80(2)</b> <b>Labour Relations Act, 1995</b></p>	<p align="center"><b>REPRESENTATIVE TRADE UNION APPLIES TO ESTABLISH A WORKPLACE FORUM</b></p>		 <b>CCMA</b>
<p align="center"><b>Read This First</b></p> <p align="center"></p> <p><b>WHAT IS THE PURPOSE OF THIS FORM?</b></p> <p>This form is an application by one or more representative trade unions for the establishment of a workplace forum.</p> <p>A workplace forum may be established in any workplace with more than 100 employees. This number excludes senior managerial employees.</p> <p>An application may only be made if there is no existing workplace forum established in terms of the Act.</p> <p><b>WHO FILLS IN THIS FORM?</b></p> <p>A representative trade union.</p> <p><b>OTHER PARTIES</b></p> <p>If more than one party is referring the dispute or if the dispute is referred against more than one party, write down the additional names and particulars on a separate page and attach to this form.</p> <p><b>WHERE DOES THIS FORM GO?</b></p> <p>The Regional Office of the CCMA.</p>	<p><b>1. TRADE UNION DETAILS</b></p> <p>Name: .....</p> <p>Postal Address: .....</p> <p>Tel: ..... Fax: .....</p> <p>Cell: ..... E-Mail: .....</p> <p>Contact Person (Trade Union): .....</p> <p>Contact Person (Representative at Workplace): .....</p> <p>Cell Number: ..... E-Mail: .....</p> <p>Registration Number: .....</p> <p><b>2. EMPLOYER DETAILS</b></p> <p>Name: .....</p> <p>Postal Address: .....</p> <p>Tel: ..... Fax: .....</p> <p>Cell: ..... E-Mail: .....</p> <p>Contact Person: .....</p>		
<p><b>Case Number</b> .....</p>	<p>Please turn over →</p>		

**OTHER INSTRUCTIONS**

A copy of this form must be served on the other party.

Proof that a copy of this form has been served on the other party must be supplied by attaching any of the following:

- A copy of a registered slip from the Post Office; or
- A copy of a signed receipt if hand delivered; or
- A signed statement confirming service by the person delivering the form; or
- A copy of a fax confirmation slip; or
- A copy of an e-mail confirmation slip or sent e-mail; or
- Any other satisfactory proof of service.

The CCMA may be requested to assist with service.

**CHECK!**

Have you sent a copy of this completed form to the other party?  
Have you included proof of service?  
Have you attached any extra information?

**3. WORKPLACE DETAILS****a. Description and address:**

.....  
.....  
.....  
.....

**b. Number of employees (excluding senior managerial employees) at the workplace:**

.....

**c. Number of members of applicant trade unions at the workplace:**

.....

**d. Number of members of applicant trade union at the**

workplace:.....

**e. Describe the nature of the work or activities conducted in the**

workplace:.....

**f. Is there an existing workplace forum in the workplace, if so please provide details of this workplace forum?.....****4. SECTOR**

Indicate the sector or service in which the dispute arose.

- |   |  |
|---|--|
| <input type="checkbox"/> Retail                         | <input type="checkbox"/> Safety/Security (Private) |
| <input type="checkbox"/> Mining                         | <input type="checkbox"/> Domestic                  |
| <input type="checkbox"/> Building & Construction        | <input type="checkbox"/> Food & Beverage           |
| <input type="checkbox"/> Business/Professional Services | <input type="checkbox"/> Transport (Private)       |
| <input type="checkbox"/> Agriculture/Farming            |  |
| <input type="checkbox"/> Other .....                    |  |



Date:.....Place:.....

Case Number.....

Please turn over →

<p><b>CHECK!</b></p> <p>Have you sent a copy of this completed form to the other party?</p> <p>Have you included proof (that you have sent a copy to the other party with this form?</p>	<p><b>5. POPIA CONFIRMATION</b></p> <p>By signing this document, I/we hereby grant my voluntary consent that my/our personal information may be processed, collected, used and disclosed in compliance with the Protection of Personal Information Act, 4 of 2013. I/we furthermore agree that my/our personal information may be used for the lawful and reasonable purposes in as far as the CCMA (responsible party) must use my/our information in the performance of its public legal duty. I/we understand that my/our personal information may be disclosed to a third party in as far as the CCMA must fulfil its public legal duty. I/we furthermore understand that there are instances in terms of abovementioned Act where my express consent is not necessary to permit the processing of personal information, which may be related to litigation or when the information is publicly available.</p> <p><b>6. CONFIRMATION OF ABOVE DETAILS</b></p> <p>Form submitted by:</p> <p>..... (please print name)</p> <p>Signature: .....</p> <p>Position: .....</p> <p>Date:.....</p> <p>Place:.....</p>
--	--



<p>LRA Form 5.2 Section 81(1) Labour Relations Act, 1995</p>	<p align="center"><b>REPRESENTATIVE TRADE UNION APPLIES TO ESTABLISH A TRADE UNION BASED WORKPLACE FORUM</b></p>				
<p align="center"><b>Read This First</b></p> <p align="center"></p> <p><b>WHAT IS THE PURPOSE OF THIS FORM?</b></p> <p>This form is an application by one or more trade unions, which are recognised by an employer for the purposes of collective bargaining to represent all employees (except senior managerial employees), for the establishment of a workplace forum. An application may only be made if there is no existing forum established in terms of the Act.</p> <p><b>WHO FILLS IN THIS FORM?</b></p> <p>A representative trade union.</p> <p><b>OTHER PARTIES</b></p> <p>If more than one party is referring the dispute or if the dispute is referred against more than one party, write down the additional names and particulars on a separate page and attach to this form.</p> <p><b>WHERE DOES THIS FORM GO?</b></p> <p>The Regional Office of the CCMA.</p>	<p><b>1. TRADE UNION DETAILS</b></p> <p>Name:.....</p> <p>Postal Address:.....</p> <p>Tel: ..... Fax: .....</p> <p>Cell: ..... E-Mail: .....</p> <p>Contact Person (Trade Union):.....</p> <p>Contact Person (Representative at Workplace): .....</p> <p>Cell: ..... E-Mail: .....</p> <p>Registration Number:.....</p> <p><b>2. EMPLOYER DETAILS</b></p> <p>Name:.....</p> <p>Postal Address:.....</p> <p>Tel: ..... Fax: .....</p> <p>Cell: ..... E-Mail: .....</p> <p>Contact Person:.....</p> <table border="1" data-bbox="602 1627 1372 1686"> <tr> <td data-bbox="602 1627 963 1686">Case Number.....</td> <td data-bbox="963 1627 1372 1686">Please turn over →</td> </tr> </table>			Case Number.....	Please turn over →
Case Number.....	Please turn over →				

**OTHER INSTRUCTIONS**

The union must attach a certified copy of the collective agreement which shows recognition.

A copy of this form must be served on the other party.

Proof that a copy of this form has been served on the other party must be supplied by attaching any of the following:

- A copy of a registered slip from the Post Office; or
- A copy of a signed receipt if hand delivered; or
- A signed statement confirming service by the person delivering the form; or
- A copy of a fax confirmation slip; or
- A copy of an e-mail confirmation slip or sent e-mail; or
- Any other satisfactory proof of service.

The CCMA may be requested to assist with service.

**CHECK!**

Have you sent a copy of this completed form to the other party?

Have you included proof of service?

Have you attached a certified copy of the collective agreement that shows that the trade union/s is recognised?

**3. WORKPLACE DETAILS****a. Description and Address:**

.....  
 .....  
 .....

**b. Number of employees (excluding senior managerial employees) at the workplace: .....****c. Number of members of applicant trade unions at the workplace: .....****d. Number of members of applicant union's at the workplace: .....****e. Describe the nature of the work or activities conducted in the workplace: .....**

.....  
 .....

**f. Is there an existing workplace forum in the workplace? .....**

.....  
 .....

**4. SECTOR**

Indicate the sector or service in which the dispute arose.

- |   |  |
|---|--|
| <input type="checkbox"/> Retail                         | <input type="checkbox"/> Safety/Security (Private) |
| <input type="checkbox"/> Mining                         | <input type="checkbox"/> Domestic                  |
| <input type="checkbox"/> Building & Construction        | <input type="checkbox"/> Food & Beverage           |
| <input type="checkbox"/> Business/Professional Services | <input type="checkbox"/> Transport (Private)       |
| <input type="checkbox"/> Agriculture/Farming            |  |
| <input type="checkbox"/> Other .....                    |  |

**CHECK!**

Have you sent a copy of this completed form to the other party?  
Have you included proof (that you have sent a copy to the other party with this form?

**5. POPIA CONFIRMATION**

By signing this document, I/we hereby grant my voluntary consent that my/our personal information may be processed, collected, used and disclosed in compliance with the Protection of Personal Information Act, 4 of 2013. I/we furthermore agree that my/our personal information may be used for the lawful and reasonable purposes in as far as the CCMA (responsible party) must use my/our information in the performance of its public legal duty. I/we understand that my/our personal information may be disclosed to a third party in as far as the CCMA must fulfil its public legal duty. I/we furthermore understand that there are instances in terms of abovementioned Act where my express consent is not necessary to permit the processing of personal information, which may be related to litigation or when the information is publicly available.

**6. CONFIRMATION OF ABOVE DETAILS**

Form submitted by:

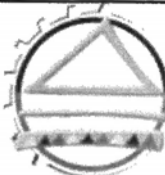
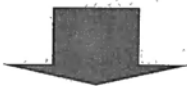
.....  
(please print name)

Signature: .....

Position: .....

Date:.....

Place:.....

<p><b>LRA Form 7.1</b>  <b>Section 127(1)</b>  <b>Labour Relations Act, 1995</b></p>	<p align="center"><b>COUNCIL APPLIES FOR  ACCREDITATION/RENEWAL  OF ACCREDITATION</b></p>		 <b>CCMA</b>
<p align="center"><b>Read This First</b></p> <p align="center"></p> <p><b>WHAT IS THE PURPOSE OF THIS FORM?</b></p> <p>This form is an application by a Council to the Governing Body of the CCMA for accreditation to perform various dispute resolution functions.</p> <p><b>WHO FILLS IN THIS FORM?</b></p> <p>The General Secretary of the Council.</p> <p><b>WHERE DOES THIS FORM GO?</b></p> <p>Governing Body  c/o Councils and Agencies  Department  28 Harrison Street  Johannesburg, 2001  Private Bag X94  Marshalltown, 2107  Tel: (011) 377-6650  E-mail:  Accreditationapplications@CCMA.org.za</p>	<p><b>1. COUNCIL DETAILS</b></p> <p>Name of Council: .....</p> <p>Physical Address: .....</p> <p>Tel:.....Fax:.....</p> <p>Cell:.....E-Mail: .....</p> <p>Contact Person: .....</p> <p>Registration Number of Council: .....</p> <p><b>2. ACCREDITATION IS SOUGHT FOR THE FOLLOWING DISPUTE RESOLUTION FUNCTIONS</b></p> <p>Conciliation <input type="checkbox"/></p> <p>Arbitration <input type="checkbox"/></p> <p>Inquiry by arbitrator(188A) <input type="checkbox"/></p> <p><b>3. DETAILS OF ACCREDITED AGENCY APPOINTED BY COUNCIL (if any)</b></p> <p>Name of Accredited Agency: .....</p> <p>Physical Address: .....</p> <p>Tel:.....Fax: .....</p> <p>Cell:.....E-Mail: .....</p> <p>Contact Person: .....</p>		
	<p><b>Case Number</b>.....</p>	<p>Please turn over →</p>	

<p><b>OTHER INSTRUCTIONS</b></p> <p>A copy of the certificate of registration, a motivation for accreditation and the Council's code of conduct must be attached to this form.</p> <p><b>CHECK!</b></p> <p>Have you attached to this form:</p> <ul style="list-style-type: none"> <li>▪ a copy of the Council's certificate of registration</li> <li>▪ a copy of the Council's main collective agreement</li> <li>▪ a copy or copies of the collective agreement(s) dealing with council administration, expenses and dispute resolution processes.</li> <li>▪ details of the parties to the Council</li> <li>▪ a motivation for accreditation</li> <li>▪ a copy of the Constitution of Council</li> <li>▪ the Council's Code of Conduct</li> <li>▪ a copy of the list of Council's panellists</li> </ul>	<p>The scope of the appointment including categories of dispute:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>The council may appoint another accredited agency in terms of section 51(6) of the LRA to perform some of its function. If this council wants to appoint another accredited agency its details must be included. The scope of the appointment in terms of area, type of function and categories of dispute must also be included.</p> <p><b>4. THERE ARE 7 ACCREDITATION CRITERIA TO BE MET.</b></p> <p>4.1 The extent to which the services provided by the applicant will meet the commission's standards.</p> <p>4.2 The ability of the applicant to conduct its activities effectively.</p> <p>4.3 The independence of the persons appointed by the applicant to perform the functions.</p> <p>4.4 Details regarding the competence of the persons appointed by the applicant to perform the functions.</p> <p>4.5 Details regarding the applicant's code of conduct to govern the persons appointed to perform the functions.</p> <p>4.6 Details regarding the disciplinary procedures used by the applicant to ensure subscription and adherence to the code of conduct.</p> <p>4.7 Proof that the applicant promotes a service that is broadly representative of South African society.</p> <p><b>5. PARTIES TO THE COUNCIL</b></p> <p>A list of the employers, employer organisations, registered trade unions or trade union federations that are parties to the Council must be attached to this form.</p>		
	<table border="1"> <tr> <td data-bbox="592 1638 982 1696">Case Number.....</td> <td data-bbox="982 1638 1382 1696">Please turn over →</td> </tr> </table>	Case Number.....	Please turn over →
Case Number.....	Please turn over →		

**CHECK!**

Have you sent a copy of this completed form to the other party?

Have you included proof (that you have sent a copy to the other party with this form?

**6. MOTIVATION**

- (a) Prepare a motivation for the Governing Body of the CCMA, which deals with the issues raised in section 127(4) of the LRA with reference to the 7 accreditation criteria.
- (b) Provide information on –
- information relating to the conciliators and arbitrators (furnish the names of the individuals the applicant proposes using as dispute resolvers, along with particulars of each individual's qualifications, training and experience; supply details, if applicable, of the steps the applicant is taking to promote a service comprising practitioners broadly representative of South African society);
  - training (supply details of initial and ongoing training, or training opportunities, available to conciliators and arbitrator); and
  - those sections of Part C of Chapter 7 of the LRA which the applicant believes should not be made applicable to it - see section 127(6). Please motivate.

**7. POPIA CONFIRMATION**

By signing this document, I/we hereby grant my voluntary consent that my/our personal information may be processed, collected, used and disclosed in compliance with the Protection of Personal Information Act, 4 of 2013. I/we furthermore agree that my/our personal information may be used for the lawful and reasonable purposes in as far as the CCMA (responsible party) must use my/our information in the performance of its public legal duty. I/we understand that my/our personal information may be disclosed to a third party in as far as the CCMA must fulfil its public legal duty. I/we furthermore understand that there are instances in terms of abovementioned Act where my express consent is not necessary to permit the processing of personal information, which may be related to litigation or when the information is publicly available.

**8. CONFIRMATION OF ABOVE DETAILS**

Form submitted by:


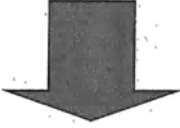
.....  
(please print name)

Signature: .....

Position: .....

Date:.....

Place:.....

<p>LRA Form 7.2 Section 127(1) Labour Relations Act, 1995</p>	<p><b>PRIVATE AGENCY APPLIES FOR ACCREDITATION/RENEWAL OF ACCREDITATION</b></p>		 <b>CCMA</b>
<p><b>Read This First</b></p>  <p>The Governing Body of the CCMA is responsible for the accreditation of dispute resolution institutions and for quality assurance in the performance by these institutions of their dispute resolution functions. This application for accreditation will accordingly be considered by the Governing Body.</p> <p>Whilst the Labour Relations Act 66 of 1995 details the manner in which bargaining councils and statutory councils may be established and registered, there exist no similar establishment or registration provisions concerning private agencies in the Act.</p> <p>The Governing Body accordingly requires as much information as is relevant and necessary to support an application for accreditation of a private agency.</p> <p><b>WHERE DOES THIS FORM GO?</b></p> <p>Governing Body c/o Councils and Agencies Department 28 Harrison Street Johannesburg, 2001 Private Bag X94 Marshalltown, 2107 Tel: (011) 377-6650 E-Mail: Accreditationapplications@CCMA.org.za</p>	<p><b>1. NAME OF PRIVATE AGENCY</b></p> <p>Name: .....</p> <p>Physical Address: .....</p> <p>Tel: ..... Fax: .....</p> <p>Cell: ..... E-Mail: .....</p> <p>Date of Establishment: .....</p> <p>Contact Person: .....</p> <p><b>2. ACCREDITATION IS SOUGHT FOR THE FOLLOWING DISPUTE</b> .....</p> <p><b>RESOLUTION FUNCTIONS:</b></p> <p>Conciliations <input type="checkbox"/> Arbitrations <input type="checkbox"/> Inquiry into section 188A <input type="checkbox"/></p> <p><b>3. THERE ARE 7 ACCREDITATION CRITERIA TO BE MET:</b></p> <p>3.1 the extent to which the services provided by the applicant will meet the commission's standards;</p> <p>3.2 the ability of the applicant to conduct its activities effectively;</p> <p>3.3 the independence of the persons appointed by the applicant to perform the functions;</p> <p>3.4 details regarding the competence of the persons appointed by the applicant to perform the functions;</p> <p>3.5 details regarding the applicant's code of conduct to govern the persons appointed to perform the functions;</p>		
<p>Case Number : .....</p>		<p>Please turn over →</p>	

	<p>3.6 details regarding the disciplinary procedures used by the applicant to ensure subscription and adherence to the code of conduct; and</p> <p>3.7 proof that the applicant promotes a service that is broadly representative of South African society.</p> <p><b>4. MOTIVATION</b></p> <p>(a) Prepare a motivation for the Governing Body of the CCMA, which deals with the issues raised in section 127(4) of the LRA with reference to the 7 accreditation criteria.</p> <p>(b) Provide information on the following:</p> <ul style="list-style-type: none"> <li>▪ <u>the conciliators and arbitrators</u> (furnish the names of the individuals the applicant proposes using as dispute resolvers, along with particulars of each individual's qualifications, training and experience; supply details, if applicable, of the steps the applicant is taking to promote a service comprising practitioners broadly representative of South African society);</li> <li>▪ <u>training</u> (supply details of initial and ongoing training, or training opportunities, available to conciliators and arbitrator); and</li> <li>▪ <u>those sections of Part C of Chapter 7 of the Act</u> which the applicant believes should not be made applicable to it - see section 127(6). Please motivate.</li> </ul>	
	Case Number : .....	Please turn over →



**5. POPIA CONFIRMATION**

By signing this document, I/we hereby grant my voluntary consent that my/our personal information may be processed, collected, used and disclosed in compliance with the Protection of Personal Information Act, 4 of 2013. I/we furthermore agree that my/our personal information may be used for the lawful and reasonable purposes in as far as the CCMA (responsible party) must use my/our information in the performance of its public legal duty. I/we understand that my/our personal information may be disclosed to a third party in as far as the CCMA must fulfil its public legal duty. I/we furthermore understand that there are instances in terms of abovementioned Act where my express consent is not necessary to permit the processing of personal information, which may be related to litigation or when the information is publicly available.

**6. CONFIRMATION OF ABOVE DETAILS**

Form submitted by:

.....  
(please print name)

Signature: .....

Position: .....

Date:.....

Place:.....

[illegible]

**3. MOTIVATION:**

Please supply information on changes to dispute resolution functions and areas of operation (refer to Section 127(4) of the LRA):

.....

.....

.....

.....

.....

.....

.....

.....

.....

**4. POPIA CONFIRMATION**

By signing this document, I/we hereby grant my voluntary consent that my/our personal information may be processed, collected, used and disclosed in compliance with the Protection of Personal Information Act, 4 of 2013. I/we furthermore agree that my/our personal information may be used for the lawful and reasonable purposes in as far as the CCMA (responsible party) must use my/our information in the performance of its public legal duty. I/we understand that my/our personal information may be disclosed to a third party in as far as the CCMA must fulfil its public legal duty. I/we furthermore understand that there are instances in terms of abovementioned Act where my express consent is not necessary to permit the processing of personal information, which may be related to litigation or when the information is publicly available.

**5. CONFIRMATION OF ABOVE DETAILS:**

Form submitted by:



.....  
(please print name)

Signature: .....

Position: .....

Date: .....

Place.....

