LRA Form 7.16 **Rule 37 of the CCMA Rules** **Section 142(1)(a), (b) and (c)** **Labour Relations Act, 1995**	**SUBPOENA**	CCMA

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 in accordance with tariff of allowance published by notice in the Government Gazette

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 CCMA at least fourteen (14) days prior to the date of the arbitration hearing.

Compliance with the Protection of Personal Information Act 4 of 2013 (POPIA).

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.

To:

……………………………………………………………………………
(Name of Subpoenaed Person)

……………………………………………………………………………
(Organisation of Subpoenaed Person)

……………………………………………………………………………
(Address of Subpoenaed Person)

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

Commissioner ………………………………………………….has been appointed.
(Name of Commissioner)

The matter between –   CCMA Case Number: …………………...

……………………………………………………………………………
(Names of Parties)

……………………………………………………………………………
(Issue of Disputes)

You are required in terms of the Section 142 of the Labour Relations Act 66 of 1995 to appear before the Commissioner 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 ⟶

You must bring and produce the books, documents, visual footages or objects listed below:

……………………………………………………………………………………………………

(List books, documents and objects)

☐ 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)**