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*Regulasiekoerant*

**Vol. 594**

**Pretoria, 19 December 2014**

**No. 38317**

**PART 1 OF 2**

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## PROCLAMATION

*by the*

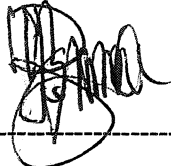
*President of the Republic of South Africa*

**No. R. 87, 2014**

### COMMENCEMENT OF THE LABOUR RELATIONS AMENDMENT ACT, 2014

In terms of section 45 of the Labour Relations Amendment Act, 2014, (Act No. 6 of 2014) ("the Act") I hereby determine 1 January 2015 as the date on which the said Act, excluding that portion of Section 37(c) inserting subsection 198(4F) in the Labour Relations Act, 1995, shall come into operation.

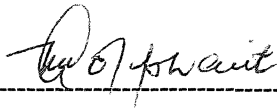
Given under my Hand and the Seal of the Republic of South Africa at  
..... PRETORIA ..... on this 24 ..... day of NOVEMBER ..... Two  
Thousand and Fourteen.



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**J G ZUMA**

**PRESIDENT**

**By Order of the President-in-Cabinet**



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**M N OLIPHANT, MP**

**MINISTER OF THE CABINET**

## PROKLAMASIE

van die

*President van die Republiek van Suid-Afrika*

**No. R. 87, 2014**

### INWERKINGTREDING VAN DIE WYSIGINGSWET OP ARBEIDSVERHOUDINGE 2014

Kragtens Artikel 45 van die Wysigingswet op Arbeidsverhoudinge, 2014 (Wet Nr. 6 van 2014) (die Wet), verklaar ek hiermee dat die Wet, uitgesonderd daardie gedeelte van Artikel 37(c) wat sub-artikel 198(4F) in die Wet op Arbeidsverhoudinge, 1995, invoeg, op 1 Januarie 2015 in werking tree.

Gegee onder my Hand en die Sëel van die Republiek van Suid-Afrika te PRETORIA op hede die 24 dag van NOVEMBER Tweeduisend en Veertien.



J G ZUMA

PRESIDENT

Op las van die President-in-Kabinet:



M N OLIPHANT, LP

MINISTER VAN DIE KABINET

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**GOVERNMENT NOTICES  
GOEWERMENSKENNISGEWINGS**

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**DEPARTMENT OF LABOUR  
DEPARTEMENT VAN ARBEID**

**No. R. 1015**

**19 December 2014**

**LABOUR RELATIONS ACT, 1995  
REPEAL OF LABOUR RELATIONS REGULATIONS**

I, **MILDRED NELISIWE OLIPHANT**, Minister of Labour, hereby withdraw the regulations made under section 208 of the Labour Relations Act, 1995 (Act No. 66 of 1995) as published under Government Notice No. R. 938 of 25 July 2002, with effect from **31 December 2014**.

**M N OLIPHANT, MP**  
**MINISTER OF LABOUR**

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**No. R. 1015**

**19 Desember 2014**

**HERROEPING VAN REGULASIES VAN DIE  
WET OP ARBEIDSVERHOUDINGE, 1995**

Ek, **MILDRED NELISIWE OLIPHANT**, Minister van Arbeid, trek hierby die regulasies uitgevaardig ingevolge artikel 208 van die Wet op Arbeidsverhoudinge, 1995 (Wet No. 66 van 1995) soos gepubliseer by Goewermentskennisgewing No. R. 938 van 25 Julie 2002 in, met ingang van **31 Desember 2014**.

**M N OLIPHANT, MP**  
**MINISTER VAN ARBEID**

**No. R. 1016**

**19 December 2014**

**LABOUR RELATIONS AMENDMENT ACT, 2014**

**REGULATIONS**

I, **MILDRED NELISIWE OLIPHANT**, Minister of Labour, hereby under section 208 of the Labour Relations Act, 1995 (Act No. 66 of 1995) and after consulting NEDLAC and the CCMA, made the regulations in the Schedule with effect from **1 January 2015**.

**M N OLIPHANT, MP**  
**MINISTER OF LABOUR**

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**No. R. 1016**

**19 Desember 2014**

**WYSIGINGS WET OP ARBEIDSVERHOUDINGE, 2014**

**REGULASIES**

Ek, **MILDRED NELISIWE OLIPHANT**, Minister van Arbeid, vaardig hierby, kragtens artikel 208 van die Wet op Arbeidsverhoudinge, 1995 (Wet No. 66 van 1995) en na oorlegpleging met NEOAR en die KVBA, die regulasies in die Bylae hierby uit met ingang van **1 Januarie 2015**.

**M N OLIPHANT, MP**  
**MINISTER VAN ARBEID**

No. R. 1017

19 December 2014

## LABOUR RELATIONS AMENDMENT ACT, 2014

## INVITATION TO MAKE REPRESENTATIONS

NOTICE IN TERMS OF SECTION 198A: APPLICATION OF SECTION 198A TO EMPLOYEES  
EARNING BELOW THE EARNINGS THRESHOLD

1. I, **MILDRED NELISIWE OLIPHANT**, Minister of Labour, do hereby in terms of section 198A(1)(c) of the Labour Relations Amendment Act, 2014, publish a notice in accordance with the provisions of subsections (6) to (8), inviting representations from the public on which categories of work should be deemed to be temporary service by notice to be issued by the Minister in terms of subsection (1)(c) as contemplated by subsection (6).
2. Representations must reach the Department of Labour not later than 90 calendar days after the date of publication of this notice.
3. The Labour Relations Amendment Act is available at the following web address:  
[www.labour.gov.za](http://www.labour.gov.za)
4. Representations should be submitted to the following addresses:

**By post or fax:**

Department of Labour  
Directorate: Collective Bargaining  
Attention: Mr I A Macun / Ms S K Mahlangu  
Private Bag X 117

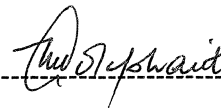
**PRETORIA**

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Fax nr: (012) 309-4848

**By e-mail:**[Ian.Macun@labour.gov.za](mailto:Ian.Macun@labour.gov.za)[Sellinah.Mahlangu@labour.gov.za](mailto:Sellinah.Mahlangu@labour.gov.za)[Stiaan.Meyer@labour.gov.za](mailto:Stiaan.Meyer@labour.gov.za)**Hand deliveries:**

Room 121/117  
Laboria House  
215 Frances Baard Street  
PRETORIA



MN OLIPHANT, MP  
MINISTER OF LABOUR

**LABOUR RELATIONS ACT, 1995 REGULATIONS****REGULATIONS**

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

**CONTENTS OF REGULATIONS****A. INDEX OF LABOUR RELATIONS REGULATIONS**

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## LABOUR RELATIONS REGULATIONS

### Schedule

#### 1. Definitions

In these regulations, any word or expression to which a meaning has been assigned in the Act, shall have the meaning so assigned and, unless the context otherwise indicates –

“**annexure**” means a document attached to these regulations;

“**the Act**” means the Labour Relations Act, 1995 (Act No. 66 of 1995);

“**the CCMA or Commission**” means the Commission for Conciliation, Mediation and Arbitration;

“**the Constitution**” means the Constitution of the Republic of South Africa, 1996.

#### 2. Services

Whenever a party is required to satisfy the Registrar that a copy of a referral, objection or other document has been served on another party, the party so required must provide the Registrar with –

- (a) a copy of the proof of mailing the referral, objection or other document by registered post to the other party;
- (b) a copy of the telegram, telex or telefax communicating the referral, objection or other document to the other party;
- (c) a copy of a receipt signed by the other party or on that party's behalf if the copy of the referral, objection or other document was delivered by hand; or
- (d) a statement confirming service signed by the person who delivered a copy of the referral objection or other document to the other party.

#### 3. Subpoenas

(1) A subpoena issued in terms of the Act must be served –

- (a) by delivering a copy of it to the person subpoenaed personally;
- (b) by 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; or
- (c) by leaving a copy of it at the subpoenaed person's residence or place of business or employment with a person who apparently –
  - (i) is at least sixteen years of age; and

(ii) is residing or employed there.

(2) A subpoena issued in terms of section 142(1) of the Act must be in the form of annexure LRA 7.16.

(3) A subpoena issued by a designated agent in terms of section 33 read with item 5 of Schedule 10 of Act must be in the form of annexure LRA 3.10.