<p><b>LRA Form 7.8</b>  <b>Section 132(1)</b>  <b>Labour Relations Act, 1995</b></p>	<p align="center"><b>ACCREDITED COUNCIL          APPLIES FOR          SUBSIDY/RENEWAL OF          SUBSIDY</b></p>		
<p align="center"><b>Read This First</b></p> <p align="center"></p> <p><b>WHAT IS THE PURPOSE OF THIS FORM?</b></p> <p>This form is an application by a Council to the Governing Body of the CCMA for a subsidy to perform dispute resolution functions and train people to perform these functions.</p> <p><b>WHO FILLS IN THIS FORM?</b></p> <p>An accredited Council applying for subsidy.</p> <p><b>WHERE DOES THIS FORM GO?</b></p> <p>Governing Body          c/o Councils and Agencies Department          28 Harrison Street          Johannesburg, 2001          Private Bag X94          Marshalltown, 2107          Tel: (011) 377-6650</p> <p>E-mail:  <a href="mailto:Bargainingcouncilsubsidies@CCMA.org.za">Bargainingcouncilsubsidies@CCMA.org.za</a></p> <p><b>OTHER INSTRUCTIONS</b></p> <p><b>The Council must send:</b></p> <p>The form and the current certificate of accreditation (if applicable) as well as any additional information, which the Council wants to bring to the attention of the Governing Body.</p> <p align="center"><b>CHECK!</b></p> <p>Have you attached your current certificate of accreditation?          Have you attached your motivation (See Section 132(3) of the LRA)?</p>	<p><b>1. ACCREDITED COUNCIL DETAILS</b></p> <p>Name : .....</p> <p>Postal Address: .....</p> <p>Tel:..... Fax:.....</p> <p>Contact Person: .....</p> <p>Registration Number: .....</p> <p><b>2. DISPUTE RESOLUTION FUNCTIONS FOR WHICH COUNCIL IS ACCREDITED FOR</b></p> <p>Is the Council already accredited to perform particular dispute resolution functions?</p> <p><input type="checkbox"/> Yes  <input type="checkbox"/> No</p> <p>If yes, attach the certificate of accreditation.</p> <p><b>Are any dispute resolution functions of the Council performed by an accredited agency?</b></p> <p><input type="checkbox"/> Yes  <input type="checkbox"/> No</p> <p>If yes, name the agency and describe those dispute resolution functions.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>		
	<p><b>Case Number</b> .....</p>	<p><b>Please turn over</b> →</p>	

### 3. THE EXTENT TO WHICH THE SERVICES PROVIDED BY THE APPLICANT WILL MEET THE COMMISSION'S STANDARDS

The Governing Body may grant a subsidy to the applicant after considering the application, any further information provided by the applicant and-

- (a) the need for the performance by the applicant of the functions for which it is accredited;
- (b) the extent to which the public uses the applicant to perform the functions for which it is accredited;
- (c) the cost to users for the performance by the applicant of the functions for which it is accredited;
- (d) the reasons for seeking the subsidy;
- (e) the amount requested; and
- (f) the applicant's ability to manage its financial affairs in accordance with established accounting practice, principles and procedures.

### 4. DISPUTE RESOLUTION CASE LOAD

Estimate case load?.....

What period does the estimate cover? .....

(Note: the period should end with the close of the CCMA's financial year, i.e. 31 March)

### 5. ESTIMATED COST PER CASE

Please indicate daily fee payable to panellists R.....

### 6. BUDGET SUMMARY FOR THE PERIOD

(Elaborate on these estimates in a supporting annexure)

#### 6.1 Anticipated Expenses/Direct Costs:

Panellists costs  Travelling costs

Case Number .....

Please turn over →

**CHECK!**

Have you sent a copy of this completed form to the other party?

Have you included proof that you have sent a copy to the other party with this form?

**6.2 Anticipated Income:**

The Council's dispute resolution work will be financed as follows:  
(In Rands and as a percentage of the total dispute resolution budget.  
Supply further details if appropriate).

	In Rands (Per month)
<i>Levies on Employers</i>	
<i>Levies on Employees</i>	
<i>Commission Subsidy</i>	
<b>TOTAL</b>	

**7. MOTIVATION**

- (a) The need for your services;
- (b) The reasons for seeking the subsidy;
- (c) The amount requested;
- (d) Capacity to deal with finances responsibly.

**8. POPIA CONFIRMATION**

By signing this document, I/we hereby grant my voluntary consent that my/our personal information may be processed, collected, used and disclosed in compliance with the Protection of Personal Information Act, 4 of 2013. I/we furthermore agree that my/our personal information may be used for the lawful and reasonable purposes in as far as the CCMA (responsible party) must use my/our information in the performance of its public legal duty. I/we understand that my/our personal information may be disclosed to a third party in as far as the CCMA must fulfil its public legal duty. I/we furthermore understand that there are instances in terms of abovementioned Act where my express consent is not necessary to permit the processing of personal information, which may be related to litigation or when the information is publicly available.

**9. CONFIRMATION OF ABOVE DETAILS**

Form submitted by:


.....  
(please print name)

Signature: .....

Position: .....

Date: .....

Place: .....

<p><b>RELEVANT LEGISLATION</b></p> <p>Labour Relations Act, 1995 Sections 9, 16, 21, 22, 24, 26, 45, 61, 63, 64, 72, 74, 86, 89, 94, 134, 191(1), 198 and 198A-C</p> <p>Employment Equity Act, 1998 Sections 10</p> <p>Basic Conditions of Employment Act, 1997 Sections 41, 69(5), 73A, 80, 84</p> <p>Skills Development Act, 1998 Section 19</p> <p>National Minimum Wage Act, 2018 Section 4(8)</p> <p>Mine Health and Safety Act, 1996 Section 40</p>	<h2>REFERRING A DISPUTE TO THE CCMA FOR CONCILIATION (INCLUDING CON-ARB)</h2>	 <p>CCMA</p>
<p><b>READ THIS FIRST</b></p> <p><b>WHAT IS THE PURPOSE OF THIS FORM?</b></p> <p>This form enables a person or organisation to refer a dispute to the CCMA for conciliation and con-arb.</p> <p><b>WHO FILLS IN THIS FORM?</b></p> <p>Employer, employee, trade union or employers' organisation.</p> <p>Use may also be made of the CCMA's online e-referral portal #CCMAConnect or <a href="https://cmsonline.ccma.org.za">https://cmsonline.ccma.org.za</a></p> <p><b>OTHER PARTIES</b></p> <p>If there is more than one employee to the dispute and the referring party is not a trade union, then each employee must supply his/her personal details and signature on a separate page, which must be attached to this form.</p> <p><b>WHERE DOES THIS FORM GO?</b></p> <p>The Regional Office of the CCMA in the region where the dispute arose.</p> <p><b>OTHER INSTITUTIONS</b></p> <p>Please note that if you are covered by a bargaining council, a statutory council or an accredited agency you have to refer the dispute to the relevant council or agency.</p> <p>You may also need to deal with the dispute in terms of a private procedure if one applies.</p> <p>If in doubt contact the CCMA for assistance.</p> <p><b>WHAT WILL HAPPEN WHEN THIS FORM IS SUBMITTED?</b></p> <p>When you refer the dispute to the CCMA, it will attempt to resolve the dispute within 30 days.</p>	<p><b>1. DETAILS OF PARTY REFERRING DISPUTE</b></p> <p><input type="checkbox"/> An employee <span style="margin-left: 150px;"><input type="checkbox"/> A trade union</span></p> <p><input type="checkbox"/> An employer <span style="margin-left: 150px;"><input type="checkbox"/> An employers' organisation</span></p> <p><input type="checkbox"/> Department of Employment and Labour</p> <p><b>(a) Name of the party if the referring party is an <u>employee</u></b></p> <p>Name:.....</p> <p>Surname:.....</p> <p>Length of Service:..... ID Number:.....</p> <p>Salary Gross:..... Salary Net:.....</p> <p>Gender (M/F):..... Age:..... Nationality:.....</p> <p>Postal Address:.....</p> <p>.....Code:.....</p> <p>Tel:..... Cell:.....</p> <p>Fax:..... E-Mail: .....</p> <p><b>Alternative contact details of the employee (representative / relative or friend):</b></p> <p>Name:.....</p> <p>Surname:.....</p> <p>Length of Service:..... ID Number:.....</p> <p>Salary Gross:..... Salary Net:.....</p> <p>Gender (M/F):..... Age:..... Nationality:.....</p> <p>Postal Address:.....</p> <p>.....Code:.....</p> <p>Tel:..... Cell:.....</p> <p>Fax:..... E-Mail: .....</p>	
	<p>CCMA Case Number.....</p>	<p>Please turn over →</p>

A copy of this form must be served on the other party.

Proof that a copy of this form has been served on the other party must be supplied by attaching any of the following:

- A copy of a registered slip from the Post Office; or
- A copy of a signed receipt if hand delivered; or
- A signed statement confirming service by the person delivering the form; or
- A copy of a fax or e-mail confirmation slip; or
- Any other satisfactory proof of service.

#### Attach supporting documents

The CCMA may be requested to assist with service.

#### UNFAIR LABOUR PRACTICE

If the dispute(s) concerns an unfair labour practice the dispute must be referred (i.e. received by the CCMA) within 90 days of the act or omission which gave rise to the unfair labour practice. If more than 90 days has lapsed you are required to apply for condonation.

#### NATIONAL MINIMUM WAGE DISPUTES

Disputes emanating from the NMWA and referred either in terms of S4(8) of the NMWA or S73A of the BCEA may be referred by any person who works for another and who receives or is entitled to receive any payment for that work.

#### MUTUAL INTEREST DISPUTES

- Attach the collective agreement on picketing or
- If no collective agreement on picketing, complete Annexure A to this form.
- If referring a request for establishment of picketing rules, complete Annexure A to this form.
- If referring a dispute relating to breach or interpretation of picketing rules, attach a copy of the picketing rules.

#### DISPUTES RELATING TO COMPLIANCE ORDERS

If referring a dispute relating to a compliance order, the order must be attached to this form. If the dispute is referred after the date on which compliance was due you are required to apply for condonation.

(b) Name of the referring party if the referring party is an employer, Department of Employment and Labour, employer's organisation or trade union, or if the employer's organisation or the trade union is assisting a member to the dispute

Name:.....

Surname:.....

Length of Service:..... ID Number:.....

Salary Gross:..... Salary Net:.....

Gender (M/F):..... Age:..... Nationality:.....

Postal Address:.....

..... Code:.....

Tel:..... Cell:.....

Fax:..... E-Mail: .....

Contact Person:.....

## 2. DETAILS OF THE OTHER PARTY (PARTY WITH WHOM YOU ARE IN DISPUTE)

The other party is:

- ☐ An employer                      ☐ An employer's organisation                      ☐ Department of Employment and Labour
- ☐ An employee                      ☐ A trade union

☐ Other, Specify.....  
(E.g. Temporary Employment Service, owner of the premises or person who controls access to the premises where employees work if it's an organisational rights dispute etc.)

Full Name(s):.....

(If company or close corporation, the name of the company or close corporation)

Postal Address:.....

..... Code:.....

Physical Address:.....

..... Code:.....

Tel:..... Cell:.....

Fax:..... E-Mail:.....

Company or close corporation registration number: .....



Number of employees employed by the employer: .....

CCMA Case Number.....

Please turn over →





<p><b>This section must be completed!</b></p> <p style="text-align: center;"></p> <p>If necessary, write the details on a separate page and attach to this form.</p>	<p><b>5. DATE AND PLACE WHERE DISPUTE AROSE:</b></p> <p>The dispute arose on:..... (give the date, day, month and year)</p> <p>The dispute arose where:..... (give the city/town in which the dispute arose)</p> <p><b>6. DATE OF DISMISSAL (if applicable):</b>.....</p> <p><b>7. FAIRNESS/UNFAIRNESS OF DISMISSAL (if applicable)</b></p> <p><b>(a) Procedural Issues</b></p> <p>Was the dismissal procedurally unfair? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, why? ..... .....</p> <p><b>(b) Substantive Issues</b></p> <p>Was the reason for the dismissal unfair? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, why? ..... .....</p> <p><b>8. RESULT REQUIRED</b> .....</p> <p><b>9. SECTOR</b></p> <p>Indicate the sector or service in which the dispute arose.</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Retail</td> <td><input type="checkbox"/> Safety/Security (Private)</td> </tr> <tr> <td><input type="checkbox"/> Mining</td> <td><input type="checkbox"/> Domestic</td> </tr> <tr> <td><input type="checkbox"/> Building &amp; Construction</td> <td><input type="checkbox"/> Food &amp; Beverage</td> </tr> <tr> <td><input type="checkbox"/> Business/Professional Services</td> <td><input type="checkbox"/> Transport (Private)</td> </tr> <tr> <td><input type="checkbox"/> Agriculture/Farming</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Other .....</td> <td></td> </tr> </table>	<input type="checkbox"/> Retail	<input type="checkbox"/> Safety/Security (Private)	<input type="checkbox"/> Mining	<input type="checkbox"/> Domestic	<input type="checkbox"/> Building & Construction	<input type="checkbox"/> Food & Beverage	<input type="checkbox"/> Business/Professional Services	<input type="checkbox"/> Transport (Private)	<input type="checkbox"/> Agriculture/Farming		<input type="checkbox"/> Other .....	
<input type="checkbox"/> Retail	<input type="checkbox"/> Safety/Security (Private)												
<input type="checkbox"/> Mining	<input type="checkbox"/> Domestic												
<input type="checkbox"/> Building & Construction	<input type="checkbox"/> Food & Beverage												
<input type="checkbox"/> Business/Professional Services	<input type="checkbox"/> Transport (Private)												
<input type="checkbox"/> Agriculture/Farming													
<input type="checkbox"/> Other .....													
<p><b>CCMA Case Number</b>.....</p>	<p>Please turn over </p>												

Parties may, at their own cost, bring interpreters for languages other than the official South African languages. Please indicate this under 'other'.



Section 10 of the Employment Equity Act requires the referring party to satisfy the Commission that he/she has attempted to resolve the dispute internally before referring it to the CCMA.

Resolving a dispute internally may include engagements with management, filing a grievance and/or following any other process as set out in the company policy.

Failure to make reasonable attempts to resolve the dispute will mean the referral is pre-mature and therefore, the CCMA may not have jurisdiction / or power to determine the dispute.

#### 10. INTERPRETER SERVICES

Is an interpreter required? Yes / No

- |  |                                     |                                   |
|--|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Afrikaans     | <input type="checkbox"/> IsiNdebele | <input type="checkbox"/> IsiZulu  |
| <input type="checkbox"/> IsiXhosa      | <input type="checkbox"/> Sepedi     | <input type="checkbox"/> SeSotho  |
| <input type="checkbox"/> Setswana      | <input type="checkbox"/> IsiSwati   | <input type="checkbox"/> Xitsonga |
| <input type="checkbox"/> Sign Language | <input type="checkbox"/> Tshivenda  |                                   |
| <input type="checkbox"/> Other .....   |                                     |                                   |

#### 11. DISCRIMINATION MATTER

If it is a discrimination dispute, have you attempted to resolve the dispute?

Yes		No	
-----	--	----	--

If yes specify steps taken to resolve the dispute and if no, provide reasons for not attempting to resolve the dispute internally:

.....

.....

.....

(If written confirmation is available, please attach)

#### 12. POPIA CONFIRMATION

By signing this document, I/we hereby grant my voluntary consent that my/our personal information may be processed, collected, used and disclosed in compliance with the Protection of Personal Information Act, 4 of 2013. I/we furthermore agree that my/our personal information may be used for the lawful and reasonable purposes in as far as the CCMA (responsible party) must use my/our information in the performance of its public legal duty. I/we understand that my/our personal information may be disclosed to a third party in as far as the CCMA must fulfil its public legal duty. I/we furthermore understand that there are instances in terms of abovementioned Act where my express consent is not necessary to permit the processing of personal information, which may be related to litigation or when the information is publicly available

#### 13. CONFIRMATION OF ABOVE DETAILS

Form submitted by:

.....  
(please print name)

Signature: .....

Position: .....

Date: .....

Place: .....

## CERTIFICATE OF OUTCOME OF DISPUTE REFERRED TO CONCILIATION

CASE NUMBER:.....

I certify that the dispute between:

.....  
 .....  
 ..... and .....  
 ..... (referring party) ..... (other party/parties)

Referred to conciliation on:

.....  
 ..... (give date)

Concerning:

☐ Was resolved on the ..... (give date) ☐ Remains unresolved as at ..... (give date)

Both parties in attendance? Yes ☐ No ☐

Condonation:

Granted

Not applicable

If this dispute remains unresolved, the following steps may be taken

Refer to  
ArbitrationRefer to interest /  
Advisory  
ArbitrationStrike/  
LockoutRefer to  
Labour Court.....  
Name of Commissioner.....  
Signature of Commissioner.....  
Place.....  
Date

## CERTIFICATE OF OUTCOME OF ESSENTIAL SERVICES DISPUTE REFERRED TO CONCILIATION

CASE NUMBER:.....

I certify that the dispute between:

.....  
and  
.....  
(referring party) (other party/parties)

Referred to conciliation on:

.....  
(give date)

Concerning:

**Matters of Mutual Interest**

☐ Was resolved on the ..... (give date) ☐ Remains unresolved as at ..... (give date)

If this dispute remains unresolved, the Commissioner must tick the applicable box. Parties have:

Minimum Service  
Agreement (MSA)

Minimum Services  
Determination (MSD)

NO MSA/MSD

If parties have an MSA or MSD

Only the parties in  
the MSA/MSD may  
strike

Interest Arbitration (if  
majority ballots in  
favour)

If parties have no MSA or MSD

Interest Arbitration


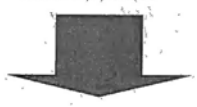


.....  
Name of Commissioner



.....  
Signature of Commissioner

.....  
Place

.....  
Date

<p>Labour Relations Act, 1995 Sections 16, 21, 22, 24, 45, 61, 74, 86, 94, 133, 141, 191, 198, 198A-C Employment Equity Act, 1998 Sections 10 Basic Conditions of Employment Act, 1997 Sections 41 and 80 Skills Development Act, 1998 Section 19 Mine, Health and Safety Act, 1996 Section 40(4)</p>	<h2 style="margin: 0;">REQUEST FOR ARBITRATION</h2> <p style="margin: 5px 0;">(Demarcation disputes (Section 62) must be processed on LRA Form 3.23)</p>	 <b>CCMA</b>
<p style="text-align: center;"><b>Read This First</b></p> <div style="text-align: center;">  </div> <p><b>WHAT IS THE PURPOSE OF THIS FORM?</b></p> <p>If conciliation fails, a party may request that the CCMA resolve the dispute by arbitration.</p> <p><b>WHO FILLS IN THIS FORM?</b></p> <p>The party requesting the arbitration.</p> <p><b>WHERE DOES THIS FORM GO?</b></p> <p>To the same office which conducted the conciliation, unless directed otherwise.</p> <p>If an accredited council or agency is to arbitrate the dispute, the request for arbitration must be sent to their offices.</p> <p>Use may also be made of the CCMA's online referral portal #CCMAConnect to refer a matter for arbitration.</p> <p>If in doubt, contact the CCMA for help.</p>	<p><b>1. DETAILS OF PARTY REQUESTING ARBITRATION</b></p> <p>Name : .....</p> <p>Postal Address:.....</p> <p>.....Code:.....</p> <p>Tel:..... Fax:.....</p> <p>Cell:.....E-Mail:.....</p> <p>Contact Person: .....</p> <p><b>2. DISPUTE DETAILS</b></p> <p>The case between:</p> <p>.....(referring party)</p> <p style="text-align: center;">and</p> <p>.....(other party)</p> <p>was referred for conciliation, but remains unresolved.</p> <p>The certificate of non-resolution is attached / 30 days have expired since referral (delete whichever is not applicable).</p> <p>The issues in dispute are .....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>(Give a brief description. The commissioner may require a more detailed statement of case later.)</p>	
<p>CCMA Case Number.....</p>		<p>Please turn over →</p>

<p style="text-align: center;"><b>OTHER INSTRUCTIONS</b></p> <p>A copy of this form must be served on the other party.</p> <p>Proof that a copy of this form has been served on the other party must be supplied by attaching any of the following:</p> <ul style="list-style-type: none"> <li>▪ A copy of a registered slip from the Post Office; or</li> <li>▪ A copy of a signed receipt if hand delivered; or</li> <li>▪ A signed statement confirming service by the person delivering the form;</li> <li>▪ A copy of a fax confirmation slip; or</li> <li>▪ A copy of an e-mail confirmation slip or sent e-mail; or</li> <li>▪ Any other satisfactory proof of service.</li> </ul> <p>The CCMA may be requested to assist with service.</p> <p style="text-align: center;"><b>CHECK!</b></p> <p>Have you sent a copy of this completed form to the other party?</p> <p>Have you included proof that you have sent a copy to the other party with this form?</p> <p>Have you attached the certificate confirming that the dispute was unresolved through conciliation?</p>	<p><b>3. DETAILS OF OTHER PARTY</b></p> <p>Name : .....</p> <p>Designation:.....</p> <p>Postal Address: ..... Code:.....</p> <p>Physical Address:..... Code:.....</p> <p>Tel:..... Fax:.....</p> <p>Cell:..... E-Mail:.....</p> <p><b>4. OUTCOME REQUIRED:</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p><b>5. POPIA CONFIRMATION</b></p> <p>By signing this document, I/we hereby grant my voluntary consent that my/our personal information may be processed, collected, used and disclosed in compliance with the Protection of Personal Information Act, 4 of 2013. I/we furthermore agree that my/our personal information may be used for the lawful and reasonable purposes in as far as the CCMA (responsible party) must use my/our information in the performance of its public legal duty. I/we understand that my/our personal information may be disclosed to a third party in as far as the CCMA must fulfil its public legal duty. I/we furthermore understand that there are instances in terms of abovementioned Act where my express consent is not necessary to permit the processing of personal information, which may be related to litigation or when the information is publicly available.</p> <p><b>CONFIRMATION OF ABOVE DETAILS:</b></p> <p>Form submitted by: .....</p> <p style="text-align: center;">(please print name)</p> <p>Signature: .....</p> <p>Position: .....</p> <p>Date: .....</p> <p>Place:.....</p> <p><b>This form must be signed by the requesting party or a person who may be entitled to represent the party in arbitration proceedings. If a person other than the referring party or a representative who may be entitled to represent the referring party signs this form, the referring party may be called upon to ratify his or her intention to refer the matter to arbitration.</b></p>
--	--

