

LRA Form 4.6  
Labour Relations Act, 1995

# SUBPOENA BY ESSENTIAL SERVICE COMMITTEE



## SUBPOENA IN TERMS OF THE ESSENTIAL SERVICES COMMITTEE REGULATIONS

The following **MUST** be attached to a request for a subpoena:

(a) motivation for the application  
and

(b) proof that witness fees, travelling costs and subsistence expenses have been paid.

(Name of Subpoenaed Person)

**NOTE!**

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.

**WHERE MUST THE 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)

To:

.....  
(Name of Subpoenaed Person)

.....  
(Organisation of Subpoenaed Person)

.....  
(Address of Subpoenaed Person)

A Panel has been appointed to resolve a dispute in terms of the Labour Relations Act 66 of 1995.

ESC Case number: .....

The matter between –

.....  
(Names of Parties)

.....  
(Issue of Disputes)

You are required in terms of the Regulations to appear before the Panel at

.....  
(Address where hearing is being held)

on ..... at .....  
(Date of Hearing) (Time of Hearing)

You are subpoenaed-

- for questioning
- to produce any book, document, visual footage or object
- to give expert evidence in terms of Section 142(1)(c)

(Tick appropriate block)

Case Number .....

Please turn over →

<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;"><b>(List books, documents and objects)</b></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> <table style="width: 100%;"><tr><td style="width: 50%; text-align: center;"><b>(Signed by ESC Chairperson/Deputy Chairperson)</b></td><td style="width: 50%; text-align: center;"><b>(Date and CCMA Stamp)</b></td></tr><tr><td style="width: 50%; text-align: center;">.....</td><td style="width: 50%; text-align: center;">.....</td></tr><tr><td style="width: 50%; text-align: center;"><b>(Print name)</b></td><td style="width: 50%; text-align: center;"><b>(Place)</b></td></tr></table>	<b>(Signed by ESC Chairperson/Deputy Chairperson)</b>	<b>(Date and CCMA Stamp)</b>	.....	.....	<b>(Print name)</b>	<b>(Place)</b>
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