(4) A subpoena issued by an arbitrator in terms of section 33A(5)/127(6) read with section 142 must be in the form of annexure LRA 3.10A

#### **4. Witness fees**

(1) The fee payable to a witness in terms of section 142(7) of the Act is the total of –

- (a) R300.00 for each day or part of a day during which the witness is required to be present at any proceedings; and
- (b) reasonable substantiated travel and subsistence expenses incurred by the witness in order to be present at those proceedings.

(2) Despite sub-regulation (1), no witness fee may be paid to a person who, at the time of the relevant proceedings, is employed full-time by the state, or is a member of any legislature mentioned in the Constitution.

#### **5. Access to documents**

Any person may inspect any document that the Act permits at the Office of the Registrar of Labour Relations, in Pretoria, at any time between 08h30 and 12h00 and between 13h30 and 15h30 on Mondays to Fridays.

#### **6. Fees for documents**

(1) Whenever an employer provides an employee with a copy of a collective agreement, arbitration award, or sectoral determination in terms of section 204(c)(i) of the Act, the employer may charge a fee of no more than R0,50 for each page of that copy.

(2) The registrar may charge the fee shown in column 3 of Table LRA 1 for a service listed in column 2 of that Table.

(3) All fees referred to in sub-regulations (2) must be paid in advance in revenue stamps.

**Table LRA 1: Table of Document Fees**

<b>1 – Section</b>	<b>2 – Service</b>	<b>3 - Fees</b>
Any section	Inspecting a document	R1.00
Any section	Copying a document	R1,00
Any section	Providing a certified copy of a document	R1,00 for each copy, plus R0,50 for each page in the document
25(7)	Providing a certified extract of an auditor's report	R0,50 for each page in the extract
71(4)	Providing a certified copy or extract from a written representation	
110(2)	Providing a certified copy of, or extract from, any of the document referred to in section 110(1)	
110(4)	Providing a certified copy of, or extract from, any document referred to in section 110(3)	
127(7)(b)	Providing a certified copy, or extract from, a document referred to in section 127(7)(a)	
132(6)(b)	Providing a certified copy of, or extract notice referred to in section 132(6)(a)	

## 7. Form of requests and applications

(1) Whenever a request or application is contemplated in terms of a section of the Act shown in column 1 of Table LRA 2 for a purpose listed in column 2 of that Table, the request or application must be in the form of the annexure listed opposite that section number in column 3 of that Table, and must be produced subject to any conditions listed opposite that section number in column 4 of that Table.

- (2) The Registrar has the power to assign an official to –
- (a) verify from the membership lists the figures furnished in respect of representativeness in an industry or sector; and

- (b) check that applications lodged with the registrar's office meet the requirements.

**TABLE LRA 2: Table of Requests and Applications**

<b>1 - Section</b>	<b>2 - Purpose</b>	<b>3 - Annexure</b>	<b>4 - Conditions</b>
25(4)(b) and 26(8)	Conscientious objector requests agency fee to be paid to the Department of Labour	LRA 3.1	Agency fee deducted pursuant to the request must be remitted with annexure LRA 3.2
26(8) applying 25(4)(b)	List of deduction from conscientious objector's wages	LRA 3.2	Agency fee deducted pursuant to the request must be remitted with annexure LRA 3.2
29(1)	Application for registration of a bargaining council	LRA 3.3	<ol style="list-style-type: none"> <li>1. Submit two copies</li> <li>2. Submit to the Registrar of Labour Relations, c/o the Director General, Department of Labour, Private Bag X117, Pretoria, 0001</li> </ol>

<b>1- Section</b>	<b>2 - Purpose</b>	<b>3 - Annexure</b>	<b>4 - Conditions</b>
32(1) & 32()	Bargaining council requests extension of collective agreement to non-parties	LRA 3.5	1. Submit two copies 3. 2. Submit to the Minister, c/o the Director General, Department of Labour, Private Bag X117, Pretoria, 0001
32(1) & read with 43(3)	Statutory council requests extension of collective agreement to non-parties	3.5A	1. Submit two copies 3. Submit to the Minister, c/o the Director General, Department of Labour, Private Bag X117, Pretoria, 0001
32(6)(a)	Council requests to extend the period of, or renew, collective agreement extended to non-parties	LRA 3.6	1. Submit two copies 3. Submit to the Minister, c/o the Director General, Department of Labour, Private Bag X117, Pretoria, 0001
32(7)	Council requests cancellation of collective agreement extended to non-parties	LRA 3.7	1. Submit to the Minister, c/o the Director General, Department of Labour, Private Bag X117, Pretoria, 0001
43(3) applying 33(1)	Council requests appointment of designated agent	LRA 3.8	1. Submit two copies 2. Submit to the Minister, c/o the Director General, Department of Labour, Private Bag X117, Pretoria, 0001
<b>1- Section</b>	<b>2 – Purpose</b>	<b>3 - Annexure</b>	<b>4 – Conditions</b>
34(2)	Amalgamating bargaining council applies for registration	LRA 3.11	1. Submit two copies 2. Submit to the Registrar of Labour Relations, Department of Labour, Private Bag X117, Pretoria, 0001
38(4)	Referring public service jurisdictional dispute for	LRA 3.13	1. Proof of service on the other party

	arbitration		2. Submit to CCMA National Office, 28 Harrison Street Johannesburg. Private Bag X 94 Marshalltown, 2107
39(2)	Trade union applies for establishment of a statutory council	LRA 3.14	1. Submit two copies 2. Submit to the Registrar of Labour Relations, Department of Labour, Private Bag X117, Pretoria, 0001
39(2)	Employers' organisation applies for establishment of a statutory council	LRA 3.15	1. Submit two copies 2. Submit to the Registrar of Labour Relations, Department of Labour, Private Bag X117, Pretoria, 0001
48(1)	Statutory council applies to register as a bargaining council	LRA 3.19	1. Submit two copies 2. Submit to the Registrar of Labour Relations Department of Labour, Private Bag X117, Pretoria, 0001
58	Council applies for variation of scope of registration	LRA 3.22	1. Submit two copies 2. Submit to the Registrar of Labour Relations, Department of Labour, Private Bag X117, Pretoria, 0001
<b>1- Section</b>	<b>2 – Purpose</b>	<b>3 - Annexure</b>	<b>4 – Conditions</b>
62(1)	Application about demarcation dispute	LRA 3.23	1. Proof of service on the other party 2. Submit to the Registrar Regional Office of the CCMA
69(4)	Request to establish	LRA 4.1	1. Send a copy of request to other

	picketing rules		party 2. Proof of service on the other party 3. Submit to the Registrar, Regional Office of the CCMA
70B(2), 70(3)	Bargaining council request for essential service investigation	LRA 4.7	1. Copy of current certificate of accreditation 2. Submit to the Essential Services Committee c/o CCMA 28 Harrison Street Johannesburg 2001 Private Bag X94 Marshalltown, 2107
70B(2)	Interested party requests essential service investigation	LRA 4.7A	1. Copy of current certificate of accreditation 2. Submit to the Essential Services Committee c/o CCMA 28 Harrison Street Johannesburg 2001 Private Bag X 94 Marshalltown, 2107
72(1)	Referring dispute for conclusion of a collective agreement providing for a minimum service agreement	LRA 4.8A	1. Proof of service on the other party 2. Submit to the Essential Services Committee c/o CCMA 28 Harrison Street Johannesburg 2001 Private Bag X94 Marshalltown, 2107
72(3)	Request for ratification of collective agreement providing for	LRA 4.8	1. Proof of service on the other party 2. Submit to the Essential

	maintenance of minimum services		Services Committee c/o CCMA 28 Harrison Street Johannesburg 2001 Private Bag X94 Marshalltown, 2107
75(2)	Employer applies for maintenance service determination	LRA 4.3	1. Proof of service on the other party 2. Submit to the Essential Services Committee c/o CCMA 28 Harrison Street Johannesburg 2001 Private Bag X94 Marshalltown, 2107
80(2)	Representative trade union applies to establish a work-place forum	LRA 5.1	1. Proof of service on the other party 2. Submit to the Registrar, Regional Office of the CCMA
81(1)	Representative trade union applies to establish a trade union based work-place forum	LRA 5.2	1. Proof of service on the other party 2. Submit to the Registrar, Regional Office of the CCMA

