

**LRA Form 7.18**  
**Section 143**  
**Labour Relations Act, 1995**

**APPLICATION TO  
 CERTIFY CCMA AWARD**



**READ THIS FIRST**



**WHAT IS THE PURPOSE OF THIS FORM?**

This form requests the Director or delegated Commissioner of the CCMA to certify that an award issued under by a CCMA Commissioner.

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 -

- obtaining a copy of the arbitration award;
- obtaining proof of service of the award on the other party from the CCMA office;
- attaching a copy of the arbitration award and proof of service to this form;
- the applicant(s) or a duly authorised representative completing part 1 of this form;
- making an oath before a Commissioner of Oaths;
- submitting the form to the Regional Office of the CCMA for certification by the Director of the CCMA.
- If there is more than one referring party, please provide the names of the other employees in Annexure A.

**WHO FILLS IN PART 1 OF THIS FORM?**

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.

**IN THE CCMA FOR THE REGION OF:** .....

In the matter between:

..... REFERRING PARTY

And

.....OTHER PARTY

**PART 1: APPLICATION IN TERMS OF SECTION 143 OF THE ACT**

I, the undersigned:

.....  
 (name)

do hereby make oath and say:

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').
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.
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).....

**A copy of the proof of service is attached to this form.**

**Case Number**.....

Please turn over..... →

- 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.
- 5. To date the other party has not complied with the award.
- 6. Application is hereby made for the Award to be certified by the Director in terms of section 143(3) of the Act.

**7. POPIA CONSENT**

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.

.....

**DEPONENT**

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

.....

**COMMISSIONER OF OATHS**

“Deponent” refers to the applicant. The completed affidavit should only be signed by the applicant in the presence of the Commissioner of Oaths.

A Commissioner of Oaths must complete this section in the presence of the Deponent.

**THE FOLLOWING DOCUMENTS MUST BE ATTACHED TO THIS FORM**

- A copy of the Commissioner’s award.
- Proof that the award was served on the other party.

**Case Number**.....

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.

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: 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).

..... DATE

**DIRECTOR – CCMA / DELEGATED COMMISSIONER**

**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