<p><b>LRA Form 7.14</b> <b>Section 136(3)</b> <b>Labour Relations Act, 1995</b></p>	<p align="center"><b>NOTICE OF OBJECTION TO ARBITRATION BY SAME COMMISSIONER</b></p>		
<p align="center"><b>Read This First</b></p> <p align="center"></p> <p><b>WHAT IS THE PURPOSE OF THIS FORM?</b> This form notifies the CCMA that a party objects to an arbitrator who is the same commissioner who conducted the conciliation process.</p> <p><b>WHO FILLS IN THIS FORM?</b> Objecting party.</p> <p><b>WHERE DOES THIS FORM GO?</b> The Regional Office of the CCMA.</p> <p><b>OTHER INSTRUCTIONS</b> A copy of this form must be served on the other party</p> <p>Proof that a copy of this form has been served on the other party must be supplied by attaching any of the following:</p> <ul style="list-style-type: none"> <li>▪ A copy of a registered slip from the Post Office; or</li> <li>▪ A copy of a signed receipt if hand delivered; or</li> <li>▪ A signed statement confirming service by the person delivering the form;</li> <li>▪ A copy of a fax confirmation slip; or</li> <li>▪ A copy of an e-mail confirmation slip or sent e-mail; or</li> <li>▪ Any other satisfactory proof of service.</li> </ul> <p>The CCMA may be requested to assist with service.</p> <p>This form must be submitted to the CCMA within 7 days after the date of issue of the certificate.</p>	<p><b>1. PARTY DETAILS</b></p> <p>Name: ..... Postal Address: ..... ..... Code: ..... Tel: ..... Fax: ..... Cell: ..... E-Mail: ..... Contact Person: .....</p> <p><b>2. DETAILS OF THE OTHER PARTY</b></p> <p>Name: ..... Postal Address: ..... ..... Code: ..... Tel: ..... Fax: ..... Cell: ..... E-Mail: ..... Contact Person: .....</p> <p><b>3. OBJECTION DETAILS</b></p> <p>I/we ..... (please print name)</p> <p>object to the arbitration being conducted by Commissioner who conciliated the dispute</p> <p>..... (please print name)</p>		
<p><b>Case Number</b> .....</p>		<p><b>Please turn over</b> →</p>	



**4. POPIA CONFIRMATION**

By signing this document, I/we hereby grant my voluntary consent that my/our personal information may be processed, collected, used and disclosed in compliance with the Protection of Personal Information Act, 4 of 2013. I/we furthermore agree that my/our personal information may be used for the lawful and reasonable purposes in as far as the CCMA (responsible party) must use my/our information in the performance of its public legal duty. I/we understand that my/our personal information may be disclosed to a third party in as far as the CCMA must fulfil its public legal duty. I/we furthermore understand that there are instances in terms of abovementioned Act where my express consent is not necessary to permit the processing of personal information, which may be related to litigation or when the information is publicly available.

**5. CONFIRMATION OF ABOVE DETAILS:**

Form submitted by:


.....  
(please print name)


Signature: .....

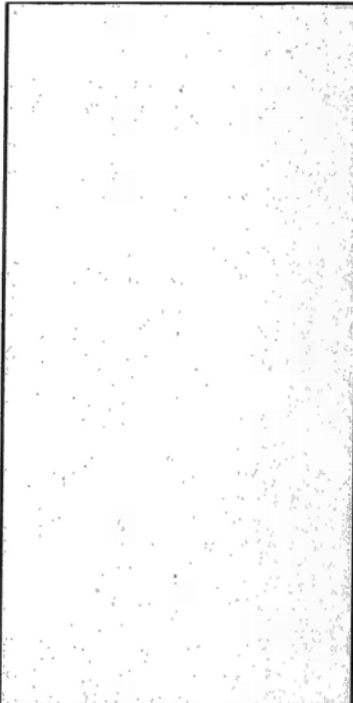
Position: .....



Date: .....

Place: .....

<p><b>LRA Form 7.15</b>  <b>Section 137(1)</b>  <b>Labour Relations Act, 1995</b></p>	<p><b>APPLICATION TO  APPOINT SENIOR  COMMISSIONER TO  ARBITRATE</b></p>	 <b>CCMA</b>
<p><b>Read This First</b></p> <p><b>WHAT IS THE PURPOSE OF THIS FORM?</b>  This form is an application by a party to the commissioner in charge of the Regional Office of the CCMA to appoint a Senior Commissioner to arbitrate.</p> <p><b>WHO FILLS IN THIS FORM?</b>  A party to the dispute.</p> <p><b>WHERE DOES THIS FORM GO?</b>  The Commissioner in charge of the Regional Office of the CCMA.</p> <p><b>OTHER INSTRUCTIONS</b>  Two documents must be attached to this form:</p> <p>(a) An application addressing the factors contained in section 137(3) of the Labour Relations Act, 1995.</p> <p>(b) Proof that a copy of this form has been served on the other party by attaching any of the following:</p> <ul style="list-style-type: none"> <li>▪ A copy of a registered slip from the Post Office; or</li> <li>▪ A copy of a signed receipt if hand delivered; or</li> <li>▪ A signed statement confirming service by the person delivering the form; or</li> <li>▪ A copy of a fax confirmation slip; or</li> <li>▪ A copy of an e-mail confirmation slip or sent e-mail; or</li> <li>▪ Any other satisfactory proof of service.</li> </ul> <p>The CCMA may be requested to assist with service.</p> <p><b>CHECK!</b>  Have you sent a copy of this completed form to the other party?  Have you included proof that you have sent a copy to the other party with this form?  Have you attached your application (see section 137(1)-(3) of the Labour Relations Act 1995?</p>	<p><b>1. APPLICATION</b>  I/we apply to the CCMA to appoint a Senior Commissioner to arbitrate the dispute.</p> <p><b>2. MOTIVATION</b>  Prepare a motivation which deals with the issues raised in section 137 of the Act, which include –</p> <ul style="list-style-type: none"> <li>• the complexity of the dispute;</li> <li>• whether there are conflicting arbitration awards that are relevant to the dispute;</li> <li>• the public interest; and</li> <li>• the nature of the question of law raised by the dispute.</li> </ul> <p><b>3. CONFIRMATION OF ABOVE DETAILS:</b></p> <p>Form submitted by:</p> <p style="text-align: center;">.....  (please print name)</p> <p>Signature: .....</p> <p>Position: .....</p> <p>Date: .....</p> <p>Place.....</p> <p><b>Case Number</b>.....</p>	

<p><b>LRA Form 7.16</b>  <b>Rule 37 of the CCMA Rules</b>  <b>Section 142(1)(a), (b) and (c)</b>  <b>Labour Relations Act, 1995</b></p>	<h1>SUBPOENA</h1>		 <b>CCMA</b>		
<p>The following <b>MUST</b> be attached to a request for a subpoena:</p> <p>(a) motivation for the application</p> <p style="text-align: center;">and</p> <p>(b) proof that witness fees, travelling costs and subsistence expenses have been paid in accordance with tariff of allowance published by notice in the Government Gazette</p> <p style="text-align: center;"><b>NOTE!</b></p> <p>This Form together with the motivation and proof of payment of the witness fees, travelling costs and subsistence expenses must be submitted to the CCMA at least fourteen (14) days prior to the date of the arbitration hearing.</p> <p><b>Compliance with the Protection of Personal Information Act 4 of 2013 (POPIA).</b></p> <p>The personal information that is recorded in this Subpoena may only be utilised for purposes set out in section 142(1) (a), (b) and (c) of the Labour Relations Act and CCMA Rule 37.</p>	<p><b>To:</b></p> <p>.....</p> <p style="text-align: center;">(Name of Subpoenaed Person)</p> <p>.....</p> <p style="text-align: center;">(Organisation of Subpoenaed Person)</p> <p>.....</p> <p style="text-align: center;">(Address of Subpoenaed Person)</p> <p>A Commissioner has been appointed to resolve a dispute in terms of the Labour Relations Act 66 of 1995.</p> <p>Commissioner .....has been appointed.</p> <p style="text-align: center;">(Name of Commissioner)</p> <p>The matter between – CCMA Case Number: .....</p> <p>.....</p> <p style="text-align: center;">(Names of Parties)</p> <p>.....</p> <p style="text-align: center;">(Issue of Disputes)</p> <p>You are required in terms of the Section 142 of the Labour Relations Act 66 of 1995 to appear before the Commissioner at</p> <p>.....</p> <p style="text-align: center;">(Address where hearing is being held)</p> <p>on ..... at .....</p> <p style="text-align: center;">(Date of Hearing) (Time of Hearing)</p> <p><b>You are subpoenaed-</b></p> <p><input type="checkbox"/> for questioning</p> <p><input type="checkbox"/> to produce any book, document, visual footage or object</p> <p><input type="checkbox"/> to give expert evidence in terms of Section 142(1)(c)</p> <p style="text-align: center;">(Tick appropriate block)</p> <table border="1" style="width: 100%;"> <tr> <td data-bbox="620 1753 1010 1837">Case Number .....</td> <td data-bbox="1016 1753 1372 1837">Please turn over →</td> </tr> </table>			Case Number .....	Please turn over →
Case Number .....	Please turn over →				

	You must bring and produce the books, documents, visual footages or objects listed below:	
	..... (List books, documents and objects)	
	<input type="checkbox"/> The party requesting the subpoena has been directed to furnish you with the first day witness fees together with the reasonable travelling costs and subsistence expenses to attend the hearing.	
	..... (Signed by PSC/RSC/Delegated Commissioner)	..... (Date and CCMA Stamp)
	..... (Print name)	..... (Place)

<p><b>LRA Form 7.18</b>  <b>Section 143</b>  <b>Labour Relations Act, 1995</b></p>	<p align="center"><b>APPLICATION TO  CERTIFY CCMA  AWARD</b></p>		 <b>CCMA</b>
<p align="center"><b>READ THIS FIRST</b></p> <p align="center"></p> <p><b>WHAT IS THE PURPOSE OF THIS FORM?</b></p> <p>This form requests the Director or delegated commissioner of the CCMA to certify that an award is an award issued by a CCMA Commissioner.</p> <p>If the party against whom an award was made does not comply with an award that has been certified, the award may be enforced. This is done by-</p> <ul style="list-style-type: none"> <li>obtaining a copy of the arbitration award;</li> <li>obtaining proof of service of the award on the other party from the CCMA office;</li> <li>attaching a copy of the arbitration award and proof of service to this form;</li> <li>the applicant(s) or a duly authorised representative completing part 1 of this form;</li> <li>If there is more than one referring party, please provide the names of the other employees in Annexure A;</li> <li>making an oath before a Commissioner of Oaths; and</li> <li>submitting the form to the Regional Office of the CCMA for certification by the Director or delegated commissioner of the CCMA.</li> </ul> <p><b>WHO FILLS IN PART 1 OF THIS FORM?</b></p> <p>A party applying to have an arbitration award certified must complete Part 1. The applicant must state whether it is the referring party or the other party in the matter. If the applicant is a legal person, trade union, employer's organisation or company, the form must be completed by a duly authorised representative.</p>	<p><b>IN THE CCMA FOR THE REGION OF:.....</b></p> <p>In the matter between:</p> <p>..... REFERRING PARTY</p> <p align="center">and</p> <p>..... OTHER PARTY</p> <p><b>PART 1: APPLICATION IN TERMS OF SECTION 143 OF THE ACT</b></p> <p>I, the undersigned:</p> <p>.....</p> <p align="right">(name)</p> <p>do hereby make oath and say:</p> <p>1. I am/represent .....the referring / other party (delete whichever is not applicable) in the matter referred to above (referred to in this document as 'the applicant').</p> <p>2. On (date) .....  Commissioner .....  made an arbitration award (referred to in this document as 'the award') in favour of the applicant. A copy of the award is attached to this form.</p> <p>3. The award was served on the party against whom the award was made (referred to in this document as 'the other party') on (date).....</p> <p><b>A copy of the proof of service is attached to this form.</b></p>		
<p><b>Case Number</b>.....</p>		<p>Please turn over..... →</p>	

	<p>4. If this application for certification applies to more than one employee covered by the award, the details of each employee and the amounts that are due in terms of the award, must be included in the table provided in Annexure A</p> <p>5. To date the other party has not complied with the award.</p> <p>6. Application is hereby made for the Award to be certified by the Director in terms of section 143(3) of the Act.</p> <p><b>7. POPIA CONSENT</b></p> <p>By signing this document and its Annexure, I/we hereby grant my voluntary consent that my/our personal information may be processed, collected, used and disclosed in compliance with the Protection of Personal Information Act, 4 of 2013. I/we furthermore agree that my/our personal information may be used for the lawful and reasonable purposes in as far as the CCMA (responsible party) must use my/our information in the performance of its public legal duty. I/we understand that my/our personal information may be disclosed to a third party in as far as the CCMA must fulfil its public legal duty. I/we furthermore understand that there are instances in terms of abovementioned Act where my express consent is not necessary to permit the processing of personal information, which may be related to litigation or when the information is publicly available.</p>		
<p>"Deponent" refers to the applicant. The completed affidavit should only be signed by the applicant in the presence of the Commissioner of Oaths.</p>	<p>.....</p> <p><b>DEPONENT</b></p>		
<p>A Commissioner of Oaths must complete this section in the presence of the Deponent.</p>	<p><b>I HEREBY CERTIFY</b> that the deponent has acknowledge that he/she knows and understands the contents of the affidavit which was signed and sworn to</p>		
<p><b>THE FOLLOWING DOCUMENTS MUST BE ATTACHED TO THIS FORM</b></p>	<p>before me at.....</p>		
<ul style="list-style-type: none"> <li>• A copy of the Commissioner's award.</li> <li>• Proof that the award was served on the other party.</li> <li>• Proof that this referral form was served on the other party.</li> </ul>	<p>on (date) .....,</p> <p>the regulations contained in Government Notices R1258 and R1648 having been complied with.</p> <p>.....</p> <p><b>COMMISSIONER OF OATHS</b></p>		
	<table border="1"> <tr> <td data-bbox="625 1638 998 1753"></td> <td data-bbox="1006 1638 1380 1753"> <p>Please turn over..... →</p> </td> </tr> </table>		<p>Please turn over..... →</p>
	<p>Please turn over..... →</p>		

**CHECK!**

Have you attached a copy of the arbitration award and proof that the award was served on the other party?

**CERTIFICATE IN TERMS OF SECTION 143(3) OF THE ACT**

In terms of Section 143(3) of the Labour Relations Act, 1995, I hereby certify that the above arbitration award is a final and binding award issued by a Commissioner as contemplated in Section 143(1).

**DIRECTOR – CCMA/  
DELEGATED COMMISSIONER**

DATE \_\_\_\_\_



**ANNEXURE A**

To be completed in the event that this application for certification applies to more than one employee covered by the award. The names that are provided in this table must correspond with the names of the employees as provided in the attached arbitration award.

Case Number:.....

Name and surname	ID number	Contact number	Amount awarded



<p><b>LRA Form 7.18A</b>  <b>Section 143 read with Section 51(8)</b>  <b>Labour Relations Act, 1995</b></p>	<p align="center"><b>APPLICATION TO  CERTIFY BARGAINING  COUNCIL AWARD</b></p>		
<p align="center"><b>READ THIS FIRST</b></p> <p align="center"></p> <p><b>WHAT IS THE PURPOSE OF THIS FORM?</b></p> <p>This form requests the Director or delegated Commissioner of the CCMA to certify that an award issued under the auspices of a Bargaining Council is an award issued by a Bargaining Council Arbitrator.</p> <p>If the party against whom an award was made does not comply with an award that has been certified, the award may be enforced. This is done by -</p> <ul style="list-style-type: none"> <li>• obtaining a copy of the arbitration award;</li> <li>• obtaining proof of service of the award on the other party from the relevant Bargaining Council;</li> <li>• attaching a copy of the arbitration award and proof of service to this form;</li> <li>• the applicant(s) or a duly authorised representative completing part 1 of this form;</li> <li>• making an oath before a Commissioner of Oaths;</li> <li>• submitting the form to the General Secretary of the relevant Bargaining Council for certification by the Director of the CCMA.</li> <li>• If there is more than one referring party, please provide the names of the other employees in Annexure A.</li> </ul> <p><b>WHO FILLS IN PART 1 OF THIS FORM?</b></p> <p>A party applying to have an arbitration award certified must complete Part 1. The applicant must state whether it is the referring party or the other party in the matter. If the party is a legal person, trade union, employer's organisation or company, the form must be completed by a duly authorised representative.</p>	<p><b>IN THE BARGAINING COUNCIL OF:.....</b></p> <p>In the matter between:</p> <p>..... REFERRING PARTY</p> <p align="center">and</p> <p>..... OTHER PARTY</p> <p><b>PART 1: APPLICATION IN TERMS OF SECTION 143 OF THE ACT</b></p> <p>I, the undersigned:</p> <p>.....</p> <p align="center">(name)</p> <p>do hereby make oath and say:</p> <p>1. I am/represent .....the referring / other party (delete whichever is not applicable) in the matter referred to above (referred to in this document as 'the applicant').</p> <p>2. On (date) ..... Arbitrator ..... made an arbitration award (referred to in this document as 'the award') in favour of the applicant. A copy of the award is attached to this form.</p> <p>3. The award was served on the party against whom the award was made (referred to in this document as 'the other party') on (date).....</p> <p align="center"><b>A copy of the proof of service is attached to this form.</b></p>		
	<p><b>Case Number</b>.....</p>	<p>Please turn over..... →</p>	

<p>"Deponent" refers to the applicant. The completed affidavit should only be signed by the applicant in the presence of the Commissioner of Oaths.</p> <p>A Commissioner of Oaths must complete this section in the presence of the Deponent.</p> <p><b>THE FOLLOWING DOCUMENTS MUST BE ATTACHED TO THIS FORM</b></p> <ul style="list-style-type: none"> <li>• A copy of the Commissioner's award.</li> <li>• Proof that the award was served on the other party.</li> <li>• Proof that this referral form was served on the other party.</li> </ul>	<p>4. To date the other party has not complied with the award.</p> <p>3. If this application for certification applies to more than one employee covered by the award, the details of each employee and the amounts that are due in terms of the award, must be included in the table provided in Annexure A</p> <p>5. Application is hereby made for the Award to be certified by the Director or a delegated commissioner in terms of section 143(3) of the Act.</p> <p>6. Compliance with the Protection of Personal Information Act 4 of 2013</p> <p>By signing this document, I/we hereby grant my voluntary consent that my/our personal information may be processed, collected, used and disclosed in compliance with the Protection of Personal Information Act, 4 of 2013. I/we furthermore agree that my/our personal information may be used for the lawful and reasonable purposes in as far as the CCMA (responsible party) must use my/our information in the performance of its public legal duty. I/we understand that my/our personal information may be disclosed to a third party in as far as the CCMA must fulfil its public legal duty. I/we furthermore understand that there are instances in terms of abovementioned Act where my express consent is not necessary to permit the processing of personal information, which may be related to litigation or when the information is publicly available</p> <p>.....</p> <p><b>DEPONENT</b></p> <p>I <b>HEREBY CERTIFY</b> that the deponent has acknowledge that he/she knows and understands the contents of the affidavit which was signed and sworn to before me at.....</p> <p>on (date) .....,</p> <p>the regulations contained in Government Notices R1258 and R1648 having been complied with.</p> <p>.....</p> <p><b>COMMISSIONER OF OATHS</b></p>	
	<table border="1"> <tr> <td data-bbox="609 1675 998 1791"></td> <td data-bbox="998 1675 1385 1791">Please turn over..... →</td> </tr> </table>	
	Please turn over..... →	

**THE STATUS OF A CERTIFIED  
AWARD**

In terms of sections 143(1) and (3) of the Act, an arbitration award that has been certified by the Director or delegated Commissioner may be enforced. Section 51(8) provides that section 143 applies to arbitrations conducted by bargaining councils unless a collective agreement concluded by the council provides otherwise.

A certified award may be enforced against a party that does not comply with the award by-

- In the case of an award ordering the payment of money, execution against the property of that party by the Sheriff of the Court;
- In the case of any other award, contempt of court proceedings in the Labour Court.

A party who wishes to have the Sheriff execute against the other party's property, must deliver this document and the certified award to the Deputy Sheriff in the Magisterial District where the other party resides.

**CHECK!**

Have you attached a copy of the arbitration award and proof that the award was served on the other party?

**PART 2****AFFIDAVIT BY REPRESENTATIVE OF BARGAINING COUNCIL**

I, the undersigned

do hereby make oath and say:

1. I am the ..... of the ..... Bargaining Council.
2. The arbitration referred to above was conducted under the auspices of this Bargaining Council.
3. A copy of the award was served on the other party on ..... (date)

Proof of service is attached to this form.