<b>1- Section</b>	<b>2 – Purpose</b>	<b>3 - Annexure</b>	<b>4 – Conditions</b>
96(1)	Application for registration of a trade union	LRA 6.1	1. Submit two copies 2. Submit to the Registrar of Labour Relations, , Department of Labour, Private Bag X117, Pretoria, 0001
96(1)	Application for registration of an employers' organisation	LRA 6.2	1. Submit two copies 2. Submit to the Registrar of Labour Relations, Department of Labour, Private Bag X117, Pretoria, 0001
99(a)	List of members to be kept by a trade union	LRA 6.5	
99(a)	List of members to be kept by an employers' organisation	LRA 6.6	
102(2)	Application by amalgamating trade unions for registration	LRA 6.9	1. Submit two copies 2. Submit to the Registrar of Labour Relations, Department of Labour, Private Bag X117, Pretoria, 0001
102(2)	Application by amalgamating employers' organisation for registration	LRA 6.10	1. Submit two copies 2. Submit to the Registrar of Labour Relations, Department of Labour, Private Bag X117, Pretoria, 0001
127(1)	Council applies for accreditation/renewal of accreditation	LRA 7.1	1. Attach a copy of registration, a copy of the council's code of conduct and the motivation for accreditation to the form 2. Submit to the Governing Body of the CCMA
127(1)	Private Agency applies for accreditation / renewal of accreditation	LRA 7.2	1. Attach a copy of the agency's code of conduct and the motivation for accreditation to the form

<b>1- Section</b>	<b>2 – Purpose</b>	<b>3 - Annexure</b>	<b>4 – Conditions</b>
			2. Submit to the Governing Body of the CCMA
129(1) & 131(1)	Council/private agencies applies to amend its accreditation	LRA 7.5	1. Attach a copy of the current certificate of accreditation 2. Submit to the Governing Body of the CCMA
131(1)	Council applies to renew its accreditation	LRA 7.6	No longer in use, combined in LRA Form 7.5
131(1)	Private agency applies to renew its accreditation	LRA 7.7	No longer in use, combined in LRA Form 7.5
132(1) & (8)	Council applies for subsidy/renewal of subsidy	LRA 7.8	1. Attach a copy of the current certificate of accreditation (if applicable) and motivation 2. Submit to the CCMA National Office, 28 Harrison Street, Johannesburg, 2001. Private Bag X 94, Marshalltown, 2107.
132(1)	Private agency applies for subsidy	LRA 7.9	Form deleted
132(8)(a)	Council or private agency applies for renewal of subsidy	LRA 7.10	No longer in use, combined in LRA Form 7.8
136, 10 of the EEA and 41 of the BCEA	Request for arbitration	LRA 7.13	1. Proof of service on the other party 2. Submit to the Registrar, Regional Office of the CCMA
137(1)	Application to the Director of the CCMA to appoint a senior commissioner to arbitrate	LRA 7.15	1. Proof of service on the other party 2. Submit to the Commissioner in charge of the Regional Office of the CCMA.
<b>1- Section</b>	<b>2 – Purpose</b>	<b>3 - Annexure</b>	<b>4 – Conditions</b>
115 and 138(10)	Referral of cost dispute	LRA 7.17	1. Proof of service on the other party

Rule 39 of the CCMA Rules			2. Submit to the Registrar, Regional Office of the CCMA
143	Application to certify CCMA Award	LRA 7.18	Submit to the Registrar, Regional Office of the CCMA
143 and 51(8)	Application to certify Bargaining Council Award	LRA 7.18A	Submit to the General Secretary of the relevant Bargaining Council
188A	Request for inquiry by Arbitrator	LRA 7.19	1. Proof of service on the other party 2. Submit to the Registrar, Regional Office of the CCMA
189A	Request for operational requirements facilitation	LRA 7.20	1. Proof of service on the other party 2. Submit to the Registrar, Regional Office of the CCMA
200A(3)	Request for advisory award on whether a person is an employee	LRA 7.21	1. Proof of service on the other party 2. Submit to the Registrar, Regional Office of the CCMA

### 8. Form of certificates or particulars

(1) A certificate issued in terms of section 64(1)(a)(i), 135(5)(a) or 136(1)(a) of the Act must be in the form of annexure LRA 7.12.

(2) Whenever a certificate or statement of particulars is contemplated in terms of a section of the Act shown in column 1 of Table LRA 3 for a purpose listed in column 2 of that Table, the document must be in the form of the annexure listed opposite that section number in column 3 of that Table, and must be produced subject to any conditions listed opposite that section number in column 4 of that Table.

**Table LRA 3 – Table of Certificates and Particulars**

<b>1- Section</b>	<b>2 – Purpose</b>	<b>3 - Annexure</b>	<b>4 - Conditions</b>
29(15)(a)	Certificate of registration of bargaining council	LRA 3.4	Must bear the official stamp of the Registrar of Labour Relations
33(2)	Certificate of appointment as a designated agent of a council	LRA 3.9	Must bear the official stamp of the secretary of the council
42(a)	Certificate of registration of a statutory council	LRA 3.16	Must bear the official stamp of the Registrar of Labour Relations
49(3)	Council submits particulars of representativeness of the council's registered scope	LRA 3.20	1. Submit two copies 2. Submit to the Registrar of Labour Relations, c/o the Director General, Department of Labour, Private Bag X117, Pretoria, 0001
49(2)	Council submits particulars of representativeness of parties to a collective agreement	LRA 3.20A	1. Submit two copies 2. Submit to the Registrar of Labour Relations, c/o the Director General, Department of Labour, Private Bag X117, Pretoria, 0001
49(4)	Certificate of representativeness of a council	LRA 3.21	Must bear the official stamp of the Registrar of Labour Relations
49(2)	Certificate of representativeness of parties to a collective agreement	LRA 3.21A	Must bear the official stamp of the Registrar of Labour Relations

<b>1- Section</b>	<b>2 – Purpose</b>	<b>3 - Annexure</b>	<b>4 - Conditions</b>
54(2)(f)	Council submits particulars of small enterprises	LRA 3.20B	Submit to the Registrar of Labour Relations, c/o the Director General, Department of Labour, Private Bag X117, Pretoria, 0001 annually by end of January covering the previous calendar year ending 31 December
54(2)(f)	Council submits particulars of exemptions and enforcement	LRA 3.20C	Submit to the Registrar of Labour Relations, c/o the Director General, Department of Labour, Private Bag X117, Pretoria, 0001 annually by end of January covering the previous calendar year ending 31 December
135(5)(a), 64(1)(a)(i) and 136(1)(a)	Certificate of outcome of dispute referred to conciliation	LRA 7.12	Must bear the official stamp of the CCMA, council or agency
96(7)(a)	Certificate of registration of a trade union	LRA 6.3	Must bear the official stamp of the Registrar of Labour Relations
96(7)(a)	Certificate of registration of an employers' organisation	LRA 6.4	Must bear the official stamp of the Registrar of Labour Relations
127(5)(a)(ii)	Certificate of accreditation of council	LRA 7.3	1. Must include terms of accreditation 2. Must bear official stamp of the CCMA
127(5)(a)(ii)	Certificate of accreditation of private agency	LRA 7.4	1. Must include terms of accreditation 2. Must bear official stamp of the CCMA

## 9. Form of notices, demands and appeals

Whenever a notice, demand or appeal is contemplated in terms of a section of the Act shown in column 1 of Table LRA 4 for a purpose listed in column 2 of that Table, the document must be in the form of the annexure listed opposite that section number in column 3 of that Table, and must be produced subject to any conditions listed opposite that section number in column 4 of that Table.

### Notices, Demands and Appeals – LRA 4

<b>1- Section</b>	<b>2 – Purpose</b>	<b>3 - Annexure</b>	<b>4 - Conditions</b>
77(1)(b)	Notice to NEDLAC about possible protest action	LRA 4.4	Submit to the Executive Director of NEDLAC
77(1)(d)	Notice to NEDLAC of intention to proceed with protest action	LRA 4.5	<ol style="list-style-type: none"> <li>1. Submit to the Executive Director of NEDLAC</li> <li>2. Must be received at least 14 days before the start of the protest action</li> </ol>
136(3)	Notice of objection to arbitration by same commissioner	LRA 7.14	<ol style="list-style-type: none"> <li>1. Proof of service on other party is required</li> <li>2. Submit to Registrar, Regional Office of the CCMA</li> </ol>
33(3) read with item 5 of Schedule 10	Subpoena by designated agent	LRA 3.10	Signed by Designated Agent of Council
33A(5)/127(6) read with 142	Subpoena by council arbitrator	LRA 3.10A	Signed by Secretary/Regional Secretary of Council
70D and 71	Subpoena by panel appointed by the Essential Services Committee	LRA 4.6	Signed by the Chairperson or Deputy Chairperson of the Essential Services Committee
142(1)(a), (b) and (c)	Subpoena by Commissioner	LRA 7.16	Signed by Director of CCMA

**10. Forms of records, reports, statements, lists and registers**

Whenever a record, report, statement, list or register is contemplated in terms of section of the Act shown in column 1 of Table LRA 5 for a purpose listed in column 2 of that Table, the document must be in the form of the annexure listed opposite that section number in column 3 of that Table, and must be produced subject to any conditions listed opposite that section number in column 4 of that Table.

**Records, Reports, Statements, Lists and Registers – LRA 5**

<b>1- Section</b>	<b>2 – Purpose</b>	<b>3 - Annexure</b>	<b>4 – Conditions</b>
25(4)(b) and 26(8)	Conscientious objector request agency fee to be paid to Department	LRA 3.1	<ol style="list-style-type: none"> <li>1. Agency fee deducted must be remitted with this form</li> <li>2. Submit two copies</li> <li>3. Submit to the Chief Director: Provincial Operations of the Department of Labour</li> </ol>
25(4) as applied by section 26(8)	List of deductions from conscientious objectors' wages	LRA 3.2	<ol style="list-style-type: none"> <li>1. Agency fee deducted must be remitted with this form</li> <li>2. Submit two copies</li> <li>3. Submit to the Chief Director: Provincial Operations of the Department of Labour</li> </ol>
44(1) and 44(2)	Submission of collective agreement of statutory council to Minister for promulgation as a determination	LRA 3.17	<ol style="list-style-type: none"> <li>1. Submit two copies</li> <li>2. Submit to the Minister of Labour, c/o the Director General, Department of Labour, Private Bag X117, Pretoria 0001.</li> </ol>
100(a)	Number of trade union members	LRA 6.7	<ol style="list-style-type: none"> <li>1. Submit to the Registrar of Labour Relations, Department of Labour, Private Bag X117, Pretoria, 0001</li> <li>2. Must reach the Registrar of Labour Relations by 31 March each year</li> </ol>

100(a)	Number of employers' organisation members	LRA 6.8	<ol style="list-style-type: none"> <li>1. Submit to the Registrar of Labour Relations, Department of Labour, Private Bag X117, Pretoria, 0001</li> <li>2. Must reach the Registrar of Labour Relations by 31 March each year</li> </ol>
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<b>1- Section</b>	<b>2 – Purpose</b>	<b>3 - Annexure</b>	<b>4 - Conditions</b>
205(1)	Employers' record of employees' earnings, deductions and time worked	LRA 9.1	<ol style="list-style-type: none"> <li>1. Submit two copies</li> <li>2. Submit to the Registrar of Labour Relations, Department of Labour, Private Bag X117, Pretoria, 0001</li> </ol>
205(3)(a)	Record of strike, lock-out or protest action	LRA 9.2	<ol style="list-style-type: none"> <li>1. Submit to the Registrar of Labour Relations, Department of Labour, Private Bag X 117, Pretoria, 0001</li> <li>2. Must be submitted within two months of the end of the strike, lock-out or protest action</li> </ol>

#### **11. Form of proposals, resolutions and referrals**

(1) A request to the Commission to arbitrate a dispute in terms of sections 16(9), 21(7), 21(11), 22(4), 24(5), 24(6), 45(4), 61(13), 74(4), 86(7), 89(6), 94(4), 133(2)(b), 141(1) or 191(5)(a), 198, 198A - C of the Act, section 10 of the Employment Equity Act, 1998, section 41 of the Basic Conditions of Employment Act, 1997 and section 19 of the Skills Development Act, 1998 must be made in the form of annexure LRA 7.13.

(2) A referral of a dispute to the Commission for conciliation in terms of sections 9(1), 16(6), 21(4), 21(11), 22(1), 24(2), 24(6), 26(11), 45(1), 61(10), 63(1), 64(1)(a), 64(2), 69(8), 74(1), 86(4)(b), 89(3), 94(1), 134, 191(1), 198, 198A – C of the Act, section 10 of the Employment Equity Act, 1998, sections 41 and 80 of the Basic Conditions of Employment Act, 1997, and section 19 of the Skills Development Act, 1998 by the Commission, must be made in the form of annexure LRA 7.11.

(3) Whenever a proposal, resolution or referral is contemplated in terms of a section of the Act shown in column 1 of Table LRA 6, for a purpose listed in column 2 of that Table, the document must be in the form of the annexure listed opposite that section number in column 3 of that Table, and must be produced subject to any conditions listed opposite that section number in column 4 of that Table.

**Proposals, Resolutions and Referrals – LRA 6**

<b>1- Section</b>	<b>2 – Purpose</b>	<b>3 - Annexure</b>	<b>4 - Conditions</b>
38(3)	Referring a Public Service jurisdictional disputes for conciliation	LRA 3.12	<ol style="list-style-type: none"> <li>1. Proof of service on other party</li> <li>2. Submit to the CCMA National Office: 28 Harrison Street Johannesburg Private Bag X94 Marshalltown 2107</li> </ol>
44(5)	Statutory council requests Minister to amend or extend the period of a determination	LRA 3.18	<ol style="list-style-type: none"> <li>1. Submit two copies</li> <li>2. Submit to the Minister of Labour, c/o the Director General, Department of Labour, Private Bag X117, Pretoria, 0001</li> </ol>
73(1)	Referring disputes for determination as an essential service	LRA 4.2	<ol style="list-style-type: none"> <li>1. Proof of service on other party</li> <li>2. Submit to Essential Services Committee c/o CCMA 28 Harrison Street Johannesburg, 2001 Private Bag X94 Marshalltown, 2107</li> </ol>
72(8)	Referring a dispute arising from negotiations concerning minimum service agreement for determination	LRA 4.2A	<ol style="list-style-type: none"> <li>1. Proof of service on other party</li> <li>2. Submit to Essential Services Committee c/o CCMA 28 Harrison Street Johannesburg, 2001 Private Bag X94 Marshalltown, 2107</li> </ol>
21, 24,133, 135, 191(1), 191(5A), 198 and 198A, 198B, 198C, 198D, 10 of EEA and 41 of BCEA	Referring a dispute to the CCMA for conciliation (including Con -Arb)	LRA 7.11	<ol style="list-style-type: none"> <li>1. Proof of service on other party</li> <li>2. Submit to Registrar, Regional Office of the CCMA</li> </ol>

**12. Labour Court**

The oath to be taken or solemn affirmation to be made before the Judge President of the Labour Court in terms of section 154(6) of the Act by a person who has been appointed a judge of the Labour Court and who is not a judge of a High Court, must be in the following form:

"I ..... swear/solemnly affirm that, as a Judge of the Labour Court, I will be faithful to the Republic of South Africa, will uphold and protect the Constitution; and will administer justice to all persons alike without fear, favor or prejudice, in accordance with the Constitution and the law."

(In the case of an oath: "So help me God".)

**13. Chief Director: Provincial Operations, Department of Labour**

Whenever the Act or a regulation requires a document to be delivered to the Provincial Executive Manager of the Department of Labour within a particular jurisdiction, any document in respect of a matter within a geographical jurisdiction listed in column 1 of Table LRA 7 must be delivered to the Provincial Executive Manager, Department of Labour at the address shown opposite that jurisdiction in column 2 of that Table.