4. The Bargaining Council has not concluded a collective agreement excluding the application of section 143 of the Labour Relations Act.

**DEPONENT**

I HEREBY CERTIFY that the deponent has acknowledged that he/she knows and understands the contents of this affidavit, which was signed and sworn to before me at.....

on (date)....., the regulations contained in Government Notices R1258 and R1648 having been complied with.

**COMMISSIONER OF OATHS****PART 3****CERTIFICATE IN TERMS OF SECTION 143 (3) OF THE ACT**

In terms of Section 143(3) of the Labour Relations Act, 1995, I hereby certify that the above arbitration award is a final and binding award issued by an Arbitrator conducting an arbitration under the auspices of a bargaining council as contemplated in section 143(1) read with section 51(8).

.....  
**DIRECTOR – CCMA /  
DELEGATED COMMISSIONER**

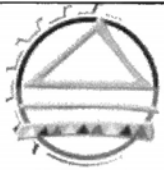

.....  
**DATE**

**ANNEXURE A**

To be completed in the event that this application for certification applies to more than one employee covered by the award. The names that are provided in this table must correspond with the names of the employees as provided in the attached arbitration award.

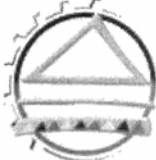

Case Number:.....

Name and surname	ID number	Contact number	Amount awarded

<p>LRA Form 7.19 Section 188A Labour Relations Act, 1995</p>	<h1 style="text-align: center;">REQUEST FOR INQUIRY BY ARBITRATOR</h1>		 <b>CCMA</b>
<p style="text-align: center;"><b>Read This First</b></p> <div style="text-align: center;">  </div> <p style="text-align: center;"><b>WHO FILLS IN THIS FORM?</b></p> <p>An employer requesting an inquiry. In terms of section 188A(11), an employee who alleges that the holding of a disciplinary inquiry by an employer contravenes the Protected Disclosures Act 26 of 2000.</p> <p style="text-align: center;"><b>WHERE DOES THIS FORM GO?</b></p> <p>To the Regional Office of the CCMA.</p>	<p><b>1. DETAILS OF PARTY REQUESTING AN INQUIRY</b></p> <p>Name:.....</p> <p>(If company or close corporation, the name of the company or close corporation)</p> <p>Surname (if applicable):.....</p> <p>Postal Address:.....</p> <p>.....Code:.....</p> <p>Physical Address:.....</p> <p>.....Code:.....</p> <p>Tel:.....Cell:.....</p> <p>Fax:.....E-Mail:.....</p> <p>Company or close corporation registration number:.....</p> <p><b>If a Temporary Employment Service (TES) is involved, the name of the TES:</b></p> <p>.....</p> <p>Postal Address:.....</p> <p>.....Code:.....</p> <p>Physical Address:.....</p> <p>.....Code:.....</p> <p>Tel:.....Cell:.....</p> <p>Fax:.....E-Mail:.....</p> <p>Number of employees employed by the employer:.....</p> <p><b>2. EMPLOYEE DETAILS</b></p> <p>Name:.....</p> <p>Surname:.....</p> <p>Length of Service:..... ID Number:.....</p> <p>Salary Gross:..... Salary Net:.....</p> <p>Gender (M/F):.....Age:..... Nationality.....</p> <p>Postal Address:.....</p> <p>.....Code:.....</p> <p>Tel:.....Cell:.....</p> <p>Fax:..... E-Mail: .....</p>		
<p><b>Case Number</b>.....</p>		<p>Please turn over →</p>	

This gazette is also available free online at [www.gpwonline.co.za](http://www.gpwonline.co.za)

<p style="text-align: center;"><b>OTHER INSTRUCTIONS</b></p> <p>A copy of this form has been served on the other party.</p> <p>Proof that a copy of this form has been served on the other party must be supplied by attaching any of the following:</p> <ul style="list-style-type: none"> <li>▪ A copy of a registered slip from the Post Office; or</li> <li>▪ A copy of a signed receipt if hand delivered; or</li> <li>▪ A signed statement confirming service by the person delivering the form; or</li> <li>▪ A copy of a fax confirmation slip; or</li> <li>▪ A copy of an e-mail confirmation slip or sent e-mail; or</li> <li>▪ Any other satisfactory proof of service.</li> </ul> <p>The CCMA may be requested to assist with service.</p>	<p><b>7. INTERPRETER SERVICES</b></p> <p>Is an interpreter required at the inquiry? <b>Yes / No</b></p> <p>If yes, please indicate for what language:</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Afrikaans</td> <td><input type="checkbox"/> IsiNdebele</td> <td><input type="checkbox"/> IsiZulu</td> </tr> <tr> <td><input type="checkbox"/> IsiXhosa</td> <td><input type="checkbox"/> Sepedi</td> <td><input type="checkbox"/> SeSotho</td> </tr> <tr> <td><input type="checkbox"/> Setswana</td> <td><input type="checkbox"/> IsiSiswati</td> <td><input type="checkbox"/> Xitsonga</td> </tr> <tr> <td><input type="checkbox"/> Sign Language</td> <td><input type="checkbox"/> Tshivenda</td> <td><input type="checkbox"/> Other .....</td> </tr> </table> <p><b>8. COMPLIANCE WITH POPIA</b></p> <p>By signing this document, I/we hereby grant my voluntary consent that my/our personal information may be processed, collected, used and disclosed in compliance with the Protection of Personal Information Act, 4 of 2013. I/we furthermore agree that my/our personal information may be used for the lawful and reasonable purposes in as far as the CCMA (responsible party) must use my/our information in the performance of its public legal duty. I/we understand that my/our personal information may be disclosed to a third party in as far as the CCMA must fulfil its public legal duty. I/we furthermore understand that there are instances in terms of abovementioned Act where my express consent is not necessary to permit the processing of personal information, which may be related to litigation or when the information is publicly available.</p> <p><b>9. CONFIRMATION OF ABOVE DETAILS:</b></p> <p>Form submitted by:</p> <p>..... (please print name)</p> <p>Signature:.....</p> <p>Position: .....</p> <p>Date: .....</p> <p>Place: .....</p>	<input type="checkbox"/> Afrikaans	<input type="checkbox"/> IsiNdebele	<input type="checkbox"/> IsiZulu	<input type="checkbox"/> IsiXhosa	<input type="checkbox"/> Sepedi	<input type="checkbox"/> SeSotho	<input type="checkbox"/> Setswana	<input type="checkbox"/> IsiSiswati	<input type="checkbox"/> Xitsonga	<input type="checkbox"/> Sign Language	<input type="checkbox"/> Tshivenda	<input type="checkbox"/> Other .....
<input type="checkbox"/> Afrikaans	<input type="checkbox"/> IsiNdebele	<input type="checkbox"/> IsiZulu											
<input type="checkbox"/> IsiXhosa	<input type="checkbox"/> Sepedi	<input type="checkbox"/> SeSotho											
<input type="checkbox"/> Setswana	<input type="checkbox"/> IsiSiswati	<input type="checkbox"/> Xitsonga											
<input type="checkbox"/> Sign Language	<input type="checkbox"/> Tshivenda	<input type="checkbox"/> Other .....											

<p><b>LRA Form 7.20</b> <b>Section 189A</b> <b>Labour Relations Act, 1995</b></p>	<p align="center"><b>REQUEST FOR SECTION 189A OPERATIONAL REQUIREMENTS FACILITATION</b></p>	 <p align="center"><b>CCMA</b></p>
<p align="center"><b>READ THIS FIRST</b></p> <p align="center"></p> <p align="center"><b>WHAT IS THE PURPOSE OF THIS FORM?</b></p> <p>This form enables a party to initiate a section 189A facilitation process.</p> <p><b>WHO FILLS IN THIS FORM?</b></p> <ul style="list-style-type: none"> <li>• An employer who employs more than 50 employees and is contemplating dismissing one or more employees for reasons based on the employer's operational requirements; or</li> <li>• Consulting parties representing the majority of employees whom the employer contemplates dismissing.</li> </ul> <p><b>OTHER PARTIES</b></p> <p>If more than one party is referring the dispute and / or the dispute is referred against more than one party, please add the details of the second party in the space provided. For additional parties, please write down the additional names and particulars on a separate piece of paper and attach details to this form.</p> <p><b>WHERE DOES THIS FORM GO?</b></p> <p>The Regional Office of the CCMA in the region where the dismissals for operational requirements is contemplated. If the contemplated dismissals are in two or more regions, the form must be sent to the CCMA Head Office.</p>	<p><b>1. DETAILS OF PARTY REQUESTING FACILITATION</b></p> <p><b>FIRST PARTY</b></p> <p>Employer <input type="checkbox"/> Party representing majority of employees <input type="checkbox"/></p> <p>Name: .....</p> <p>Postal Address:.....</p> <p>..... Postal Code: .....</p> <p>Tel:.....Cell:.....</p> <p>Fax:..... E-Mail: .....</p> <p>Contact Person: .....</p> <p><b>SECOND PARTY (where applicable)</b></p> <p>Employer <input type="checkbox"/> Party representing majority of employees <input type="checkbox"/></p> <p>Name: .....</p> <p>Postal Address:.....</p> <p>..... Postal Code: .....</p> <p>Tel:.....Cell:.....</p> <p>Fax:..... E-Mail: .....</p> <p>Contact Person: .....</p> <p><b>2. DETAILS OF THE OTHER PARTY</b></p> <p><b>FIRST PARTY</b></p> <p>Name: .....</p> <p>Postal Address:.....</p> <p>..... Postal Code: .....</p> <p>Tel:.....Cell:.....</p> <p>Fax:..... E-Mail: .....</p> <p>Contact Person: .....</p> <p><b>SECOND PARTY (where applicable)</b></p> <p>Name: .....</p> <p>Postal Address:.....</p> <p>..... Postal Code: .....</p> <p>Tel:.....Cell:.....</p> <p>Fax:..... E-Mail: .....</p> <p>Contact Person: .....</p> <p><b>HOW MANY EMPLOYEES DOES THE EMPLOYER EMPLOY?.....</b></p>	



<p><b>WHAT WILL HAPPEN WHEN THIS FORM IS SUBMITTED?</b></p> <p>When you request facilitation the CCMA will appoint a facilitator to assist the parties engaged in consultation process.</p> <p><b>OTHER INSTRUCTIONS</b></p> <p>A copy of this form must be served on the other party or parties.</p> <p>Proof that a copy of this form has been served on the other party or parties must be supplied by attaching and of the following:</p> <ul style="list-style-type: none"> <li>▪ A copy of a registered slip from the Post Office; or</li> <li>▪ A copy of a signed receipt if hand delivered; or</li> <li>▪ A signed statement confirming service by the person delivering the form; or</li> <li>▪ A copy of a fax confirmation slip; or</li> <li>▪ A copy of an e-mail confirmation slip or sent e-mail; or</li> <li>▪ Any other satisfactory proof of service.</li> </ul> <p>The CCMA may be requested to assist with service.</p> <p><b>CHECK!</b></p> <p>Have you attached proof that this form has been served on the other party?</p>	<p><b>3. DETAILS OF FURTHER PARTIES</b> (Please provide the names of any further parties, e.g. where more than two unions are involved, and attach details.)</p> <p>.....</p> <p>.....</p> <p><b>4. HOW MANY EMPLOYEES ARE LIKELY TO BE RETRENCHED?</b></p> <p>.....</p> <p><b>5. HOW MANY EMPLOYEES ARE AFFECTED?</b> (Total employees who need to be consulted?).....</p> <p><b>6. RETRENCHMENTS ARE CONTEMPLATED IN THE FOLLOWING REGIONS OR WORKPLACE LOCATIONS:</b> (Please indicate expected numbers.)</p> <p>.....</p> <p>.....</p> <p><b>7. HOW MANY EMPLOYEES HAS THE EMPLOYER DISMISSED FOR OPERATIONAL REQUIREMENTS IN THE PAST 12 MONTHS AND IN WHICH REGIONS OR WORKPLACE LOCATIONS?</b> (Please indicate numbers)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p><b>8. ATTACH THE SECTION 189(3) NOTICE ISSUED BY THE EMPLOYER TO THIS FORM.</b> (The matter cannot be processed without a complete s189(3) notice.)</p> <p><b>9. HAS THE EMPLOYER REQUESTED FACILITATION IN ITS S189(3) NOTICE?</b></p> <p>YES <input type="checkbox"/></p> <p>IF NO, (consent by parties should accompany this application)</p> <p><b>10. WHAT ARE THE REASONS FOR THE CONTEMPLATED DISMISSALS FOR OPERATIONAL REQUIREMENTS?</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
	<table border="1"> <tr> <td data-bbox="591 1717 954 1770">Case Number.....</td> <td data-bbox="954 1717 1367 1770">Please turn over →</td> </tr> </table>	Case Number.....
Case Number.....	Please turn over →	

This gazette is also available free online at [www.gpwonline.co.za](http://www.gpwonline.co.za)

**CHECK!**

Have you sent a copy of this completed form to the other party?  
Have you included proof (that you have sent a copy to the other party with this form?

**16. POPIA CONFIRMATION**

By signing this document, I/we hereby grant my voluntary consent that my/our personal information may be processed, collected, used and disclosed in compliance with the Protection of Personal Information Act, 4 of 2013. I/we furthermore agree that my/our personal information may be used for the lawful and reasonable purposes in as far as the CCMA (responsible party) must use my/our information in the performance of its public legal duty. I/we understand that my/our personal information may be disclosed to a third party in as far as the CCMA must fulfil its public legal duty. I/we furthermore understand that there are instances in terms of abovementioned Act where my express consent is not necessary to permit the processing of personal information, which may be related to litigation or when the information is publicly available.

**17. CONFIRMATION OF ABOVE DETAILS**

Form submitted by:


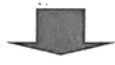

.....  
(please print name)

Signature: .....

Position: .....

Date:.....

Place:.....

<p style="text-align: center;"><b>LRA Form 7.21</b> <b>Section 200A(3) Labour</b> <b>Relations Act, 1995</b></p>	<h2 style="margin: 0;">REQUEST FOR ADVISORY AWARD ON WHETHER A PERSON IS AN EMPLOYEE</h2>	
<p style="text-align: center;"><b>READ THIS FIRST</b></p> <p style="text-align: center;"></p> <p style="text-align: center;"><b>WHAT IS THE PURPOSE OF THIS FORM?</b></p> <p>This form is a request to the CCMA to issue an advisory award determining whether a person is an employee.</p> <p>If there is more than one employee to the dispute and the referring party is not a trade union, then each employee must supply his/her personal details and signature on a separate page, which must be attached to this form.</p> <p style="text-align: center;"><b>WHO FILLS IN THIS FORM?</b></p> <p>The parties to any working arrangement may request an advisory award provided the affected person/s earn equal to or less than the threshold.</p> <p style="text-align: center;"><b>WHERE DOES THIS FORM GO?</b></p> <p>The Regional Office of the CCMA.</p> <p style="text-align: center;"><b>WHAT WILL HAPPEN WHEN THIS FORM IS SUBMITTED?</b></p> <p>The CCMA will appoint a commissioner to hear the matter and issue an advisory award.</p>	<p><b>1. DETAILS OF PARTY REQUESTING THE ADVISORY AWARD</b></p> <p><b>As the referring party, are you:</b></p> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> An employee         </div> <div> <input type="checkbox"/> A trade union         </div> </div> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> An employer         </div> <div> <input type="checkbox"/> An employer's organisation         </div> </div> <p><b>(a) Name of the party if the requesting party is an employee</b></p> <p>Name:.....</p> <p>Surname: (if applicable).....</p> <p>ID Number:.....</p> <p>Postal Address:.....</p> <p style="text-align: right;">Postal Code:.....</p> <p>Tel:.....Cell:.....</p> <p>Fax:.....E-Mail: .....</p> <p>Contact Person:.....</p> <p><b>(b) Name of the party if the requesting party is an employer, employer's organisation or trade union, or if the employer's organisation or trade union is assisting a member to the dispute</b></p> <p>Name:.....</p> <p>Surname: (if applicable).....</p> <p>Postal Address:.....</p> <p style="text-align: right;">Postal Code:.....</p> <p>Tel:.....Cell:.....</p> <p>Fax:.....E-Mail: .....</p> <p>Contact Person:.....</p>	
<p><b>Case Number</b>.....</p>		<p>Please turn over </p>

**2. DETAILS OF THE OTHER PARTY**

The other party is:

☐

An employee

☐

A trade union

☐

An employer

☐

An employer's organisation

Name:.....

Surname (if applicable):.....

Postal Address:.....

.....Postal Code:.....

Tel:.....Cell:.....

Fax:.....E-Mail:.....

Contact Person:.....

**3. PRESUMPTION AS TO WHO IS AN EMPLOYEE**

Please tick whichever block applies to the working arrangement of the person/s in respect of whom the advisory award is sought.

☐

The manner in which the person works is subject to the control or direction of another person.

☐

The person's hours of work are subject to the control or direction of another person.

☐

The person forms part of the organization for whom the work is performed.

☐

The person has worked for that other person for at least 40 hours per month over the last three months.

☐

The person is economically dependent on the other person for whom he or she works or renders services.

☐

The person is provided with tools of trade or work equipment by the other person.

☐

The person only works for or renders services to one person.

☐

None of the above apply.

**4. EARNINGS**

The person or persons included in the working arrangement earn:

1. ....per annum

2. ....per annum

(If space is not sufficient, include additional information on a separate page and attach to this form).

Case Number.....

Please turn over →

This gazette is also available free online at [www.gpwonline.co.za](http://www.gpwonline.co.za)

**CHECK!**

Have you sent a copy of this completed form to the other party?  
Have you included proof (that you have sent a copy to the other party with this form?

**8. POPIA CONFIRMATION**

By signing this document, I/we hereby grant my voluntary consent that my/our personal information may be processed, collected, used and disclosed in compliance with the Protection of Personal Information Act, 4 of 2013. I/we furthermore agree that my/our personal information may be used for the lawful and reasonable purposes in as far as the CCMA (responsible party) must use my/our information in the performance of its public legal duty. I/we understand that my/our personal information may be disclosed to a third party in as far as the CCMA must fulfil its public legal duty. I/we furthermore understand that there are instances in terms of abovementioned Act where my express consent is not necessary to permit the processing of personal information, which may be related to litigation or when the information is publicly available.

**9. CONFIRMATION OF ABOVE DETAILS**

Form submitted by:

.....  
(please print name)

Signature: .....

Position: .....

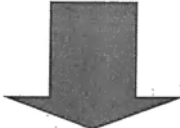

Date:.....

Place:.....