**Chief Director: Provincial Operations – LRA 7**

<b>Geographical Jurisdiction</b>	<b>Address</b>
Eastern Cape Province	3 Hill Street Laboria Building <b>East London</b> 5200  Tel. no: 043 701 3000 Fax no. 043 722 1012
Free State Province	43 National House Charlotte Maxeke Street <b>Bloemfontein</b> 9300  Tel no: 051 505 6200 Fax no: 051 447 9353
Gauteng Province:  Gauteng North in the Magisterial District of Benoni, Bronkhorstspuit, Cullinan, Krugersdorp, Nigel, Pretoria, Randfontein, Soshanguve 1-2, Springs and Wonderboom	239 Nana Sita Street Concillium Building <b>Pretoria</b> 0001  Tel no: 012 309 5000/5050 Fax no: 012 320 5627

Gauteng Province: Gauteng South in the Magisterial Districts of Alberton, Boksburg, Brakpan, Germiston, Heidelberg, Johannesburg, Kempton Park, Oberholzer, Randburg, Roodepoort, Vanderbijlpark, Vereeniging and Westonaria	77 De korte Street Braamfontein <b>Johannesburg</b> 2000  Tel no: 011 853 0300 Fax no: 011 853 0470
Kwazulu-Natal Province	267 Anton Lembede Royal Hotel Building <b>Durban</b> 4000  Tel no: 031 366 2000 Fax no: 031 366 2300
Limpopo Province	42A Schoeman Street <b>Polokwane</b> 0700 Tel no: 015 290 1744 Fax no: 015 290 1608
Mpumalanga Province	Corner Hofmeyer and Beatty Avenue <b>Witbank</b> 1035  Tel no: 013 655 8715 Fax no: 013 690 2622

North West Province	Provident House 2 <sup>nd</sup> Floor (SEBO Building) University Drive <b>Mmabatho</b> 2735  Tel no: 018 387 8102 Fax no: 018 384 2597
Northern Cape Province	No 13 Cnr Pniel/Compound Street Laboria House Kimberly 8300  Tel no: 053 838 1500 Fax no: 053 832 4798
Western Cape Province	22 Parade Street Thomas Boydell Building <b>Cape Town</b> 8000  Tel no: 021 468 5500 Fax no: 021 465 5110

## 14. Regional Offices of the CCMA

REGIONAL OFFICES OF THE CCMA		 <b>CCMA</b>
<p><b>CCMA NATIONAL OFFICE</b> 28 Harrison Street, Johannesburg, 2001 Private Bag X94, Marshalltown, 2107 <b>Tel:</b> 011-377-6650/01/00 <b>Fax:</b> 011-834-7351 <b>Email:</b> ho@ccma.org.za</p>	<p><b>CCMA GAUTENG – Tshwane</b> 2<sup>nd</sup> Floor, Metro Park Building, 351 Francis Baard Street, Pretoria, 0002 Private Bag X176, Pretoria, 0001 <b>Tel:</b> 012-317-7800 <b>Fax:</b> 012-392-9702/012-320-4633/04 <b>Email:</b> pta@ccma.org.za</p>	<p><b>CCMA LIMPOPO</b> CCMA House, 104 Hans van Rensburg Street, Polokwane, 0699 Private Bag X9512, Polokwane, 0700 <b>Tel:</b> 015-287-7400 <b>Fax:</b> 015- 297-1649 <b>Email:</b> ptb@ccma.org.za</p>
<p><b>CCMA EASTERN CAPE – East London</b> 6 Oxford Street (Cnr Church Street), East London, 5201 Private Bag X9068, East London, 5200 <b>Tel:</b> 043-711-5400 <b>Fax:</b> 043-743-0810 <b>Email:</b> el@ccma.org.za</p>	<p><b>CCMA GAUTENG – Vaal</b> Cnr. Kruger Avenue &amp; Edward Street, Vereeniging, 1939 Private Bag X010, Vereeniging, 1930 <b>Tel:</b> 016-440-2700 <b>Fax:</b> 016-422-6837/5285/1859/1959 <b>Email:</b> johannesburg@ccma.org.za</p>	<p><b>CCMA MPUMALANGA</b> CCMA House, 69 Kruger Street, Witbank, 1035 Private Bag X7290, Witbank, 1035 <b>Tel:</b> 013- 655-2600/01 <b>Fax:</b> 013- 656-2885/6 <b>Email:</b> wtb@ccma.org.za</p>
<p><b>CCMA EASTERN CAPE – Port Elizabeth</b> 97 Govan Mbeki Avenue, Port Elizabeth, 6001 Private Bag X22500, Port Elizabeth, 6000 <b>Tel:</b> 041-509-1000 <b>Fax:</b> 041-586-4410/4585 <b>Email:</b> pe@ccma.org.za</p>	<p><b>CCMA KWAZULU-NATAL – Durban</b> Ground, 6<sup>th</sup> &amp; 7<sup>th</sup> Floors, Embassy Building, 199 Anton Lembede Street, Durban, 4001 Private Bag X54363, Durban, 4000 <b>Tel:</b> 031-362-2300 <b>Fax:</b> 031-368-7387/7407 <b>Email:</b> kzn@ccma.org.za</p>	<p><b>CCMA NORTHERN CAPE – Kimberley</b> CCMA House, 5-13 Compound Street, Kimberley, 8301 Private Bag X6100, Kimberley, 8300 <b>Tel:</b> 053- 836-7300 <b>Fax:</b> 053- 831-5947/8 <b>Email:</b> kmb@ccma.org.za</p>

<p><b>CCMA FREE STATE – Bloemfontein</b> CCMA House, Cnr. Elizabeth &amp; West Burger Streets, Bloemfontein, 9301 Private Bag X20705, Bloemfontein, 9300 <b>Tel:</b> 051-411-1700 <b>Fax:</b> 051-448-4468/9 <b>Email:</b> blm@ccma.org.za</p>	<p><b>CCMA KWAZULU-NATAL – Newcastle</b> Rams TV Centre, 71 Scott Street, Newcastle, 2940 Private Bag X6622, Newcastle, 2940 <b>Tel:</b> 034-328-2400 <b>Fax:</b> 034-312-5964 <b>Email:</b> kzn@ccma.org.za</p>	<p><b>CCMA NORTH WEST – Klerksdorp</b> CCMA House, 47 Siddle Street, Klerksdorp, 2570 Private Bag X5004, Klerksdorp, 2571 <b>Tel:</b> 018-487-4600 <b>Fax:</b> 018-462-4126/4053/018-487-4148 <b>Email:</b> kdp@ccma.org.za</p>
<p><b>CCMA FREE STATE – Welkom</b> Phakisa House, Cnr. Ryk &amp; Heeren Streets, Welkom, 9459 Private Bag X10213, Welkom, 9460 <b>Tel:</b> 057-910-8300 <b>Fax:</b> 057-352-8774/8409 <b>Email:</b> blm@ccma.org.za</p>	<p><b>CCMA KWAZULU-NATAL – Pietermaritzburg</b> CCMA House, 180 Langalibalele Street, Pietermaritzburg, 3201 P.O. Box 72, Pietermaritzburg, 3200 <b>Tel:</b> 033-328-5000 <b>Fax:</b> 033-345-9790 <b>Email:</b> kzn@ccma.org.za</p>	<p><b>CCMA NORTH WEST - Rustenburg</b> 1<sup>st</sup> Floor, CCMA House, 43-45 Boom Street, Rustenburg, 0299 Private Bag X82104, Rustenburg, 0300 <b>Tel:</b> 014-591-6400 <b>Fax:</b> 014-592-5236 <b>Email:</b> kdp@ccma.org.za</p>
<p><b>CCMA GAUTENG – Ekurhuleni</b> CCMA Place, Cnr. Woburn &amp; Rothsay Streets, Benoni, 1501 Private Bag X23, Benoni, 1500 <b>Tel:</b> 011-845-9000 <b>Fax:</b> 011-421-4723/48 <b>Email:</b> ekurhuleni@ccma.org.za</p>	<p><b>CCMA KWAZULU-NATAL – Port Shepstone</b> The Chambers, 68 Nelson Mandela Drive, Port Shepstone, 4240 Private Bag X849, Port Shepstone, 4240 <b>Tel:</b> 039-688-3700/02 <b>Fax:</b> 039-684-1771 <b>Email:</b> kzn@ccma.org.za</p>	<p><b>CCMA WESTERN CAPE – Cape Town</b> CCMA House, 1 Heerengracht Street, Cape Town, 8001 Private Bag X9167, Cape Town, 8000 <b>Tel:</b> 021- 469-0111 <b>Fax:</b> 021-465-7193/97/87/021- 462-5006 <b>Email:</b> ctn@ccma.org.za</p>
<p><b>CCMA GAUTENG – Johannesburg Regional Office</b> CCMA House, 127 Fox Street, Johannesburg, 2001 Private Bag X96, Marshalltown, 2107 <b>Tel:</b> 011-220-5000 <b>Fax:</b> 011-220-</p>	<p><b>CCMA KWAZULU-NATAL – Richards Bay</b> 2<sup>nd</sup> Floor, ABSA Building, Lakeview Terrace, 7 Trinidad Parking Area, Richards Bay, 3901 Private Bag X1026, Richards Bay, 3900 <b>Tel:</b> 035-799-3300 <b>Fax:</b> 035-789-7148 <b>Email:</b> kzn@ccma.org.za</p>	<p><b>CCMA WESTERN CAPE – George</b> 2 Cathedral Square, 62 Cathedral Street, George, 6529 Private Bag X6650, George, 6530 <b>Tel:</b> 044-805-7700/01 <b>Fax:</b> 044-873-2906 <b>Email:</b> ctn@ccma.org.za</p>

5101/02/03/04/05/0 861-392-262 <b>Email:</b> johannesburg@cc ma.org.za		
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**15. Short title and commencement**

- (1) These regulations are called the Labour Relations Regulations.
- (2) These regulations come into operation on **1 January 2015**

**B. INDEX OF FORMS ANNEXED TO REGULATIONS****1. Organised according to the sequence of the Act**

<b>Chapter 1</b>	<b>Purpose, Application and Interpretation</b>	No forms
<b>Chapter 2</b>	<b>Freedom of Association and General Protections</b>	No forms
<b>Chapter 3</b>	<b>Collective Bargaining</b>	
LRA Form 3.1	Conscientious objector requests agency fees to be paid to the Department	Section 25(4)(b) and 26(8)
LRA Form 3.2	List of deductions from conscientious objector's wages	Section 25(4)(b) as applied by section 26(8)
LRA Form 3.3	Application for registration of a bargaining council	Section 29(1)
LRA Forms 3.4	Certificate of registration of a bargaining council	Section 29(15)(a)
LRA Form 3.5	Bargaining council requests extension of collective agreement to non-parties	Section 32(1) & 32(5)
LRA Form 3.5A	Statutory council requests extension of collective agreement to non-parties	Section 32(1) read with section 43(3)
LRA Form 3.6	Request to extend period of, or renew, collective agreement extended to non-parties	Section 32(6)(a)

LRA Form 3.7	Council requests cancellation of notice extending collective agreement to non-parties	Section 32(7)
LRA Form 3.8	Council requests appointment of designated agent	Sections 33(1) and 43(3)
LRA Form 3.9	Certificate of appointment as designated agent of council	Section 33(2)
LRA Form 3.10	Subpoena by designated agent	Section 33(3) read with item 5 of Schedule 10
LRA Form 3.10A	Subpoena by council arbitrator	Section 33A(5) / 127(6) read with section 142

LRA Form 3.11	Amalgamating bargaining council applies for registration	Section 34(2)
LRA Form 3.12	Referring public service jurisdictional disputes for conciliation	Section 38(3)
LRA Form 3.13	Referring public service jurisdictional disputes for arbitration	Section 38(6)
LRA Form 3.14	Trade union applies for establishment of a statutory council	Section 39(2)
LRA Form 3.15	Employers' organisation applies for establishment of a statutory council	Section 39(2)

LRA Form 3.16	Certificate of registration of a statutory council	Section 42(a)
LRA Form 3.17	Submission of collective agreement of statutory council to Minister for promulgation as a determination	Section 44(1) and 44(2)
LRA Form 3.18	Statutory council requests Minister to amend or extend period of determination	Section 44(5)
LRA Form 3.19	Statutory council applies to register as a bargaining council	Section 48(1)
LRA Form 3.20	Council submits particulars of representativeness of its registered scope	Section 49(3)
LRA Form 3.20A	Council submits particulars of representativeness of parties to collective agreement	Section 49(2)
LRA Form 3.20B	Council submits particulars of small enterprises	Section 54(2)(f)
LRA Form 3.20C	Council submits particulars of exemptions and enforcement	Section 54(2)(f)
LRA Form 3.21	Certificate of representativeness of Council	Section 49(4)
LRA Form 3.21A	Certificate of representativeness of parties to a collective agreement	Section 49(2)
LRA Form 3.22	Council applies for variation of scope of registration	Section 58
LRA Form 3.23	Application about demarcation dispute	Section 62(1)

<b>Chapter 4</b>	<b>Strikes and Lock-outs</b>	
LRA Form 4.1	Request to establish picketing rules	Section 69(4)
LRA Form 4.2	Referring disputes for determination as an essential service	Section 73(1)
LRA Form 4.2A	Referring a dispute arising from negotiations concerning minimum service agreement for determination	Section 72(8)
LRA Form 4.3	Employer applies for maintenance service determination	Section 75(2)
LRA Form 4.4	Notice to NEDLAC about possible protest action	Section 77(1)(b)
LRA Form 4.5	Notice to NEDLAC of intention to proceed with protest action	Section 77(1)(d)
LRA Form 4.6	Subpoena by Essential Services Committee	Section 70D and 71
LRA Form 4.7	Bargaining council request for essential service investigation	Section 70B(2)
LRA Form 4.7A	Interested party's request for essential service investigation	Section 70B(1)(d) and 71

LRA Form 4.8	Request for ratification of collective agreement providing for maintenance of minimum services	Section 72(3)
LRA Form 4.8A	Referring disputes for conclusion of a collective agreement providing for a minimum service agreement	Section 73(1)
<b>Chapter 5</b>	<b>Workplace Forums</b>	
LRA Form 5.1	Representative trade union applies to establish a workplace forum	Section 80(2)
LRA Form 5.2	Representative trade union applies to establish a trade union-based workplace forum	Section 81(1)
<b>Chapter 6</b>	<b>Trade Unions and Employers' Organisations</b>	
LRA Form 6.1	Registration of a trade union	Section 96(1)
LRA Form 6.2	Registration of an employers' organisation	Section 96(1)
LRA Form 6.3	Certificate of registration of a trade union	Section 96(7)(a)
LRA Form 6.4	Certificate of registration of an employers' organisation	Section 96(7)(a)
LRA Form 6.5	List of members to be kept by a trade union	Section 99(a)

LRA Form 6.6	List of members to be kept by employers' organisation	Section 99(a)
LRA Form 6.7	Number of trade union members	Section 100(a)
LRA Form 6.8	Number of employers' organisation members	Section 100(a)
LRA Form 6.9	Application by amalgamating trade unions for registration	Section 102(2)
LRA Form 6.10	Application by amalgamating employers' organisations for registration	Section 102(2)
<b>Chapter 7</b>	<b>Dispute Resolution</b>	
LRA Form 7.1	Council applies for accreditation/renewal of accreditation	Section 127(1)
LRA Form 7.2	Private agency applies for accreditation/renewal of accreditation	Section 127(1)
LRA Form 7.3	Certificate of accreditation of council	Section 127(5)(a)(ii)
LRA Form 7.4	Certificate of accreditation of private agency	Section 127(5)(a)(ii)
LRA Form 7.5	Council or private agency applies to amend accreditation	Section 129(1)
LRA Form 7.6	<b>No longer in use, combined into LRA Form 7.5</b>	
LRA Form 7.7	<b>No longer in use, combined into LRA</b>	

	<b>Form 7.5</b>	
LRA Form 7.8	Council applies for subsidy	Section 132(1)
LRA Form 7.9	<b>No longer in use, combined into LRA Form 7.5</b>	
LRA Form 7.10	<b>No longer in use, combined into LRA Form 7.5</b>	
LRA Form 7.11	Referring a dispute to the CCMA for conciliation (including Con-Arb)	Sections 9, 16, 21, 22, 24, 26, 45, 61, 63, 64, 72, 74, 86, 89, 94, 134, 191(1), 198 and 198A – C  Employment Equity Act, 1998 Section 10  Basic Conditions of Employment Act, 1997 Sections 41 and 80  Skills Development Act, 1998 Section 19
LRA Form 7.12	Certificate of outcome of dispute referred for conciliation	Sections 64(1)(a)(i), 135(5)(a), 136(1)(a)
LRA Form 7.13	Request for arbitration	Sections 16, 21, 22, 24, 45, 61, 74, 86, 94, 133, 141, 191, 198, 198A – C  Employment Equity Act, 1998 Section 10  Basic Conditions of Employment Act, 1997 Section 41  Skills Development Act, 1998 Section 19
LRA Form 7.14	Notice of objection to arbitrations by same Commissioner	Section 136(3)