<p style="text-align: center;"><b>LRA Form 7.22</b> <b>Labour Relations Act, 1995,</b> <b>150C advisory arbitration</b> <b>award</b></p> <p style="text-align: center; margin-top: 20px;"><b>Read This First</b></p> <div style="text-align: center; margin: 10px 0;"> </div> <p style="text-align: center;"><b>WHAT IS THE PURPOSE OF THIS FORM?</b></p> <p>This form is used to communicate either party's acceptance or rejection of the advisory arbitration award; to request extension of the period within which the acceptance or rejection of the award should be communicated to the CCMA and/or to request the advisory arbitration panel to reconvene for a certain purpose.</p> <p style="text-align: center; margin-top: 20px;"><b>IMPORTANT INFORMATION</b></p> <p>Parties must indicate their acceptance or rejection of the advisory arbitration award within seven (7) days from the date on which the award is issued.</p> <p>If a party fails to indicate acceptance or rejection of the award within the seven (7) day period, that party will be deemed to have accepted the award.</p> <p>Any extension of the seven (7) day period must be filed before the period within which the award should be accepted or rejected expires.</p> <p>This form must be served on the other party and proof of service attached to this form.</p>	<p style="text-align: center; font-size: small;">Attachment to section 150C advisory arbitration award</p> <p style="text-align: center;"><b>ACCEPTANCE / REJECTION OF ADVISORY ARBITRATION AWARD, REQUEST FOR EXTENSION OR FOR THE PANEL TO RECONVENE</b></p>	<div style="text-align: center;">   <b>CCMA</b> </div> <p style="text-align: right; margin-top: 20px;">CCMA CASE NUMBER: .....</p> <p><b>1. DETAILS OF THE PARTIES</b></p> <p>a) Name .....</p> <p style="margin-left: 40px;"><i>[This is the party accepting, rejecting, requesting the panel or reconvene or requesting an extension]</i></p> <p>b) Name/representative of the other party.....</p> <p><b>2. DETAILS OF THE ADVISORY AWARD:</b></p> <p>a) Date of Advisory Award: .....</p> <p>b) Chairperson of the panel: .....</p> <p><b>3. PART A – ACCEPTANCE / REJECTION OF AWARD</b></p> <p>Advisory arbitration award accepted <input type="checkbox"/></p> <p>Advisory arbitration award rejected <input type="checkbox"/></p> <p><b>In the event of a rejection of the award, please complete the below:</b></p> <p>a) Is the award rejected in whole or in part? If in part, which part of the award is rejected?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>b) What steps were taken to consult with members in terms of section 150D and what was the outcome?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p><b>Case Number</b> .....</p>		<p><b>Please turn over</b> →</p>



<p><b>NOTE:</b> Both parties or their representatives to sign the form where the request for extension or for the panel to reconvene is by mutual agreement between the parties.</p>	<p><b>4. PART B: REQUEST FOR THE ARBITRATION PANEL TO RECONVENE</b></p> <p>It is requested that the advisory arbitration reconvene for the purpose of–</p> <p>a) Explaining the award <span style="float: right;"><input type="checkbox"/></span></p> <p>b) Mediating based on the award <span style="float: right;"><input type="checkbox"/></span></p> <p>c) Variation of the award <span style="float: right;"><input type="checkbox"/></span></p> <p><b>If variation of the award is sought:</b></p> <p>Does the advisory award contain an obvious error for omission which may be common cause between the parties? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If yes, please identify these obvious errors or omissions.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>If no, please indicate the nature of variations sought:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p><b>5. PART C: REQUEST FOR EXTENSION OF 7 DAY PERIOD</b></p> <p>If the commissioner is requested to extent the period within which the parties are required to either accept or reject the award:</p> <p>Do both parties agree to the extension? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>Are there reasonable prospects of acceptance of the award? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>Reasons for the extension:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Number of days for which the extension should be provided:.....</p> <div style="display: flex; justify-content: space-between;"> <div>..... <b>Signature</b></div> <div>..... <b>Date</b></div> </div> <div style="display: flex; justify-content: space-between;"> <div>..... <b>Signature</b></div> <div>..... <b>Date</b></div> </div>
--	---

<p style="text-align: center;"><b>LRA Form 7.23</b></p> <p style="text-align: center;"><b>Labour Relations Act, 1995</b></p> <p style="text-align: center;"><b>S 135 (2A)</b></p> <p style="text-align: center;">Read This First</p> <div style="text-align: center;">  </div> <p style="text-align: center;"><b>WHAT IS THE PURPOSE OF THIS FORM?</b></p> <p>This form is intended to request extension of the 30-day conciliation period.</p> <p><b>WHO MAY APPLY FOR EXTENSION:</b></p> <p>The Commissioner or any of the parties to the dispute may request the Director to extend the conciliation period where it is believed that there are prospects of reaching a settlement.</p> <p style="text-align: center;"><b>FURTHER INFORMATION</b></p> <p>This Application must be served on all relevant parties.</p> <p>No objection to the application will be considered. The extension is considered on the basis of the information provided by the applicant.</p> <p>Supporting documents may be attached to this form.</p> <p>The application may only be made where the parties can't agree to an extension and the refusal to agree is considered unreasonable.</p> <p>The Extension sought shall not exceed 5 days.</p> <p>The Extension cannot be granted where the employer party is the state.</p> <p>All the information required in this form must be completed.</p>	<p style="text-align: center;"><b>APPLICATION FOR EXTENSION OF THE CONCILIATION PERIOD</b></p>	<div style="text-align: center;">  <p><b>CCMA</b></p> </div>
<p style="text-align: right;">Case Number: .....</p>		
<p>Employee Party: .....</p>		
<p>Employer Party: .....</p>		
<p>Nature of Dispute: .....</p>		
<p>Date of Referral .....</p>		
<p>Date of Conciliation: .....</p>		
<p>Number of days extension required: .....</p>		
<p>Has the other party refused to extend the conciliation period:    <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>		
<p><b>If no, give reasons why the refusal is considered unreasonable.</b></p> <p>.....</p> <p>.....</p> <p>.....</p>		
<p>Are there prospects of reaching a settlement if the conciliation is extended:</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>		
<p><b>If yes, provide reasons,</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>		
<p><i>Provide any other submissions that may be relevant to the request for extension.</i></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>		
<p><b>Applicant:</b> .....</p>		
<p><b>Signature of requesting party:</b> .....</p>		
<p><b>Date of Request:</b> .....</p>		
<p><b>Case Number</b> .....</p>		<p>Please turn over →</p>

**PART B: DIRECTOR'S DECISION**☐ Application granted

Number of days for which the conciliation is extended .....

Reasons and/ or Conditions attached to the extension: .....

.....

.....

.....

.....

.....

☐ Application rejected

Reasons for rejections: .....

.....

.....

.....

.....

.....

.....  
**DIRECTOR**.....  
**DATE**

**DEPARTMENT OF EMPLOYMENT AND LABOUR****NO. R. 3318****21 April 2023****RULES FOR THE CONDUCT OF PROCEEDINGS BEFORE THE COMMISSION FOR  
CONCILIATION, MEDIATION AND ARBITRATION**

The Governing Body of the Commission for Conciliation, Mediation and Arbitration hereby publish the Rules in terms of section 115(2A) of the Labour Relations Act, 1995 (Act No. 66 of 1995), as amended, effective from the 24 of April 2023.

---

**Act**

As published under GNR1448 in GG 25515 dated 10 October 2003  
as amended by

<b>Notice</b>	<b>Government Gazette</b>	<b>Date</b>
R1512	25607	17 October 2003
R1748	25797	05 December 2003
R1793	25826	12 December 2003
R530	26279	30 April 2004
R531	26279	30 April 2004
R532	26279	30 April 2004
R380	27490	22 April 2005
R 97	29587	09 February 2007
R1176	31564	07 November 2008
R705	34577	02 September 2011
R494	35435	12 June 2012
R776	42092	7 December 2018
R194	43092	21 February 2020

**COMMISSION FOR CONCILIATION, MEDIATION AND ARBITRATION**

The Governing Body of the Commission for Conciliation, Mediation and Arbitration hereby, in terms of Section 115 (2A) of the Labour Relations Act 66 of 1995, publishes the Rules as amended.

**TABLE OF CONTENTS****PART ONE****SERVING AND FILING DOCUMENTS**

- 1 How to contact the Commission
- 1A Compliance with legislation regarding personal information
- 2 When are the offices of the Commission open
- 3 How to calculate time periods in these Rules
- 4 Who must sign documents
- 5 How to serve documents on other parties
- 5A Notice of proceedings before the Commission
- 6 How to prove that a document was served in terms of the Rules
- 7 How to file documents with the Commission
- 8 Presumption when service was done by registered post
- 9 How to seek condonation for referral documents and applications delivered late

**PART TWO****CONCILIATION OF DISPUTES**

- 10 How to refer a dispute to the Commission for conciliation
- 11 How must the Commission notify parties of the conciliation or a facilitation
- 12 Commission or a commissioner may attempt to resolve a dispute before conciliation
- 13 What happens if a party fails to attend at conciliation
- 14 How to determine whether a commissioner may conciliate a dispute
- 14A Extension of conciliation period in terms of section 135(2A) of the Act
- 15 Issuing a certificate in terms of section 135(5) of the Act
- 16 Conciliation proceedings may not be disclosed

**PART THREE****CON-ARB IN TERMS OF SECTION 191(5A) OF THE ACT**

- 17 Conduct of con-arb in terms of section 191(5A) of the Act

**PART FOUR****ARBITRATIONS**

- 18 How to refer a request for arbitration to the Commission
- 19 When must the parties file statements
- 20 When the parties must hold a pre-arbitration conference
- 21 When must the Commission notify parties of an arbitration
- 22 How to determine whether a commissioner may arbitrate a dispute
- 23 How to postpone an arbitration

**PART FIVE****RULES THAT APPLY TO CONCILIATIONS, ARBITRATIONS, CON-ARBS AND OTHER PROCESSES**

- 24 Where a hearing will take place
- 25 Representation before the Commission
- 26 How to join or substitute parties to proceedings
- 27 How to correct a citation of a party
- 28 When the Commission may consolidate disputes

- 29 Disclosure of documents or material related to the dispute
- 30 What happens if a party fails to attend proceedings before the Commission

**PART SIX  
APPLICATIONS**

- 31 How to bring an application
- 31A How to apply for urgent picketing rules or the determination of disputes relating thereto
- 31B How to apply for the enforcement of written undertakings and / or compliance orders
- 31C Request to have a matter re-enrolled
- 32 How to apply to vary or rescind arbitration awards or rulings
- 33 How to apply to refer a dismissal dispute to the Labour Court

**PART SEVEN  
INQUIRY IN TERMS OF SECTION 188A**

- 34 How to request an inquiry in terms of section 188A of the Act

**PART EIGHT  
GENERAL**

- 35 Condonation for failure to comply with the Rules and form
- 36 Recordings of Commission proceedings
- 37 How to have a subpoena issued and served to secure the presence of a person
- 37A Expert witnesses
- 38 Payment of witness fees
- 39 Order of costs in an arbitration
- 40 Certification and enforcement of arbitration awards
- 40A Payment of an arbitration fee ordered in terms of section 140 of the Act
- 41 What words mean in these Rules

**PART ONE  
SERVING AND FILING DOCUMENTS**

**1 How to contact the Commission**

The addresses, telephone numbers and e-mail addresses of the offices of the Commission are listed in Schedule One to these Rules.

**1A Compliance with legislation regarding personal information**

When a party serves or files documents on the Commission or on the other party in terms of these Rules, or processes documents that contain personal information with the other party, such party must:

- a) be responsible for complying with their respective obligations under applicable Data Protection Legislation, including, but not limited to the Protection of Personal Information Act 4 of 2013 (POPIA), when processing personal information;
- b) take appropriate technical and organisational measures and implement security safeguards to prevent the unauthorised or unlawful processing of personal information and/ data of the other party or of another data subject;
- c) process the other party's personal information and/or data only in accordance with that party's instructions (having regard to the Data Protection Legislation), or as required by law; and not disclose the other party's personal information and/or data except in accordance with that party's instructions or as required by law.

**2 When are the offices of the Commission open**

- (1) The offices of the Commission will be open every day from Monday to Friday, excluding public holidays, between the hours of 08h30 and 16h30, or as determined by the Commission.
- (2) Documents may be filed with the Commission during the hours referred to in sub-rule (1).
- (3) Notwithstanding sub-rule (2), documents may be e-mailed or referred using the official Commission electronic referral online portals at any time and on any day of the week to the Commission.

**3 How to calculate time periods in these Rules**

- (1) For the purpose of calculating any period of time in terms of these Rules -
  - (a) day means a calendar day; and
  - (b) the first day is excluded and the last day is included, subject to sub-rule (2).
- (2) The last day of any period must be excluded if it falls on a Saturday, Sunday or public holiday and will be the first working day following the Sunday or public holiday.
- (3) Sub-rule 2 will apply, unless clearly indicated otherwise in terms of these Rules or applicable legislation.

**4 Who must sign documents**

- (1) A document that a party must sign in terms of the Act or these Rules may be signed by the party or by a person entitled in terms of the Act or these Rules to represent that party in the proceedings.
- (1A) Where a document has not been signed or was signed by a person who is not entitled to represent that party in terms of the Act or these Rules, the intention of that party to submit that document may be confirmed by the subsequent appearance of the party at the convened proceedings before the commissioner or by any other method of confirmation that may be placed on record at the Commission.
- (2) If proceedings are jointly instituted or opposed by more than one employee, documents may be signed by an employee who is mandated by the other employees to sign documents. A list in writing of the employees who have mandated the employee to sign on their behalf, must be attached to the referral document.
- (3) For purposes of these Rules, a signature includes an electronic signature inclusive of an electronic referral made through the Commission's electronic referral online portals as included in Schedule One.

**5 How to serve documents on other parties**

- (1) Unless otherwise provided for in these Rules, a party must serve a document on the other parties -
  - (a) by handing a copy of the document to -
    - (i) the person concerned;
    - (ii) a representative authorised in writing to accept service on behalf of the person;
    - (iii) a person who appears to be at least 16 years old and apparently in charge of the person's place of residence, business or place of employment premises at the time; or
    - (iv) a person identified in sub-rule (2);
  - (b) by leaving a copy of the document at -
    - (i) an address chosen by the person to receive service; or
    - (ii) any premises in accordance with sub-rule (3);
  - (c) by e-mailing, faxing or telexing a copy of the document to the person's e-mail, fax or telex number respectively, or an e-mail address, fax or telefax number chosen by that person to receive service;
  - (d) by sending a copy of the document by registered post or telegram to the last known address of the party or an address chosen by the party to receive service.
- (2) A document may also be served -



- (a) on a company or other body corporate by handing a copy of the document to a responsible employee of the company or body at its registered office, its principal place of business within the Republic or its main place of business within the magisterial district in which the dispute first arose;
  - (b) on an employer by handing a copy of the document to a responsible employee of the employer at the workplace where the employees involved in the dispute ordinarily works or worked;
  - (c) on a trade union or employers' organisation by handing a copy of the document to a responsible employee or official at the main office of the union or employers' organisation or its office in the magisterial district in which the dispute arose;
  - (d) on a partnership, firm or association by handing a copy of the document to a responsible employee or official at the place of business of the partnership, firm or association or, if it has no place of business, by serving a copy of the document on a partner, the owner of the firm or the chairperson or secretary of the managing or other controlling body of the association, as the case may be;
  - (e) on a municipality, by serving a copy of the document on the municipal manager or any person acting on behalf of that person;
  - (f) on a statutory body, by handing a copy to the secretary or similar officer or member of the board or committee of that body, or any person acting on behalf of that body; or
  - (g) on the State or a province, a state department or a provincial department, a minister, premier or a member of the executive committee of a province by handing a copy to a responsible employee at the head office of the party or to a responsible employee at any office of the State Attorney.
- (3) If no person identified in sub-rule (2) is willing to accept service, service may be effected by affixing a copy of the document to -
- (a) the main door of the premises concerned; or
  - (b) if this is not accessible, a post-box or other place to which the public has access.
- (4) The Commission or a commissioner may direct or accept service in a manner other than prescribed in these Rules.

#### **5A Notice of proceedings before the Commission**

The Commission may provide notice of a conciliation or arbitration hearing or any other proceedings before it, by means of any of the methods prescribed in Rule 5 or by means of short message service.

#### **6 How to prove that a document was served in terms of the Rules**

- (1) A party must prove to the Commission or a commissioner that a document was served in terms of these Rules, by providing the Commission or a commissioner -

- (a) with a copy of proof that the document has been mailed by registered post to the other party;
  - (b) with a copy of the telegram or telex transmitting the document to the other party;
  - (c) with a copy of the telefax transmission report indicating the successful transmission to the other party of the whole document;
  - (d) if a document was served by hand -
    - (i) with a copy of a receipt signed by, or on behalf of, the other party clearly indicating the name and designation of the recipient and the place, time and date of service; or
    - (ii) with a statement confirming service signed by the person who delivered a copy of the document to the other party or left it at any premises; and
  - (e) if a document was served by e-mail, with a copy of the sent e-mail indicating the successful dispatch to the other party of the e-mail and any attachments concerned.
- (2) If proof of service in accordance with sub-rule (1) is provided, it is presumed, until the contrary is proved, that the party on whom it was served has knowledge of the contents of the document. The relevant provisions of the Electronic Communications and Transactions Act 25 of 2002 are applicable in respect of any issue concerning service by e-mail or the service of a notice of proceedings by short message service as permitted by Rule 5A.
- (3) The Commission may accept proof of service in a manner other than prescribed in this Rule, as sufficient.

**7****How to file documents with the Commission**

- (1) A party must file documents with the Commission -
- (a) by hand delivery of the document to the regional office of the Commission or the office of the Department of Employment and Labour at the addresses listed in Schedule One;
  - (b) by sending a copy of the document by registered post to the regional office of the Commission at the address listed in Schedule One; or
  - (c) by e-mailing the document to a Commission regional office at only an e-mail address listed in Schedule One. Documents filed by means of e-mail must be transmitted in MS Word or PDF format.
- (2) A document is filed with the Commission when -
- (a) the document is handed to the regional office of the Commission or an office of the Department of Employment and Labour listed in Schedule One;
  - (b) a document sent by registered post is received, or presumed to be received as provided for in Rule 8, by an office of the Commission listed in Schedule One;

- (c) the e-mail is received in the regional office, as provided for in the Electronic Communications and Transactions Act 25 of 2002; or
  - (d) the online referral or condonation application is received through the Commission's electronic referral online portals as listed in Schedule One.
- (3) A party must only file the original of a document, if requested to do so by the Commission or a commissioner. A party must comply with a request to file an original document within seven (7) days of the request.

**8 Presumption when service is done by registered post**

Any document or notice sent by registered post by a party or the Commission is presumed, until the contrary is proved, to have been received by the person to whom it was sent seven (7) days after it was posted.

**9 How to seek condonation for referral documents and applications delivered late**

- (1) This Rule applies to any referral document or application delivered outside of the applicable time period prescribed in the Act, applicable employment law or these Rules.
- (2) A party must apply for condonation in terms of Rule 31.
- (2A) Condonation may also be applied for using the official Commission electronic referral online portals as included in Schedule One.
- (3) An application for condonation must set out the grounds for seeking condonation and must include details of the following:
  - (a) the degree of lateness;
  - (b) the reasons for the lateness;
  - (c) the referring party's prospects of succeeding with the referral and obtaining the relief sought against the other party;
  - (d) any prejudice to the other party; and
  - (e) any other relevant factors.
- (4) The Commission may assist a referring party to comply with this Rule.

**PART TWO  
CONCILIATION OF DISPUTES**

**10 How to refer a dispute to the Commission for conciliation**

- (1) A party must refer a dispute to the Commission for conciliation by delivering a completed prescribed LRA Form 7.11, which may include the Commission electronic referral electronic online portals.

- (2) When referring a dispute by means other than the official Commission electronic referral online portals as set out in Schedule One, the referring party -
  - (a) must attach to the referral document, written proof, in accordance with Rule 6, that the referral document was served on the other parties to the dispute.
  - (b) must attach to the referral document, an application for condonation if the referral is referred after the relevant time limit has expired.
- (3) Despite Rule 10(2)(b) where a referral has been referred out of time and if condonation has not been attached to the referral, the Commission will decide whether the condonation will be determined at a hearing or by written submissions received from the parties.

**11 When must the Commission notify parties of a conciliation or facilitation**

- (1) The Commission must notify the parties in writing of a conciliation hearing at least –
  - (a) seven (7) days prior to the scheduled date in matters relating to section 64, section 65(2)(a) or section 189A(8) of the Act;
  - (b) fourteen (14) days prior to the scheduled date, in the case of any other matter.
- (2) Despite sub-rule 1, the Commission may give the parties a shorter period of notice, if the parties have agreed or reasonable circumstances require a shorter period.
- (3) An additional seven (7) days must be provided, if a notice of conciliation in terms of this Rule is sent by registered mail only.

**12 Commission or a commissioner may attempt to resolve dispute before conciliation**

The Commission or a commissioner may contact the parties by telephone or other means, prior to the commencement of the conciliation, in order to attempt to resolve the dispute.

**13 What happens if a party fails to attend at conciliation**

- (1) If a party fails to attend or to be represented as contemplated in Rule 25(1)(a), the commissioner may –
  - (a) continue with the proceedings;
  - (b) adjourn the conciliation to a later date within the 30-day period; or
  - (c) conclude the proceedings by issuing a certificate that the dispute remains unresolved;
- (1A) In the event that a dispute relates to section 64 of the Act, picketing rules must be established before a certificate of non-resolution is issued, unless a party provides a signed picketing rules agreement as required by section 69(6A) of the Act.

- (2) In exercising a discretion in terms of sub-rule (1), a commissioner should take into account, amongst other things -
- (a) whether the party has previously failed to attend a conciliation in respect of that dispute;
  - (b) any reason given for that party's failure to attend;
  - (c) whether conciliation can take place effectively in the absence of one or more of the parties;
  - (d) the likely prejudice to the other party of the commissioner's ruling; and
  - (e) any other relevant factors.

**14 How to determine whether a commissioner may conciliate a dispute**

If it appears during conciliation proceedings that a jurisdictional issue has not been determined, the commissioner must require the referring party to prove that the Commission has the jurisdiction to conciliate the dispute through conciliation.

**14A Extension of conciliation period in terms of section 135(2A) of the Act**

- (1) The conciliating commissioner or a party to a conciliation process may request an extension of the conciliation period referred to in section 135.
- (2) The request must be made on the prescribed form and before the expiry of the conciliation period as determined in terms of section 135.
- (3) The Director must within 2 (two) days of receipt of the request -
  - (a) consider whether:
    - (i) an extension is necessary to ensure a meaningful conciliation process;
    - (ii) the refusal to agree to the extension is unreasonable; and
    - (iii) whether there are reasonable prospects of reaching agreement.
  - (b) The Commission must advise the parties on whether the extension is granted and where the extension is granted, the period of such extension.
- (4) The Director may not extend the conciliation period if the State is the employer party.

**15 Issuing of a certificate in terms of section 135(5) of the Act**

A certificate issued in terms of section 135(5) of the Act that the dispute has or has not been resolved, must identify the nature of the dispute and the parties as described in the referral document or as identified by the commissioner during the conciliation proceedings.

**16 Conciliation proceedings may not be disclosed**

- (1) Conciliation proceedings are private and confidential and are conducted on a without prejudice basis. No person may refer to anything said at conciliation proceedings during

any subsequent proceedings, unless the parties agree in writing or as ordered otherwise by a court of law.

- (2) No person, including a commissioner, may be called as a witness during any subsequent proceedings in the Commission or in any court to give evidence about what transpired during conciliation unless as ordered by a court of law or a commissioner conducting an arbitration.