LRA Form 7.15	Application to appoint Senior Commissioner	Section 137(1)
LRA Form 7.16	Subpoena by Commissioner	Rule 37 of the CCMA Rules Section 142(1)(a), (b) and (c)
LRA Form 7.17	Referral of Cost Dispute	Rule 39 of the CCMA Rules Section 115 read with Section 138(10)
LRA Form 7.18	Application to certify CCMA Award	Section 143
LRA Form 7.18A	Application to certify Bargaining Council Award	Section 143 read with Section 51(8)
<b>Chapter 8</b>	<b>Unfair Dismissal</b>	
LRA Form 7.19	Request for inquiry by arbitrator	Section 188A
LRA Form 7.20	Request for section 189A operational requirements facilitation	Section 189A
LRA Form 7.21	Request for advisory award on whether a person is an employee	Section 200A(3)

<b>Chapter 9</b>	<b>General Provisions</b>	
LRA Form 9.1	Employer's record of employees' earnings, deductions and time worked	Section 205(1)
LRA Form 9.2	Record of strike, lock-out and protest action	Section 205(3)(a)

<b>2. Organised according to activities and Organisations</b>		
<b>Arbitration</b>		
Referring public service jurisdictional disputes for arbitration	Section 38(6)	LRA Form 3.13
Request for arbitration	Sections 16, 21, 22, 24, 45, 61, 74, 86, 94, 133, 141, 191, 198, 198A – C  Employment Equity Act, 1998 Section 10  Basic Conditions of Employment Act, 1997 Section 41  Skills Development Act, 1998 Section 19	LRA Form 7.13
Notice of objection to arbitration by same Commissioner	Section 136(3)	LRA Form 7.14
Application to appoint Senior Commissioner to arbitrate	Section 137(1)	LRA Form 7.15
Request for Taxation	Rule 39 of the CCMA Rules	LRA Form 7.17

	Section 115 read with Section 138(10)	
Application to certify CCMA Award	Section 143	LRA Forms 7.18
Application to certify Bargaining Council Award	Rule 39 of the CCMA Rules  Section 115 read with Section 138(10)	LRA Form 7.18A
<b>Bargaining Council</b>		
Application for registration of a bargaining council	Section 29(1)	LRA Form 3.3
Certificate of registration of bargaining council	Section 29(15)(a)	LRA Form 3.4
Bargaining council requests extension of collective agreement to non-parties	Section 32(1) & 32(5)	LRA Form 3.5
Statutory council requests extension of collective agreement to non-parties	Section 32(1) read with Section 43(3)	LRA Form 3.5A
Council requests to extend period of, or renew, collective agreement extended to non-parties	Section 32(6)(a)	LRA Form 3.6
Bargaining council requests cancellation of notice extending collective agreement to non-parties	Section 32(7)	LRA Form 3.7
Council requests appointment of designated agent	Section 33(1) and	LRA Form

	43(3)	3.8
Certificate of appointment as designated agent of Council	Section 33(3)	LRA Form 3.9
Subpoena by designated agent	Section 33(3) read with item 5 of Schedule 10	LRA Form 3.10
Subpoena by council arbitrator	Section 33A(5)/127(6) read with section 142	LRA Form 3.10A
Amalgamating bargaining council applies for registration	Section 34(2)	LRA Form 3.11
Statutory council applies to register as a bargaining council	Section 48(1)	LRA Form 3.19
Council submits particulars of representativeness if its registered scope	Section 49(3)	LRA Form 3.20
Council submits particulars of representativeness of parties to collective agreement	Section 49(2)	LRA Form 3.20A
Council submits particulars of small enterprise	Section 54(2)(f)	LRA Form 3.20B
Council submits particulars of exemptions and enforcement	Section 54(2)(f)	LRA Form 3.20C
Certificate of representativeness of council	Section 49(4)	LRA Form 3.21
Certificate of representativeness of parties to a collective agreement	Section 49(2)	LRA Form 3.21A

Council applies for variation of scope of registration	Section 58	LRA 3.22	Form
Bargaining Council request for essential service investigation	Section 70(3)	LRA 4.7	Form
Request for certification of collective agreement providing in maintenance of minimum services	Section 72	LRA 4.8	Form
Council applies for accreditation	Section 127(1)	LRA 7.1	Form
Private agency applies for accreditation	Section 127(1)	LRA 7.2	Form
Certificate of accreditation of Council	Section 127(5)(a)(ii)	LRA 7.3	Form
Certificate of accreditation of Private Agency	Section 127	LRA 7.4	Form
Council or private agency applies to amend accreditation	Section 129(1)	LRA 7.5	Form
<b>Council applies to renew accreditation</b>	<b>Section 131(1)</b>	<b>LRA 7.6, No longer in use, combined in LRA 7.5</b>	<b>Form</b>
<b>Private agency applies to renew accreditation</b>	<b>Section 131(1)</b>	<b>LRA 7.7, No longer in use, combined LRA 7.5</b>	<b>Form</b>
Council applies for subsidy	Section 132(1)	LRA	Form

		7.8
Private agency applies for subsidy	Section 132(1)	LRA Form 7.9, Form deleted
Council or private agency applies for renewal of subsidy	Section 132(8)(a)	LRA Form 7.10, No longer in use, combined in LRA Form 7.8
<b>CCMA</b>		
Referring public service jurisdictional disputes for conciliation	Section 38(3)	LRA Form 3.12
Referring public service jurisdictional disputes for arbitration	Section 38(6)	LRA Form 3.13
Application about demarcation dispute	Section 62(1)	LRA Form 3.23
Request to establish picketing rules	Section 69(4)	LRA Form 4.1
Referring disputes for determination as an essential service	Section 73(1)	LRA Form 4.2
Referring disputes regarding minimum service agreements for conciliation	Section 72(1) and (8)	LRA Form 4.2A
Referring a dispute arising from negotiations concerning minimum service agreement for determination	Section 72(8)	LRA Form 4.2B
Employer applies for maintenance service determination	Section 75(2)	LRA Form 4.3
Representative trade union applies to establish a workplace forum	Section 80(2)	LRA Form 5.1

Representative trade union applies to establish a trade-union-based workplace forum	Section 81(1)	LRA Form 5.2
Council applies for accreditation	Section 127(1)	LRA Form 7.1
Private agency applies for accreditation	Section 127(1)	LRA Form 7.2
Certificate of accreditation of Council	Section 127(5)(a)(ii)	LRA Form 7.3
Certificate of accreditation of private agency	Section 127(5)(a)(ii)	LRA Form 7.4
Council or private agency applies to amend accreditation	Section 129(1)	LRA Form 7.5
<b>Council applies to renew accreditation</b>	<b>Section 131(1)</b>	<b>LRA Form 7.6. No longer in use, combined in LRA Form 7.5</b>
<b>Private agency applies to renew accreditation</b>	<b>Section 131(1)</b>	<b>LRA Form 7.7. No longer in use, combined in LRA Form 7.5</b>
Council applies for subsidy	Section 132(1)	LRA Form 7.8

Private agency applies for subsidy	Section 132(1)	LRA Form 7.9. Form deleted
Council or private agency applies to renew subsidy	Section 132(8)(a)	LRA Form 7.10. No longer in use, combined in LRA Form 7.8
Referring a dispute to the CCMA for conciliation (including Con-Arb)	<p>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 Section 10</p> <p>Basic Conditions of Employment Act, 1997 Sections 41 and 80</p> <p>Skills Development Act, 1998 Section 19</p>	LRA Form 7.11
Certificate of outcome of dispute referred for conciliation	Section 64(1)a)(i), 135(5)(a), 136(1)(a)	LRA Form 7.12
Request for arbitration	<p>Sections 16, 21, 22, 24, 45, 61, 74, 86, 94, 133, 141, 191, 198, 198A – C</p> <p>Employment Equity Act, 1998 Section 10</p> <p>Basic Conditions of Employment Act, 1997 Section 41</p>	LRA Form 7.13