**PART THREE  
CON-ARB IN TERMS OF SECTION 191(5A)**

**17 Conduct of con-arb in terms of section 191(5A) of the Act**

- (1) The Commission must notify the parties in writing of a con-arb hearing at least fourteen (14) days prior to the scheduled date, unless the parties agree to a shorter period or reasonable circumstances require a shorter period. If a notification is sent by registered mail an additional seven (7) days must be allowed.
- (2) A party that intends to object to a dispute being dealt with in terms of section 191(5A), must deliver a written notice to the Commission and the other party, at least seven (7) days prior to the scheduled date in terms of sub-rule (1).
- (3) Sub-rule (2) does not apply to:
- (a) a dispute relating to the dismissal of an employee for any reason related to probation or an unfair labour practice relating to probation;
  - (b) a dispute relating to a compliance order referred in terms of section 69(5) of the BCEA; or
  - (c) claims for failure to pay any amount owing referred in terms of section 73A of the BCEA
- (4) If a party fails to appear or to be represented at a hearing scheduled in terms of sub-rule (1):
- (a) The commissioner must conduct the conciliation on the date specified in the notification issued in terms of sub-rule (1), irrespective of whether a party has lodged a notice of objection in terms of sub-rule (2).
  - (b) Where the provisions of sub-rule 3 are applicable or no notice of objection has been lodged in terms of sub-rule (2), the commissioner must commence with the arbitration immediately after certifying that the dispute remains unresolved.
  - (c) Notwithstanding sub-rule 4(b), the commissioner having commenced the arbitration, retains a discretion, as contemplate in section 138(5) of the Act, to adjourn the proceedings to a later date.
- (5) The provisions of these Rules that are applicable to conciliation and arbitration respectively, including Rules on representation, apply with the changes required by the context to the conciliation and arbitration parts of con-arb proceedings respectively.
- (6) If the arbitration does not proceed or is not concluded on the date specified in terms of the notice in sub-rule (1), the Commission must schedule the matter for arbitration either in the presence of the parties or by notifying the parties in terms of Rule 21.

**PART FOUR  
ARBITRATIONS**

**18 How to refer a request for arbitration to the Commission**

- (1) A party may request the Commission to arbitrate a dispute by delivering a duly completed LRA form 7.13, which may include using the official Commission electronic referral online portals.
- (2) When referring a request by means other than the official Commission electronic referral online portals as set out in Schedule One, the requesting party must:
  - (a) attach to the request, written proof, in accordance with Rule 6, that the request was served on the other parties to the dispute;
  - (b) is required to attach to the request, an application for condonation if the request for condonation is referred after the relevant time limit has expired.
- (3) Despite Rule 18(2)(b) where a request has been referred out of time and if condonation has not been attached to the request, the Commission will decide whether the condonation will be determined at a hearing or by written submissions received from the parties.
- (4) This Rule does not apply to con-arb proceedings held in terms of section 191(5A) read together with Rule 17.

**19 When must the parties file statements**

- (1) The Commission or a commissioner may direct -
  - (a) the requesting party in an arbitration to deliver a statement of case; and
  - (b) the other parties to deliver an answering statement or affidavit.
- (2) A statement in terms of sub-rule (1) must -
  - (a) set out the material facts upon which the party relies and the legal issues that arise from the material facts; and
  - (b) be delivered within the time-period specified by the Commission or commissioner.
- (3) The commissioner has a discretion to continue with the matter despite non-compliance with a directive of the Commission or commissioner in terms of sub-rule (1). However, any non-compliance may be taken into account when considering costs at the conclusion of the arbitration hearing.

**20 When the parties must hold a pre-arbitration conference**

- (1) The parties to an arbitration must hold a pre-arbitration conference dealing with the matters referred to in sub-rule (3), if:
  - (a) both parties are represented by a trade union, employers' organisation, legal practitioner and/or candidate attorney.
  - (b) both parties agree to hold a pre-arbitration conference; or
  - (c) directed to do so by the Provincial or Regional Senior Commissioner or the Senior Commissioner in charge of a region or the presiding commissioner.
- (2) A pre-arbitration conference convened in terms of sub-rule (1)(a) and (b) must be convened at least fourteen (14) days prior to the date of the scheduled arbitration.
- (3) In a pre-arbitration conference, the parties must attempt to reach consensus on the following -
  - (a) any means by which the dispute may be settled;
  - (b) facts that are agreed between the parties;
  - (c) facts that are in dispute;
  - (d) the issues that the Commission is required to decide;
  - (e) the precise relief claimed and if compensation is claimed, the amount of the compensation and how it is calculated;
  - (f) the sharing and exchange of relevant documents, and the preparation of a bundle of documents in chronological order with each page numbered;
  - (g) the manner in which documentary evidence is to be dealt with, including any agreement on the status of documents and whether documents, or parts of documents, will serve as evidence of what they appear to be;
  - (h) whether evidence on affidavit will be admitted with or without the right of any party to cross-examine the person who made the affidavit;
  - (i) which party must begin;
  - (j) the necessity for any on-the-spot inspection;
  - (k) securing the presence at the Commission of any witness;
  - (l) the resolution of any preliminary points that are intended to be taken;
  - (m) the exchange of witness statements;
  - (n) expert evidence;
  - (o) any other means by which the proceedings may be shortened;
  - (p) an estimate of the time required for the hearing;



- (q) the right of representation; and
- (r) whether an interpreter is required and, if so, for how long and for which languages.
- (4) Unless a dispute is settled, the parties must draw up and sign a minute setting out the facts on which the parties agree or disagree.
- (5) A minute in terms of sub-rule (4) may also deal with any other matter listed in sub-rule (3).
- (6) The referring party must ensure that a copy of the pre-arbitration conference minute is delivered to the appointed commissioner seven (7) days prior to the date scheduled for the arbitration.
- (7) The commissioner may, after receiving a pre-arbitration minute -
  - (a) direct the parties to hold a further pre-arbitration conference; and / or
  - (b) issue any other directive to the parties concerning the conduct of the arbitration, including rescheduling the matter for hearing on another date.
- (8) The commissioner has a discretion to continue with the matter despite non-compliance with the directive in terms of sub-rule (1), or the provisions of sub-rule (4), (5) and/or (6). However, any non-compliance may be taken into account when considering costs at the conclusion of the arbitration hearing.

**21 When must the Commission notify parties of an arbitration**

The Commission must notify the parties in writing of an arbitration hearing at least twenty-one (21) days prior to the scheduled date, unless the parties agree to a shorter period or reasonable circumstances require a shorter period. If a notification is sent by registered mail only, an additional seven (7) days must be allowed.

**22 How to determine whether a commissioner may arbitrate a dispute**

If during the arbitration proceedings it appears that a jurisdictional issue has not been determined, the commissioner must require the referring party to prove that the Commission has jurisdiction to arbitrate the dispute.

**23 How to postpone an arbitration**

- (1) Subject to sub-rules (2) – (6), an arbitration may be postponed -
  - (a) if the Commission is satisfied that there is written confirmation to postpone by both parties; or
  - (b) by application to the Commission and on notice to the other parties in terms of sub-rule (3).
- (2) The Commission may postpone an arbitration without the parties appearing if:
  - (a) all the parties to the dispute confirm in writing that they agree to the postponement; and

- (b) the written confirmation for the postponement is received by the Commission at least seven (7) days prior to the scheduled date of the arbitration.
- (3) If the conditions of sub-rule (2) are not met, any party may apply in terms of Rule 31 to postpone an arbitration by delivering an application to the other parties to the dispute and filing a copy with the Commission before the scheduled date of the arbitration.
- (4) After considering the written application or confirmation, the Commission may -
  - (a) without convening a hearing, determine whether or not to postpone the matter; or
  - (b) convene a hearing to determine whether to postpone the matter; or
  - (c) determine the application in any manner the Commission deems fit.
- (5) There is no right to postponement and arbitration will proceed as scheduled unless the Commission or commissioner notifies the parties that the matter has been postponed.

**PART FIVE  
RULES THAT APPLY TO CONCILIATIONS, ARBITRATIONS, CON-ARBS AND OTHER  
PROCESSES**

**24 Where a hearing will take place**

- (1) A dispute must be heard in the region in which the cause of action arose or where the employer's principal place of business is located; unless a Senior Commissioner in the head office of the Commission directs otherwise.
- (2) The Commission or commissioner within a region determines the venue for the hearing; which venue may include an online hearing held via a digital platform.

**25 Representation before the Commission**

- (1)
  - (a) In conciliation proceedings a party to the dispute may appear in person or be represented only by -
    - (i) if the party is an employer, a director or employee of that party and, in addition, if it is a close corporation, a member or employee of that close corporation;
    - (ii) any member of that party's registered trade union or registered employers' organisation or an office bearer or official as defined in the Act or an office bearer or official as defined in the Act of a registered federation of trade unions or registered federation of employers' organisations;
    - (iii) if the party is a registered trade union, any member of that trade union or any office bearer or official as defined in the Act and authorised to represent that party or an office bearer or official as defined in the Act of a registered federation of trade unions and authorised to represent that party; or

- (iv) if the party is a registered employers' organisation, any director or employee of an employer that is a member of that employers' organisation or an official or office bearer as defined in the Act and authorised to represent that party or an office bearer or official as defined in the Act of a registered federation of employers' organisations and authorised to represent that party.
  - (v) if a party is the Department of Employment and Labour, any employee or official of the Department of Employment and Labour.
- (b) Subject to sub-rule 1(c), in any arbitration proceedings a party to the dispute may appear in person or be represented only by -
  - (i) a legal practitioner;
  - (ii) a candidate attorney; or
  - (iii) an individual entitled to represent the party at conciliation proceedings in terms of sub-rule (1)(a).
- (c) If the dispute being arbitrated is referred in terms of section 69(5), 73 or 73A of the BCEA or is about the fairness of a dismissal and a party has alleged that the reason for the dismissal relates to the employee's conduct or capacity, a party is not entitled to be represented by a legal practitioner or a candidate attorney in the proceedings unless:
  - (i) the commissioner and all the other parties consent;
  - (ii) the commissioner concludes that it is unreasonable to expect a party to deal with the dispute without legal representation, after considering -
    - (a) the nature of the questions of law raised by the dispute;
    - (b) the complexity of the dispute;
    - (c) the public interest; and
    - (d) the comparative ability of the opposing parties or their representatives to deal with the dispute.
- (d) In any facilitation of large scale retrenchments as contemplated in section 189A(3) of the Act, a party may appear in person or be represented by:
  - (i) a director or employee of the party, and, if a close corporation, a member or employee of that close corporation;
  - (ii) any member, office-bearer or official of that party's registered trade union; or
  - (iii) any member, office-bearer or official of that party's registered union or registered employers' organisation.

- (e) No representation by a legal practitioner or candidate attorney shall be allowed in facilitations of large scale retrenchments as contemplated in section 189A(3) of the Act.
  - (f) No person representing a party in proceedings before the Commission in a capacity contemplated in sub-rule (1)(a) or (b), other than a legal practitioner or candidate attorney contemplated in sub-rule (1)(b)(i) and (ii), may charge a fee or receive a financial benefit in consideration for agreeing to represent that party.
- (2) If the party to the dispute objects to the representation of another party to the dispute or the commissioner suspects that the representative of a party does not qualify in terms of this Rule, the commissioner must determine the issue.
  - (3) The commissioner may call upon the representative to establish why the representative should be permitted to appear in terms of this Rule.
  - (4) A representative must tender any documents requested by the commissioner for the purposes of sub-rule (3), including constitutions, payslips, contracts of employment, documents and forms or recognition agreements and proof of membership of a trade union or employers' organisation.
  - (5) Despite the provisions of sub-rule (1), a commissioner may exclude any person who is representing a party in any proceedings on the basis that they are a member of the same employers' organisation as an employer party, or a member of an employers' organisation that is a party to proceedings, if the commissioner, after enquiring into the matter and considering relevant representations, believes that -
    - (a) the representative joined the employers' organisation for the purpose of representing parties in the Commission; or
    - (b) the representative's participation in the dispute resolution process -
      - (i) would be contrary to the purpose of the Rule which is to promote inexpensive and expeditious dispute resolution in a manner that is equitable to all parties;
      - (ii) is not in keeping with the objectives of the Labour Relations Act 66 of 1995; or
      - (iii) may have the consequence of unfairly disadvantaging another party to the dispute.
  - (6) Despite the provisions of this Rule, but subject to the provisions of sub-rule (1)(f), the commissioner may, on application brought in accordance with Rule 31, allow a person not contemplated by sub-rule (1) to represent a party at arbitration proceedings before the Commission, after considering -
    - (a) whether it is unreasonable to expect the applicant party to deal with the dispute without representation, after considering the factors set out in sub-rule 1(c)(ii)(a) to (d);
    - (b) the reason why a person contemplated in Rule 25 cannot represent the applicant party, which includes affordability, if applicable;

- (c) the ability of the proposed representative to meaningfully represent the applicant;
- (d) whether the proposed representative is subject to the oversight and discipline of a professional or statutory body;
- (e) whether the proposed representative will contribute to the fairness of the proceedings and the expeditious resolution of the dispute;
- (f) prejudice to the other party; and
- (g) any other relevant factors.

**26 How to join or substitute parties to proceedings**

- (1) The Commission or a commissioner may, at any stage prior to the conclusion of an arbitration or hearing, make an order joining any number of persons as parties in the proceedings if:
  - (a) the right of the referring party to relief depends on substantially the same question of law or fact, which, if a dispute were to be referred separately against the person sought to be joined, it would arise in a separate claim; or
  - (b) the party to be joined has a substantial interest in the subject matter of the proceedings; or
  - (c) the party to be joined may be prejudicially affected by the outcome of the proceedings.
- (2) A Commission or a commissioner may make an order in terms of sub-rule (1) -
  - (a) on own accord;
  - (b) on application by a party; or
  - (c) if a person entitled to join the proceedings applies at any time during the proceedings to intervene as a party.
- (3) An application in terms of this Rule must be made in terms of Rule 31.
- (4) When making an order in terms of sub-rule (1), a commissioner may -
  - (a) give appropriate directions as to the further procedure in the proceedings; and
  - (b) make an order of costs in accordance with these Rules.
- (5) If in any proceedings it becomes necessary to substitute a person for an existing party, any party to the proceedings may apply to the Commission for an order substituting that party for an existing party, and a commissioner may make such order or give appropriate directions as to the further procedure in the proceedings.
- (6) An application to join any person as a party to proceedings or to be substituted for an existing party must be accompanied by copies of all documents previously delivered, including the referral form, unless the person concerned or that person's representative

is already in possession of the documents. The application may be made at any stage prior to the conclusion of an arbitration hearing.

- (7) Subject to any order made in terms of sub-rules (4) and (5), a joinder or substitution in terms of this Rule does not affect any steps already taken in the proceedings.

**27 How to correct the citation of a party**

If a party to any proceedings has been incorrectly or defectively cited, the Commission or commissioner may on its own accord, by consent of the parties or on application and on notice to the parties concerned, correct the error or defect.

**28 When the Commission may consolidate disputes**

- (1) The Commission or a commissioner may, of its own accord, by consent of the parties or on application, and on notice to the parties concerned, consolidate more than one dispute so that the disputes may be dealt with in the same proceedings.
- (2) The Commission or a commissioner may order consolidation of separate disputes of right, where-
- (a) the relief sought in each of the separate disputes to be consolidated, depends on the determination of similar or substantially the same questions of law and fact;
  - (b) there will be no substantial prejudice on the party or parties sought to be joined through a consolidation order;
  - (c) the balance of convenience favour such consolidation; and
  - (d) the Commission has jurisdiction in all disputes sought to be consolidated.

**29 Disclosure of documents or material related to the dispute**

- (1) At any time after the certificate of outcome is issued or the expiry of the 30-day conciliation period, but not less than fourteen (14) days prior to the hearing date, either party may, on application, request the other party to disclose any documents or material relevant to the dispute.
- (2) Subject to Rule 31(5)(a) and (b), the party to whom the application is made must respond to the application within five (5) days from the date on which the application was received. The party initiating the application may deliver a replying written statement or affidavit within three (3) days from the day on which any answering written statement or affidavit was served on it.
- (3) A commissioner may either before or during the proceedings at the commissioner's own accord, or on application, make an order as to the disclosure of relevant documents or material relevant to the dispute.
- (4) Notwithstanding the above, the parties may agree on the disclosure of documents or materials relevant to the dispute.
- (5) This Rule is to be distinguished from disclosure of information disputes in terms of section 16 of the Act.

**30 What happens if a party fails to attend arbitration proceedings before the Commission**

- (1) If a party to the dispute fails to attend or be represented at any arbitration proceedings before the Commission, and that party-
  - (a) was the referring party, the commissioner appointed to arbitrate, must attempt to establish the reason for non-attendance. If there appears to be a good reason for the absence, the commissioner must direct that the matter be rescheduled for arbitration; or
  - (b) if the absence is, on the face of it, willful or unexplained, or the commissioner does not accept the explanation, the commissioner may remove the matter from the roll;
  - (c) had not referred the matter to the Commission, the commissioner may -
    - (i) continue with the proceedings in the absence of that party; or
    - (ii) adjourn the proceedings to a later date.
- (2) A commissioner must be satisfied that the party had been properly notified of the date, time and venue of the proceedings, before making any decision in terms of sub-rule (1).

**PART SIX  
APPLICATIONS****31 How to bring an application**

- (1) This Rule applies to any application, including but not limited to –
  - (a) condonation, joinder, substitution, variation, rescission, postponement and disclosure of documents;
  - ~~(b)~~ application in a jurisdictional dispute; and
  - ~~(c)~~ other preliminary or interlocutory application.
- (2) Subject to Rule 32, an application must be brought at least fourteen (14) days prior to the date of the hearing on notice to all persons who have an interest in the application.
- (3) The party bringing the application must sign the notice of application in accordance with Rule 4 and must state -
  - (a) the title of the matter;
  - (b) the case number assigned to the matter by the Commission, if available;
  - (c) the relief sought;
  - (d) the address at which the party delivering the document will accept delivery of all documents in the proceedings;

- (e) that any party that intends to oppose the matter must deliver a notice of opposition and answering written statement or affidavit within five (5) days after the application has been delivered to it;
  - (f) that the application may be heard in the absence of a party that does not comply with subparagraph (e); and
  - (g) that a schedule is included listing the documents that are material and relevant to the application.
- (4) The application must be supported by a written statement or affidavit. The written statement or affidavit must clearly and concisely set out -
  - (a) the names, description and addresses of the parties;
  - (b) a statement of the material facts, in chronological order, on which the application is based, in sufficient detail to enable any person opposing the application to reply to the facts;
  - (c) a statement of legal issues that arises from the material facts, in sufficient detail to enable any party to reply to the document;
  - (d) if the application is filed outside the relevant time period, grounds for condonation in accordance with Rule 9; and
  - (e) if the application is brought urgently, the circumstances why the matter is urgent and the reasons why it cannot be dealt with in accordance with the time frames prescribed in these Rules.
- (5)
  - (a) Any party opposing the application may deliver a notice of opposition and an answering written statement or affidavit within five (5) days from the day on which the application was served on that party.
  - (b) A notice of opposition and an answering written statement or affidavit must contain, with the changes required by the context, the information required by sub-rules (3) and (4) respectively.
- (6)
  - (a) The party initiating the proceedings may deliver a replying written statement or affidavit within three (3) days from the day on which any notice of opposition and answering written statement or affidavit are served on it.
  - (b) The replying written statement or affidavit must address only issues raised in the answering written statement or affidavit and may not introduce new issues of fact or law.
- (7) In an urgent application, the Commission or a commissioner-
  - (a) may dispense with the requirements of this Rule; and
  - (b) may only grant an order against a party that has had reasonable notice of the application.
- (8) Applications may be set down for a hearing or determined on the papers.



- (9) Where the application is set down for a hearing, the Commission must allocate a date for the hearing once a replying written statement or affidavit is delivered, or once the time limit for delivering a replying written statement or affidavit has lapsed, whichever occurs first. The Commission must notify the parties of the date, time and place of the hearing of the application.
- (10) Despite this Rule, the Commission or a commissioner may determine an application in any manner it deems fit, provided that the Commission or the commissioner informs the parties of how the process will be conducted and gives the parties an opportunity to be heard.

**31A How to apply for urgent picketing rules or the determination of disputes relating thereto**

- (1) This Rule applies to:
  - (a) applications for picketing rules in terms of section 69(6B) of the Act;
  - (b) disputes relating to the application or interpretation of a picketing agreement or picketing rules determined by the commissioner; and
  - (c) disputes relating to an issue concerning picketing contemplated by section 69(8) of the Act.
- (2) An application must be brought in a prescribed form with supporting documentation.
- (3) The application must be served on all relevant parties.
- (4) Unless the parties agree otherwise, the Commission must set down the application within 2 (two) days of receipt of the application.

**31B How to apply for the enforcement of written undertakings and/or compliance orders**

- (1) This Rule applies to any -
  - (a) application for an undertaking to be made an arbitration award in terms of section 68(3) of the BCEA; and
  - (b) application for a compliance order to be made an arbitration award in terms of section 73(1) of the BCEA.
- (2) An application must be brought in a prescribed form, to which the following documents must be attached:
  - (a) a copy of the undertaking or compliance order;
  - (b) in the case of a compliance order, proof that the compliance order was served on the employer in accordance with the BCEA;
  - (c) any documents related to the securing an undertaking or issuing of a Compliance order, including, a complaint or grievance, an inspection report or other notes made during an inspection and any relevant records of the employer;

- (d) an Inspector Confirmatory affidavit, if the inspector is not the one signing the prescribed form;
  - (e) supporting witness or third party affidavits, where applicable;
  - (f) any other relevant documents.
- (3) The application must be signed and commissioned by the referring party and served on all persons who have an interest in the matter, including the employer and the employee.
  - (4) An employer may, subject to the provisions of the BCEA, object to a written undertaking or compliance order being made an arbitration award by serving and filing an affidavit setting out its objections in accordance with the provisions of this Rule.
  - (5) An objection affidavit in terms of sub-rule 4 must be delivered, supported by relevant documents, to the Department of Employment and Labour and any affected employee(s) and filed with the Commission within five (5) days from the date on which the application was served on the employer.
  - (6) The party initiating the proceedings may deliver a reply within three (3) days from the day on which any objection is served on it.
  - (7) The reply must address only issues raised in the objection affidavit contemplated in sub-rule 4 and may not introduce new issues of fact or law.
  - (8) The Commission must, once a reply is delivered or the time limit for delivering a reply has lapsed, whichever occurs first, appoint a commissioner to determine the application by considering the documents filed in terms of this Rule.
  - (9) Despite sub-rule 7, the commissioner may, if appropriate, request allocation of a hearing date, in which event the Commission must notify the parties of the date, time and place of the hearing of the application.
  - (10) The application may be heard on a motion roll.

**31C Request to have a matter re-enrolled**

- (1) A decision to remove the matter from the roll must be sent to the parties within fourteen (14) days of the date of the hearing.
- (2) If the referring party who was absent from the arbitration hearing wishes to have the matter re-enrolled that party must submit the Request for Re-enrolment to the Commission within fourteen (14) days of the referring party becoming aware that the matter was removed from the roll. The Request for Re-enrolment form must be served on the other party. Upon receipt of the Request for Re-Enrolment, the other party has seven (7) days from date of receipt to file opposing papers.
- (3) The commissioner considering the Request for Re-enrolment may decide whether the matter should be re-enrolled, based on the submissions received from the parties.
- (4) The commissioner considering the request must issue a decision within fourteen (14) days from receipt of the answer from the other party or upon expiry of the seven (7) days and the Commission must inform the parties of the decision.

- (5) If a situation for which these Rules do not provide arises in proceedings or contemplated proceedings, the commissioner or the Commission may adopt any procedure that commissioner or Commission deems appropriate in the circumstances.

**32 How to apply to vary or rescind arbitration awards or rulings**

- (1) An application for the variation or rescission of an arbitration award or ruling must be made within fourteen (14) days of the date on which the applicant became aware of the arbitration award or ruling.
- (2) This Rule does not apply to a decision taken by the Commission or commissioner to remove a matter from the case roll in terms of Rule 30.

**33 How to apply to refer a dismissal dispute to the Labour Court**

- (1) An application in terms of section 191(6) of the Act to refer a matter to the Labour Court, must be delivered -
- (a) within ninety (90) days of a certificate that the dispute has not been resolved being issued; or
- (b) by a party that has not requested arbitration, within fourteen (14) days of the referral for arbitration being filed.
- (2) Despite sub-rule (1), a party that requests arbitration may not thereafter make an application in terms of section 191(6) of the Act.
- (3) The application must state the grounds on which a party relies in requesting that the dispute be referred to the Labour Court.
- (4) If any party to the dispute objects to the matter being referred to the Labour Court, that party must state the grounds for the objection within seven (7) days of receipt of the application.
- (5) The Commission must notify the parties of its decision in terms of section 191(8) of the Act within fourteen (14) days of receiving the objection.
- (6) In the event that the request has been granted, the party who applied for the referral by the Director must refer the matter to the Labour Court in line with Rule 11 of the Rules for the Conduct of Proceedings in the Labour Court.

**PART SEVEN**  
**Section 188A inquiry**

**34 How to request an inquiry in terms of section 188A**

- (1) An employer requesting the Commission to conduct an inquiry, must do so by delivering a completed LRA Form 7.19 to the Commission.
- (2) The employee must sign the LRA Form 7.19 unless the employee has agreed in terms of section 188A(4)(b) of the Act to the inquiry in a contract of employment or the inquiry is held in accordance with a collective agreement, in which case a copy of the contract or the collective agreement must be attached to the Form.

- (3) When filing the LRA Form 7.19, the employer must pay the prescribed fee to the Commission. Payment of the fee may only be made by electronic transfer into the bank account of the Commission.
- (4) Within seven (7) days of receiving a request in terms of sub-rule (1) and payment of the prescribed fee, the Commission must notify the parties to the inquiry of when and where the inquiry will be held.
- (5) Unless the parties agree otherwise, the Commission must give the parties at least seven (7) days notice of the commencement of the Inquiry.
- (6) The Commission is only required to refund a fee paid in terms of sub-rule (3), if the Commission is notified of the resolution of the matter prior to issuing a notice in terms of sub-rule (4).
- (7) Only an employee whose earnings exceed the amount determined by the Minister in terms of section 6(3) of the BCEA may consent to an inquiry in a contract of employment.
- (8) An employee who, in terms of section 188A(11) of the Act, requests that an inquiry be conducted into allegations by the employer, into the conduct or capacity of that employee, must do so by delivering a completed LRA Form 7.19 to the Commission.
- (9) Where an employee, in terms of sub-rule 8, has requested an Inquiry by Arbitrator, the employer must pay the prescribed fee to the Commission as set out in sub-rule 3.

#### **PART EIGHT GENERAL**

##### **35 Condonation for failure to comply with the Rules and form**

- (1) Subject to sub-rule (3), the Commission or a commissioner may condone any failure to comply with any provision of these Rules, on good cause shown.
- (2) In exercising its powers and performing its functions the Commission may act in such a manner as it deems expedient in the circumstances in order to achieve the objects of the Act. In doing so it shall have regard to substance rather than form, save where the Act provides otherwise.
- (3) The provisions of this Rule do not apply to Rule 25.

##### **36 Recordings of Commission proceedings**

- (1) The Commission must keep a record of -
  - (a) all processes except conciliations, unless otherwise stated in these Rules;
  - (b) any arbitration award or ruling made by a commissioner.
- (2) The record must be kept by means of a digital recording and, if practically possible, also by legible notes.
- (3) A party may request a copy of the record or a portion of a record kept in terms of sub-rule (2), on payment of the costs where applicable.

**37 How to have a subpoena issued and served to secure the presence of a person**

- (1) Any party who requires the Commission or a commissioner to subpoena a person in terms of section 142(1) of the Act, must file a completed LRA Form 7.16 together with a written motivation setting out why the evidence of the person to be subpoenaed is necessary. A request for a subpoena does not apply to documents and material relevant to the dispute. Requests for documents and material must be made in terms of Rule 29.
- (1A) The Commission or commissioner, in determining the request for subpoena, may require that -
  - (i) the party who requests the subpoena provide additional information within three (3) days of receipt of this request and in a manner as set out in the request; and
  - (ii) that the other party provides a written response to the request for subpoena within five (5) days of receipt of this request, or provides such a response in a manner as set out in the request.
- (2) A party requesting the Commission to waive the requirement for the party to pay witness fees in terms of section 142(7) (c) of the Act must set out the reasons for the request in writing at the time of requesting the Commission to issue a subpoena in respect of that witness. The Commission's decision must be made in writing and delivered when issuing the subpoena.
- (3) An application in terms of sub-rule (1) must be filed with the Commission at least fourteen (14) days prior to the arbitration hearing, or as directed by the commissioner hearing the arbitration.
- (4) The Commission or commissioner may refuse to issue a subpoena if-
  - (a) the party does not establish why the evidence of the person is necessary;
  - (b) the party subpoenaed does not have seven (7) days in which to comply with the subpoena;
  - (c) not satisfied that the party requesting the subpoena has paid the prescribed witness fees, reasonable travel costs and/or subsistence expenses of the person subpoenaed.
- (5) A subpoena must be served by the person who has requested the issuing of the subpoena or by the Sheriff, at least seven (7) days prior to the scheduled date of the arbitration by:
  - (a) delivering a copy of it to the person subpoenaed personally;
  - (b) sending a copy of it by registered post to the subpoenaed person's -
    - (i) residential address;
    - (ii) place of business or employment; or
    - (iii) post office box or private bag number;

- (c) leaving a copy of it at the subpoenaed person's place of residence or place of business or employment with a person who apparently is at least sixteen (16) years of age and is residing or employed there or by e-mailing a copy of it to the e-mail address of the person subpoenaed.
- (6) Service of a subpoena must be accompanied by proof of payment of the prescribed witness fees for one day in accordance with the tariff of allowances published by notice in the Government Gazette in terms of section 142(7) of the Act and the witnesses' reasonable travel costs and subsistence expenses.

Sub-rules (4)(c) and (6) do not apply if the Commission, in terms of section 142(7)(c) of the Act, has waived the requirement to pay witness fees.

#### **37A Expert witnesses**

A party intending to call an expert witness shall give seven (7) days, prior to the hearing, notice thereof to the Commission and the other party to the dispute together with a summary of the proposed evidence of such witness, any document on which the witness will rely during evidence and the basis on which the witness is regarded to be an expert to enable the other party to consider the summary and obviate the need for any postponement.

#### **38 Payment of witness fees**

- (1) A witness subpoenaed in any proceedings in the Commission must be paid a witness fee in accordance with the tariff of allowances published by notice in the *Government Gazette* in terms of section 142(7) of the Act.
- (2) The witness fee must be paid by -
  - (a) the party who requested the Commission to issue the subpoena; or
  - (b) the Commission, if the issuing of the subpoena was not requested by a party or if the Commission waives the requirement to pay witness fees in terms of section 142(7)(c).
- (3) Despite sub-rule (1), the commissioner may, in appropriate circumstances, order that a witness receives no fee or reasonable travel costs and subsistence expenses or only part of such fees or expenses.

#### **39 Order of costs in an arbitration**

- (1) In any arbitration proceedings, the commissioner may make an order for the payment of costs according to the requirements of law and fairness and when doing so should have regard to -
  - (a) the measure of success that the parties achieved;
  - (b) considerations of fairness that weigh in favour of or against granting a cost order;
  - (c) any with prejudice offers that were made with a view to settling the dispute;
  - (d) whether a party or the person who represented that party in the arbitration proceedings acted in a frivolous and vexatious manner –

- (i) by proceeding with or defending the dispute in the arbitration proceedings, or
  - (ii) in its conduct during the arbitration proceedings;
- (e) the effect that a cost order may have on a continued employment relationship;
- (f) any agreement concluded between the parties to the arbitration concerning the basis on which costs should be awarded;
- (g) the importance of the issues raised during the arbitration to the parties as well as to the labour community at large;
- (h) any other relevant factor.
- (2) A commissioner may make an award of costs in favour of a party who appears or is represented in arbitration by a person contemplated in Rule 25(1)(a) in respect of reasonable disbursements actually incurred in the conduct of its case in the arbitration. A commissioner who makes an award in terms of this provision must specify clearly the items and amounts in respect of which costs are ordered.
- (3) A commissioner may make an award of costs in respect of the legal fees of a party that is represented in an arbitration by a legal practitioner or candidate attorney, only if the other parties to the arbitration were represented by a legal practitioner or candidate attorney.
- (4) An award for costs in terms of sub-rule (3) must be in the amount of –
  - (a) in respect of the first day of an arbitration (including any arbitration concluded in a single hearing) – R 7 000-00 (VAT inclusive);
  - (b) in respect of each additional day of an arbitration – R 4 700-00 (VAT inclusive).
- (5) An award for costs in respect of a candidate attorney must be 50 percent of the amount set out in sub-rule (4).

40

#### **Certification and enforcement of arbitration awards**

- (1) An application to have an arbitration award certified must be made on -
  - (a) LRA Form 7.18 in respect of an award by a commissioner;
  - (b) LRA Form 7.18A in respect of an award in arbitration conducted under the auspices of a bargaining council.
- (2) Any arbitration award that has been certified in terms of section 143 of the Act that -
  - (a) orders the payment of an amount of money may be enforced by execution against the property of the employer party by the Sheriff of the court in the Magisterial district where the employer party resides, or conducts business;
  - (b) orders the performance of an act other than the payment of money may be enforced by way of contempt proceedings instituted in the Labour Court.

- (3) For the purposes of sub-rule (2), an arbitration award includes an award of costs in terms of section 138(10) of the Act, a taxed bill of costs in respect of an award of costs and an arbitration fee charged in terms of section 140(2) of the Act.
- (4) The amount of money that may be enforced through execution by the Sheriff in terms of this Rule includes—
  - (a) the amount that is ordered to be paid in terms of the award;
  - (b) any interest on that amount calculated in terms of section 143(2) of the Act;
  - (c) the Sheriff's costs permitted in terms of the Magistrate's Court Tariff for Sheriffs.
- (5) In the event that the Commission financially assisted the party in whose favour the award was granted in the enforcement or execution thereof, the Commission may, if the costs of the execution were not realized therein, collect such costs, with interest, directly from the defaulting party.

**40A Payment of an arbitration fee ordered in terms of section 140 of the Act**

- (1) Where the commissioner, having found that the dismissal was procedurally unfair, orders payment of an Arbitration fee in terms of section 140(2) of the Act:
  - (a) The arbitration fee shall be the fee set out in the Commission's Tariff of Fees, as gazetted annually.
  - (b) The employer must pay the prescribed fee to the Commission within 14 (fourteen) days of receipt of the award ordering payment of such a fee with the related invoice.
  - (c) Payment of the fee may only be made by electronic transfer into the bank account of the Commission.

**41 What words mean in these Rules**

- (1) Any expression in these Rules that is defined in the Labour Relations Act, 1995 (Act 66 of 1995) and other employment law, has the same meaning as in that Act and -
- (2) 'Act' means the Labour Relations Act, 1995 (Act 66 of 1995), and includes any regulation made in terms of that Act;
- (3) 'Association' means any unincorporated body of persons;
- (4) 'BCEA' means Basic Conditions of Employment Act (Act 75 of 1997);
- (5) 'Commission' means the Commission for Conciliation, Mediation and Arbitration established by section 112 of the Act.
- (6) 'Commissioner' means a commissioner appointed in terms of section 117 of the Act;
- (7) 'Con-arb' means proceedings held in terms of section 191(5A) of the Act;
- (8) 'Data subject' in terms of the application of the Protection of Personal Information Act, 4 of 2013 (POPIA), means a person to whom personal information relates.



- (9) **'Deliver'** means serve on other parties and file with the Commission;
- (10) **'Director'** means the Director of the Commission appointed in terms of section 118 of the Act, and includes any person delegated by the Director to perform any of the functions of the Director;
- (11) **'Employment Law'** for the purposes of these Rules, includes the Labour Relations Act, 66 of 1995, and any other Act of which the administration has been assigned to the Minister of Employment and Labour and any of the following Acts:
- a. The Basic Conditions of Employment Act (Act 75 of 1997)
  - b. The Employment Equity Act, (Act 55 of 1998)
  - c. The Mine Health and Safety Act, (Act 29 of 1996)
  - d. The National Minimum Wage Act, (Act 9 of 2018)
  - e. The Skills Development Act, (Act 97 of 1998)
- (12) **'File'** means the delivery of a document with the Commission in terms of Rule 7;
- (13) **'Labour Court'** means the Labour Court established by section 151 of the Act and includes any judge of the Labour Court;
- (14) **'Party'** means any party to proceedings before the Commission;
- (15) **'Personal information'** [in terms of the application of POPIA] means "information relating to an identifiable, living natural person or juristic person as far as applicable, an identifiable, existing juristic person including, but not limited to -
- a) information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
  - b) information relating to the education or the medical, financial, criminal or employment history of the person;
  - c) any identification number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
  - d) the biometric information of the person;
  - e) the personal opinions, views or preferences of the person;
  - f) correspondence sent by that person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
  - g) the views or opinions of another individual about the person; and
  - h) the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person."

CONTINUES ON PAGE 130 OF BOOK 2

Printed by and obtainable from the Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001  
Contact Centre Tel: 012-748 6200. eMail: [info.egazette@gpw.gov.za](mailto:info.egazette@gpw.gov.za)  
Publications: Tel: (012) 748 6053, 748 6061, 748 6065



# Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA  
REPUBLIEK VAN SUID AFRIKA

*Regulation Gazette*

**No. 11574**

*Regulasiekoerant*

Vol. 694

21

April  
April

2023

No. 48445

**PART 2 OF 4**

N.B. The Government Printing Works will  
not be held responsible for the quality of  
"Hard Copies" or "Electronic Files"  
submitted for publication purposes

ISSN 1682-5845



9 771682 584003



**AIDS HELPLINE: 0800-0123-22 Prevention is the cure**

- (16) **'Processing'** [in terms of the application of POPIA] means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including – (a) the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use; (b) dissemination by means of transmission, distribution or making available in any other form; or (c ) merging, linking, as well as restriction, degradation, erasure or destruction of information."
- (17) **'Provincial Senior Commissioner'** means the Senior Commissioner appointed in terms of section 117 of the Act to manage the operations of a province;
- (18) **'Public holiday'** means a public holiday referred to in section 1 of the Public Holidays Act, 1994 (Act 36 of 1994);
- (19) **'Regional Senior Commissioner'** means the Senior Commissioner appointed in terms of section 117 of the Act to manage a region within a province.
- (20) **'Rules'** means these Rules and includes any footnote to a Rule;
- (21) **'Senior Commissioner'** means a Senior Commissioner appointed in terms of section 117 of the Act and includes any person delegated by the Senior Commissioner to perform any of the functions of the Senior Commissioner;
- (22) **'Serve'** means to deliver a document in accordance with Rule 5 and 'service' has a corresponding meaning.

**SCHEDULE ONE**  
**ADDRESSES OF THE COMMISSION**

The addresses of the Commission are as follows:

<p><b>Head Office – Johannesburg</b> (Not to be used for referrals, service or filing)</p> <p>28 Harrison Street Johannesburg, 2001</p> <p>Private Bag X94, Marshalltown, 2107 Tel: (011) 377 6650/01/00</p> <p><b>Gauteng – Johannesburg</b></p> <p>CCMA House, 127 Fox Street (Cnr. Eloff), Johannesburg, 2001</p> <p>Private Bag X96, Marshalltown, 2107 Tel: (011) 220 5000 E-mail: <a href="mailto:johnannesburg@ccma.org.za">johnannesburg@ccma.org.za</a></p> <p><b>Gauteng – Ekurhuleni</b></p> <p>CCMA Place, Cnr. Woburn &amp; Rothsay Streets, Benoni, 1501</p> <p>Private Bag X23, Benoni, 1500 Tel: (011) 845 9000 E-mail: <a href="mailto:Ekurhuleni@CCMA.org.za">Ekurhuleni@CCMA.org.za</a></p> <p><b>Gauteng – Tshwane</b></p> <p>1<sup>st</sup> Floor CCMA Towers, 345 Pretorius Street, (Corner of Pretorius and Walter Sisulu</p>	<p><b>Free State – Bloemfontein</b></p> <p>CCMA House, Cnr. Elizabeth &amp; West Burger Streets, Bloemfontein, 9301</p> <p>Private Bag X20705, Bloemfontein, 9300 Tel: (051) 411 1700 E-mail: <a href="mailto:blm@ccma.org.za">blm@ccma.org.za</a></p> <p><b>Free State – Welkom</b></p> <p>27 Mooi Street, Welkom, 9459 Private Bag X10213, Welkom, 9460 Tel: (057) 910 8300 E-mail: <a href="mailto:blm@ccma.org.za">blm@ccma.org.za</a></p> <p><b>KwaZulu-Natal – Durban</b></p> <p>1<sup>st</sup> &amp; 3<sup>rd</sup> Floors, Aquasky Building, 275 Anton Lembede Street, Durban, 4001</p> <p>Private Bag X54363, Durban, 4000 Tel: (031) 362 2300 E-mail: <a href="mailto:kzn@ccma.org.za">kzn@ccma.org.za</a></p> <p><b>KwaZulu-Natal – Newcastle</b></p> <p>Rams TV Centre, 71 Scott Street, Newcastle, 2940</p> <p>Private Bag X6622, Newcastle, 2940 Tel: (034) 328 2400</p>	<p><b>Limpopo – Polokwane</b></p> <p>CCMA House, 104 Hans van Rensburg Street, Polokwane, 0699</p> <p>Private Bag X9512, Polokwane, 0700 Tel: (015) 287 7400 E-mail: <a href="mailto:ptb@ccma.org.za">ptb@ccma.org.za</a></p> <p><b>Mpumalanga – Mbombela</b></p> <p>25 Samora Machel, 7<sup>th</sup> Floor Sanlam Centre Building, Mbombela Tel: (013) 752 7500 E-mail: <a href="mailto:nlp@ccma.org.za">nlp@ccma.org.za</a></p> <p><b>Mpumalanga – Emalahleni</b></p> <p>CCMA House, 69 Kruger Street, Makhanda, 1035</p> <p>Private Bag X7290, Makhanda, 1035 Tel: (013) 655 2600/1/2 E-mail: <a href="mailto:wtb@ccma.org.za">wtb@ccma.org.za</a></p> <p><b>Northern Cape – Kimberley</b></p> <p>CCMA House, 5-13 Compound Street, Kimberley, 8301</p> <p>Private Bag X6100, Kimberley, 8300 Tel: (053) 836 7300 E-mail: <a href="mailto:kmb@ccma.org.za">kmb@ccma.org.za</a></p>
--	--	---

<p>Street, (opposite the State Theatre), Pretoria, 0002</p> <p>Private Bag X176, Pretoria, 0001 Tel: (012) 317 7800 E-mail: <a href="mailto:pta@ccma.org.za">pta@ccma.org.za</a></p> <p><b>Gauteng – Vaal</b></p> <p>Cnr. Kruger Avenue &amp; Edward Street, Vereeniging, 1939</p> <p>Private Bag X010, Vereeniging, 1930 Tel: (016) 440 2700 E-mail: <a href="mailto:vaal@ccma.org.za">vaal@ccma.org.za</a></p> <p><b>Eastern Cape – East London</b></p> <p>31 Church Street, East London, 5201</p> <p>Private Bag X9068, East London, 5200 Tel: (043) 711 5400 E-mail: <a href="mailto:el@ccma.org.za">el@ccma.org.za</a></p> <p><b>Eastern Cape – Gqeberha</b></p> <p>97 Govan Mbeki Avenue, Gqeberha, 6001</p> <p>Private Bag X22500, Gqeberha, 6000 Tel: (041) 509 1000 E-mail: <a href="mailto:pe@ccma.org.za">pe@ccma.org.za</a></p>	<p>E-mail: <a href="mailto:kzn@ccma.org.za">kzn@ccma.org.za</a></p> <p><b>KwaZulu-Natal – Pietermaritzburg</b></p> <p>CCMA House, 169 Peter Kerchoff Street, Pietermaritzburg, 3201</p> <p>P.O. Box 72, Pietermaritzburg, 3200 Tel: (033) 328 5000 E-mail: <a href="mailto:kzn@ccma.org.za">kzn@ccma.org.za</a></p> <p><b>KwaZulu-Natal – Port Shepstone</b></p> <p>10 McArthur Street, Port Shepstone, 4240</p> <p>Private Bag X849, Port Shepstone, 4240 Tel: (039) 688 3700/02 E-mail: <a href="mailto:kzn@ccma.org.za">kzn@ccma.org.za</a></p> <p><b>KwaZulu-Natal – Richards Bay</b></p> <p>2nd Floor ABSA Building, Lakeview Terrace, 7 Trinidad Parking Area, Richards Bay, 3901</p> <p>Private Bag X1026, Richards Bay, 3900 Tel: (035) 799 3300 E-mail: <a href="mailto:kzn@ccma.org.za">kzn@ccma.org.za</a></p>	<p><b>North West – Klerksdorp</b></p> <p>CCMA House, 47 Siddle Street, Klerksdorp, 2570</p> <p>Private Bag X5004, Klerksdorp, 2571 Tel: (018) 487 4600 E-mail: <a href="mailto:kdp@ccma.org.za">kdp@ccma.org.za</a></p> <p><b>North West – Rustenburg</b></p> <p>1st Floor CCMA House, 43-45 Boom Street, Rustenburg, 0299</p> <p>Private Bag X82104, Rustenburg, 0300 Tel: (014) 591 6400 E-mail: <a href="mailto:kdp@ccma.org.za">kdp@ccma.org.za</a></p> <p><b>North West – Vryburg</b></p> <p>5 Molopo Street Vryburg, 8600</p> <p>Tel: (053) 927 0089 E-mail: <a href="mailto:kdp@ccma.org.za">kdp@ccma.org.za</a></p> <p><b>Western Cape – Cape Town</b></p> <p>CCMA House, 78 Darling Street, Cape Town, 8001</p> <p>Private Bag X9167, Cape Town, 8000 Tel: (021) 469 0111 E-mail: <a href="mailto:ctn@ccma.org.za">ctn@ccma.org.za</a></p> <p><b>Western Cape – George</b></p> <p>2 Cathedral Square, 62 Cathedral Street, George,</p>
---	---	---

		6529  Private Bag X6650, George, 6530 Tel: (044) 805 7700/01 E-mail: <a href="mailto:ctn@ccma.org.za">ctn@ccma.org.za</a>
--	--	---

**COMMISSION ONLINE E-REFERRAL PLATFORMS**

- (1) #CCMAConnect  
(2) <https://cmsonline.ccma.org.za>

**ADDRESSES OF THE DEPARTMENT OF EMPLOYMENT AND LABOUR'S LABOUR CENTRES**

<b>EASTERN CAPE</b>	<b>Randburg</b>	<b>Eestehoek</b>
<b>Aliwal North</b>  80 Somerset Street, Aliwal North, 9750 Tel: (051) 633 2633	Corner Oak & Hill Street, Hillview Centre, Ground Floor, Randburg Tel: (011) 781 8144	89 Embhuleni Hospital Road, Mkwanazi Complex, Elukwatini Tel: (017) 883 2414
<b>Butterworth</b>  Corner Merriman and Umtata Streets, Bungalow Mall, Butterworth, Tel: (047) 491 0656/0490	<b>Randfontein</b>  Fountain Plaza, 2 Main Reef Road, Randfontein Tel: (011) 693 3618/9/3650/3731/2/3	<b>Ermelo</b>  Merino Trust Building, Corner De Jager and Joubert Streets, Ermelo Tel: (017) 819 7632/3010
<b>Cradock</b>  73 Frere Street, Cradock, 5880 Tel: (048) 881 3010	<b>Roodepoort</b>  125 Main Reef Road, Technikon, Roodepoort Tel: (011) 766 2000	<b>KwaMhlanga</b>  Building No 6, Government Building, KwaMhlanga Tel: (013) 947 3173/2484/3378
<b>East London</b>  Corner Hill and Oxford Streets, East London, 5201 Tel: (043) 702 7500	<b>Sandton</b>  9th Street, 424 Marlboro, Sandton Tel: (011) 444 7631	<b>Malelane</b>  Malelane Labour Centre, 1st Floor ABSA Building, 19 Lorenzo Road, Malelane Tel: (013) 790 1528/1682/1359
<b>Fort Beaufort</b>  529 Old Kwaterba Building, Alice Road,	<b>Soshanguve</b>	<b>Mashishing (Lydenburg)</b>  51 De Klerk Street, Lydenburg

<p>Fort Beaufort Tel: (046) 645 4686</p> <p><b>Gqeberha</b></p> <p>1162134 Govan Mbeki Avenue, Gqeberha Tel: (041) 506 5000/0</p> <p><b>Graaff-Reinet</b></p> <p>Launder Building, 63 Church Street, Graaff-Reinet, 6280 Tel: (049) 892 2142</p> <p><b>King Williams Town</b></p> <p>34 Arthur Street, King Williams Town, 5601 Tel: (043) 643 4756/7</p> <p><b>Lusikisiki</b></p> <p>Corner Stanford and Jakaranda Streets, Lusikisiki Tel: (039) 253 1996/7</p> <p><b>Maclear</b></p> <p>133 Van Riebeeck Street, Maclear, 5480 Tel: (045) 932 1424/6</p> <p><b>Makhanda (Grahamstown)</b></p> <p>20 High Street, Makhanda, 6140 Tel: (046) 622 2104</p> <p><b>Mdantsane</b></p> <p>1 Mazaule, NU 1, Mfana Street, Mdantsane Tel: (043) 761 3151</p>	<p>2322 Block F, Neat &amp; Fast Building, Soshanguve Tel: (012) 730 0500</p> <p><b>Soweto</b></p> <p>2 Khumalo Road, A Centre, Orlando West, Soweto Tel: (011) 983 8700</p> <p><b>Springs</b></p> <p>Expo Building, 2nd Floor Corner 7th Street and Park Avenue, Springs, 1559 Tel: (011) 365 3700/03</p> <p><b>Temba</b></p> <p>Shop no 4 Jubilee Mall, Corner Harry Gwala &amp; Jubilee Road, Temba Tel: (012) 727 1364/1367/1369 /1429/1435/1436/1437</p> <p><b>Vanderbijlpark</b></p> <p>Nashua Centre, 64 Eric Louw Street, Vanderbijlpark Tel: (016) 981 0280</p> <p><b>Vereeniging</b></p> <p>14 Andasta Building, 22 Merriman Avenue, Vereeniging Tel: (016) 430 0000</p> <p><b>KWAZULU-NATAL</b></p> <p><b>Dundee</b></p> <p>6 Victoria Street, Dundee Tel: (034) 212 3147/8</p>	<p>Tel: (013) 235 2368/9</p> <p><b>Mbombela</b></p> <p>29 Brown Street, Alroe Park, Mbombela Tel: (013) 753 2844/5/6 or (013) 755 2640</p> <p><b>Middelburg</b></p> <p>Emily Hobhouse Building, 175 Cowen Ntuli Street, Middelburg Tel: (013) 283 3600</p> <p><b>Piet Retief</b></p> <p>Balalas Building, 42 Kotze Street, Piet Retief Tel: (017) 826 1883/4</p> <p><b>Sabie</b></p> <p>Old Spar Centre, 10th Avenue, Sabie Tel: (013) 764 2105/6</p> <p><b>Secunda</b></p> <p>4 Waterson Street, Sunset Park, Secunda Tel: (017) 631 2585/2652</p> <p><b>Standerton</b></p> <p>Caroto Building, 14 Vry Street, Standerton Tel: (017) 712 1351/4809</p> <p><b>NORTH WEST</b></p> <p><b>Brits</b></p> <p>Reinaldo Building, Corner McClean and Korporasie Streets, Brits Tel: (012) 252 3068</p>
--	--	---



<b>Mount Ayliff</b> 26 Bridge Street, Mount Ayliff, 4735 Tel: (039) 254 0282/89/91	<b>Durban</b> Government Buildings, Masonic Grove, Durban Tel: (031) 336 1500	<b>Christiana</b> Suidwes Building, 3 Pretorius Street, Christiana Tel: (053) 441 2120
<b>Mthatha</b> Standard Bank Building, 106 Chatam Street, Umtata, 5990 Tel: (047) 501 5620/17	<b>Estcourt</b> 75 Phillip Street, Estcourt Tel: (036) 342 9361/9369	<b>Klerksdorp</b> Corner Voortrekker and Anderson Streets, Klerksdorp Tel: (018) 464 8700
<b>Queenstown</b> 10 Robinson Road, Queenstown, 5320 Tel: (045) 807 5400	<b>Kokstad</b> Corner Parker and Hope Street, Kokstad Tel: (039) 727 140/5643/4931/5361	<b>Lichtenburg</b> 45 Church Street, Lichtenburg, 2748 Tel: (018) 632 4323
<b>Kariega</b> 15A Chase Street, Kariega, 6230 Tel: (041) 992 4627	<b>Ladysmith</b> 35 Keate Street, Ladysmith Tel: (036) 638 1900/1/2/3	<b>Mafikeng</b> 25 Lex Court Building, Tillard Street, Mafikeng Tel: (018) 381 1010/11
<b>FREE STATE</b>	<b>Newcastle</b> 29 Scott Street, Newcastle Tel: (034) 312 6038/3334	<b>Mogwase</b> Block K, Ground Floor Mogwase Shopping Complex, Mogwase Tel: (014) 555 5693
<b>Bethlehem</b> 37 Louw Street, Bethlehem Tel: (058) 303 5293	<b>Pietermaritzburg</b> 370 Langalibalele Street, Pietermaritzburg Tel: (033) 341 5300	<b>Potchefstroom</b> Old Volkskas Building, 90 Church Street, Potchefstroom Tel: (018) 297 5100
<b>Bloemfontein</b> Corner Maitland & West Burger Streets, Bloemfontein Tel: (051) 411 6400	<b>Pinetown</b> 49 Kings Road, Pinetown, 3610 Tel: (031) 701 7740	<b>Rustenburg</b> 1st Floor, Shoprite Checkers Building, Church Street, Rustenburg Tel: (014) 592 8214
<b>Botshabelo</b> 158 Canon Building, Botshabelo, 9781 Tel: (051) 534 3789	<b>Port Shepstone</b> 17 Bisset Street, Port Shepstone Tel: (039) 682 2406/7	

<b>Ficksburg</b> Quart House A and B, 28 Voortrekker Street, Ficksburg Tel: (051) 933 2299  <b>Harrismith</b> 43 Stuart Street, Harrismith Tel: (058) 623 2977  <b>Kroonstad</b> Corner 2 Buitekant and Station Streets, Kroonstad Tel: (056) 215 1812  <b>Petrusburg</b> 34 Ossewa Street, Petrusburg Tel: (053) 574 0932  <b>Phuthaditjhaba</b> Corner Lieta and Moropotsane Streets, Phuthaditjhaba Tel: (058) 713 0373  <b>Sasolburg</b> No 1, Die Akker Building, Fichardt Street, Sasolburg Tel: (016) 970 3200  <b>Welkom</b> Raymond House, 53 Mooi Street, Welkom Tel: (057) 391 0200  <b>Zastron</b> 24A Gustavus Street, Zastron Tel: (051) 673 1471	<b>Prospecton</b> 1 Prospecton Place, Prospecton Tel: (031) 913 9700  <b>Richards Bay</b> 11 Lira Rink Road, Richards Bay Tel: (035) 780 870  <b>Richmond</b> 60 Shepstone Street, Richmond Tel: (033) 212 2768  <b>Stanger</b> 12 Cato Street, Stanger Tel: (032) 551 4291/7300  <b>Ulundi</b> Unit A, Wombe Street, Block 2C, Ulundi Tel: (035) 879 8800/02/42  <b>Verulam</b> 13 Wick Street, Verulam Tel: (032) 541 5600/03  <b>Vryheid</b> 99 Landrose Street, Vryheid Tel: (034) 980 8992/8820  <b>LIMPOPO</b>  <b>Giyani</b> Government Building, Giyani Main Road, Giyani Tel: (015) 812 9041	<b>Taung</b> Stand 232, Behind Taung Station Post Office, Taung Station Tel: (053) 994 1679  <b>Vryburg</b> 27 Nelson Street, Vryburg, 8600 Tel: (053) 927 5221  <b>NORTHERN CAPE</b>  <b>Calvinia</b> Department of Employment and Labour, 21 Dorp Street, Calvinia Tel: (027) 341 1280  <b>De Aar</b> New Lisbon Building, 23 Main Street, Corner Main and Voortrekker Streets, De Aar Tel: (053) 631 0455  <b>Kimberley</b> Laboria House, Corner Pniel & Compound Streets, Kimberley, 8300 Tel: (053) 838 1500  <b>Kuruman</b> Magistrate Complex, 818 Seweding Road, Kuruman Tel: (053) 712 3870  <b>Postmasburg</b> Laboria House, 46 Main Street, Postmasburg Tel: (053) 313 0641
--	--	--

<p><b>GAUTENG</b></p> <p><b>Alberton</b></p> <p>Mercedes Place, 89 Voortrekker Road, Alberton, 1450 Tel: (011) 861 6130/31</p> <p><b>Atteridgeville</b></p> <p>Corner WF Nkomo Street and Kalafong Road, Pretoria West, Pretoria Tel: (012) 373 4434/5/8</p> <p><b>Benoni</b></p> <p>10 Woburn Avenue, Woburn Heights, Benoni Tel: (011) 747 9600/06</p> <p><b>Boksburg</b></p> <p>Lakeside Building, Corner Market and Bank Street, Boksburg, 1459 Tel: (011) 898 3340/2/9</p> <p><b>Brakpan</b></p> <p>Old Post Office Building, Corner Voortrekker and High Streets, Brakpan Tel: (011) 744 9000</p> <p><b>Bronkhorstspuit</b></p> <p>40 Botha Street, Bronkhorstspuit Tel: (013) 932 0197/8</p> <p><b>Carletonville</b></p> <p>Corner Osmium and Amethyst Streets, Carletonville Tel: (018) 788 3281</p>	<p><b>Groblersdal</b></p> <p>1 Second Avenue, Groblersdal Tel: (013) 262 3150/2983</p> <p><b>Jan Furse</b></p> <p>116 Lefa Building, Schoonoord Road Jan Furse Tel: (013) 265 7210/7125</p> <p><b>Lebowakgomo</b></p> <p>Magistrate's Complex, Lebowakgomo Tel: (015) 633 9360</p> <p><b>Lephalale</b></p> <p>Nicolet Building, 4 Muller Street, Lephalale Tel: (014) 763 2162</p> <p><b>Makhado</b></p> <p>Ground Floor, Progress Paleis, 102 Krogh Street, Makhado Tel: (015) 516 0207/1025</p> <p><b>Modimolle</b></p> <p>84 Limpopo Street, Modimolle Tel: (014) 717 1046/8</p> <p><b>Mokopane</b></p> <p>52 Rabe Street, Mokopane Tel: (015) 491 5973</p> <p><b>Phalaborwa</b></p> <p>21 Potgieter Avenue, Phalaborwa Tel: (015) 781 5114</p> <p><b>Polokwane</b></p> <p>99A Landdros Maries Street,</p>	<p><b>Springbok</b></p> <p>126B Overberg Avenue, Springbok Tel: (027) 718 1058/9</p> <p><b>Upington</b></p> <p>Old Post Office Building, Schroder Street, Upington Tel: (054) 331 1098</p> <p><b>WESTERN CAPE</b></p> <p><b>Beaufort West</b></p> <p>4 Voortrekker Street, Beaufort West Tel: (023) 414 3427</p> <p><b>Bellville</b></p> <p>1st Floor, 20 Charl Malan Street, Bellville Tel: (021) 941 7000</p> <p><b>Cape Town</b></p> <p>Thomas Boydell Building, 22 Parade Street, Cape Town Tel: (021) 468 5500/02/04</p> <p><b>George</b></p> <p>Labour Centre, 35 Albert Street, George Tel: (044) 801 1200</p> <p><b>Knysna</b></p> <p>Old Van Halderens Building, Clyde Street, Knysna Tel: (044) 302 6800</p> <p><b>Mitchell's Plain</b></p> <p>Old Post Office Building, 5th Ave Polka Square, Town Centre, Mitchell's Plain Tel: (021) 391 0591</p>
--	---	--

<p><b>Garankuwa</b></p> <p>Setlalentoa Street, Zone 5, Garankuwa Tel: (012) 700 0290/ 0255</p> <p><b>Germiston</b></p> <p>Volkskas Building, 141 Victoria Street, Germiston Tel: (011) 345 6300/2</p> <p><b>Johannesburg</b></p> <p>145 Commissioner Street, (Corner Small Street), Nedbank Mall Building, Johannesburg, 2000 Tel: (011) 223 1000/01</p> <p><b>Kempton Park</b></p> <p>Trust Bank Building, Ground Floor, Corner Voortrekker and Wolff Streets, Kempton Park Tel: (011) 975 9301/7</p> <p><b>Krugersdorp</b></p> <p>Foley Street, 6 Factoria, Luipaardsvlei Tel: (011) 955 4420/3</p> <p><b>Mamelodi</b></p> <p>Mini Munitoria Building, 17281 Makhubela Street, Mamelodi West Tel: (012) 812 9502</p> <p><b>Nigel</b></p> <p>Corner 4th Avenue and Hendrik Verwoerd Street, SARS building, Nigel Tel: (011) 814 7095/7</p> <p><b>Pretoria</b></p> <p>239 Concillium Building,</p>	<p>Polokwane</p> <p>Tel: (015) 299 5000/5010</p> <p><b>Seshego</b></p> <p>4004 G Nelson Mandela Drive, Seshego Tel: (015) 223 7020/7220</p> <p><b>Thohoyandou</b></p> <p>Investec Building, Mphephu Street, Thohoyandou Tel: (015) 960 1300/16</p> <p><b>Tzaneen</b></p> <p>Boulevard Building, 73 Agatha Street, Tzaneen Tel: (015) 306 2600</p> <p><b>MPUMALANGA</b></p> <p><b>Barberton</b></p> <p>Shop No 11, Eurika Centre, Nourse Street, Barberton Tel: (013) 712 3066/3353</p> <p><b>Bethal</b></p> <p>9 Vuyisile Mini Street, Bethal Tel: (017) 647 2383/5212</p> <p><b>Carolina</b></p> <p>Chief Albert Luthuli Municipality Premises, Corner Voortrekker &amp; Fersveldt Streets, Carolina Tel: (017) 843 1077/2111</p> <p><b>eMalahleni (Witbank)</b></p> <p>36 Mandela Avenue, Corner Escombe &amp; Nelson Mandela Streets, eMalahleni</p>	<p><b>Mossel Bay</b></p> <p>Shoprite Building, Corner Marsh and Church Streets, Mossel Bay Tel: (044) 691 1140/1</p> <p><b>Oudtshoorn</b></p> <p>13 Regent Street, Oudtshoorn Tel: (044) 203 6100/279 2386</p> <p><b>Paarl</b></p> <p>68 Breda Street, Paarl Tel: (021) 872 2020/74</p> <p><b>Somerset West</b></p> <p>Standard Bank Building, 1st Floor, 117 Main Road, Somerset West Tel: (021) 852 6535</p> <p><b>Vredenburg</b></p> <p>85 Main Road, Vergelegenpark, Vredenburg Tel: (022) 713 1952</p> <p><b>Worcester</b></p> <p>90A Durban Street, Worcester Tel: (023) 346 5200</p>
--	---	---

Corner Nana Sita and Thabo Sehume Streets, Pretoria Tel: (012) 309 5000	Tel: (013) 653 3800/656 1422- 28	
--	-------------------------------------	--