	Skills Development Act, 1998 Section 19		
Notice of objection to arbitration by same Commissioner	136(3)	LRA Form 7.14	
Application to appoint Senior Commissioner to arbitrate	Section 137(1)	LRA Form 7.15	
Subpoena by Commissioner	Section 142(1)(a), (b) and (c)	LRA Form 7.16	
Request for pre-dismissal arbitration	Section 188A	LRA Form 7.19	
Request for section 189A operational requirements facilitation	Section 189A	LRA Form 7.20	
Request for advisory award on whether a person is an employee	Section 200A(3)	LRA Form 7.21	
<b>Collective Agreements</b>			
Bargaining council requests extension of collective agreement to non-parties	Section 32(1) and 32(5)	LRA Form 3.5	
Request to extend period of, or renew, collective agreement extended to non-parties	Section 32(6)(a)	LRA Form 3.6	
Council requests cancellation of notice extending collective agreement to non-parties	Section 32(7)	LRA Form 3.7	
Request for ratification of collective agreement providing for maintenance of minimum services	Section 72	LRA Form 4.8	

<b>Conciliation</b>		
Referring public service jurisdictional dispute for conciliation	Section 38(3)	LRA Form 3.12
Referring a dispute to the CCMA for conciliation (Including Con-Arb)	Sections 9, 16, 21, 22, 24, 26, 45, 61, 63, 64, 72, 74, 86, 89, 94, 134, 191(1), 198 and 198A – C  Employment Equity Act, 1998 Section 10  Basic Conditions of Employment Act, 1997 Sections 41 and 80  Skills Development Act, 1998 Section 19	LRA Form 7.11
Certificate of outcome of dispute referred for conciliation	Section 64(1)(a)(i), 135(5)(a), 136(1)(a)	LRA Form 7.12
<b>Conscientious objectors</b>		
Conscientious objector requests agency fee to be paid to Department	Section 25(4)(b)	LRA Form 3.1
List of deduction from conscientious objectors' wages	Section 25(4)(b) as applied by Section 26(8)	LRA Form 3.2

<b>Employers</b>			
Employer's record of employees earnings, deduction and time worked	Section 205(1)	LRA 9.1	Form
<b>Employers' Organisations</b>			
Application for registration of a bargaining council	Section 29(1)	LRA 3.3	Form
Employers organisation applies for establishment of a statutory council	Section 39(2)	LRA 3.15	Form
Registration of an employers' organisation	Section 96(1)	LRA 6.2	Form
Certificate of registration of an employers' organisation	Section 96(7)(a)	LRA 6.4	Form
List of members to be kept by employer' organisation	Section 99(a)	LRA 6.6	Form
Number of employers' organisation members	Section 100(a)	LRA 6.8	Form
Application by amalgamating employers' organisations for registration	Section 102(2)	LRA 6.10	Form
<b>Essential Service</b>			
Referring disputes for determination as an essential service	Section 73(1)	LRA 4.2	Form


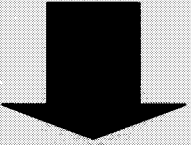
Subpoena by Essential Services Committee	Section 70 and 71	LRA 4.6	Form
Bargaining Council request for essential service investigation	Section 70(3)	LRA 4.7	Form
<b>Maintenance Service</b>			
Employer applies for maintenance service determination	Section 75(2)	LRA 4.3	Form

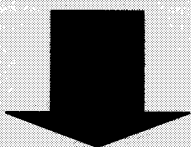

<b>NEDLAC</b>			
Notice to NEDLAC about possible protest action	Section 77(1)(b)	LRA 4.4	Form
Notice to NEDLAC of intention to proceed with protest action	Section 77(1)(d)	LRA 4.5	Form
<b>Picketing</b>			
Request to establish picketing rules	Section 69(4)	LRA 4.1	Form
Private agency applies for accreditation	Section 127(1)	LRA 7.2	Form
Certificate of accreditation of private agency	Section 127(5)(a)(ii)	LRA 7.4	Form
Council or private agency applies to amend accreditation	Section 129(1)	LRA 7.5	Form



Notice to NEDLAC about possible protest action	Section 77(1)(b)	LRA 4.4	Form
Notice to NEDLAC of intention to proceed with protest action	Section 77(1)(d)	LRA 4.5	Form
Record of strike, lock-out or protest action	Section 205(3)(a)	LRA 9.2	Form
<b>Public Service</b>			
Referring public service jurisdictional disputes for conciliation	Section 38(3)	LRA 3.12	Form
Referring public service jurisdictional disputes for arbitration	Section 38(6)	LRA 3.13	Form
<b>Statutory Council</b>			
Trade union applies for establishment of a statutory council	Section 39(2)	LRA 3.14	Form
Employers' organisation applies for establishment of a statutory council	Section 39(2)	LRA 3.15	Form
Certificate of registration of a statutory council	Section 42(a)	LRA 3.16	Form
Submission of collective agreement of statutory council to Minister for promulgation as a determination	Sections 44(1) and 44(2)	LRA 3.17	Form
Statutory council requests Minister to amend or extend period of determination	Section 44(5)	LRA 3.18	Form

Statutory council applies to register as a bargaining council	Section 48(1)	LRA 3.19	Form
Council submits particulars of representativeness of its registered scope	Section 49(3)	LRA 3.20	Form
Certificate of representativeness of council	Section 49(4)	LRA 3.21	Form
Council applies for accreditation	Section 127(1)	LRA 7.1	Form
Certificate of accreditation of council	Section 127(5)(a)(ii)	LRA 7.3	Form
Council or private agency applies to amend accreditation	Section 129(1)	LRA 7.5	Form
Council applies for subsidy	Section 132(1)	LRA 7.8	Form
<b>Strike</b>			
Record of strike, lock-out or protest action	Section 205(3)(a)	LRA 9.2	Form
<b>Subsidy</b>			
Council applies for subsidy	Section 132(1)	LRA 7.8	Form

<b>Trade Unions</b>			
Trade union applies for establishment of a statutory council	Section 39(2)	LRA 3.14	Form
Representative trade union applies to establish a workplace forum	Section 80(2)	LRA 5.1	Form
Representative trade union applies to establish a trade-union based workplace forum	Section 81(1)	LRA 5.2	Form
Certificate of registration of a trade union	Section 96(7)(a)	LRA 6.3	Form
List of members to be kept by a trade union	Section 99(a)	LRA 6.5	Form
List of members to be kept by employers' organisation	Section 99(a)	LRA 6.6	Form
Number of trade union members	Section 100(a)	LRA 6.7	Form
<b>Workplace Forum</b>			
Representative trade union applies to establish a workplace forum	Section 80(2)	LRA 5.1	Form
Representative trade union applies for establishment of a trade union-based workplace forum	Section 81(1)	LRA 5.2	Form

<p><b>LRA Form 3.1</b>  <b>Sections 25(4)(b)</b>  <b>and 26(8)</b>  <b>Labour Relations Act,</b>  <b>1995</b></p>	<p style="text-align: center;"><b>CONSCIENTIOUS OBJECTOR</b>  <b>REQUESTS AGENCY FEE TO BE PAID</b>  <b>TO DEPARTMENT</b></p> 
<p><b>READ THIS FIRST</b></p>  <p><b>WHAT IS THE PURPOSE OF THIS FORM?</b></p> <p>This form requests an employer to pay an amount deducted from a conscientious objector's wage into a fund administered by the Department of Labour.</p> <p><b>WHO FILLS IN THIS FORM?</b></p> <p>The employee who is a conscientious objector.</p> <p><b>WHERE DOES THIS FORM GO?</b></p> <p>To the employer.</p> <p><b>OTHER INSTRUCTIONS</b></p> <p>The amount deducted must be sent with LRA Form 3.2 by the employer to the Chief Director Provincial Operations in the Department of Labour. Refer to Table LRA 7 in the Regulations for the applicable address.</p>	<p><b>1) EMPLOYEE DETAILS</b></p> <p>I, ..... object on                  (name of conscientious objector)</p> <p>grounds of conscience to belonging to or contributing money to a trade union.                  My grounds of conscience are:</p> <p>.....                  .....                  .....                  .....                  (reasons)</p> <p>I request my employer to remit the amount deducted as an agency fee to the Department of Labour for payment into a fund administered by the Department.</p> <p>Signature: .....</p> <p>Date: .....</p> <p><b>2) EMPLOYER DETAILS</b></p> <p>Name: .....</p> <p>.....</p> <p>Postal address: .....</p> <p>.....                  .....                  .....</p>

<p style="text-align: center;"><b>LRA Form 3.2</b> <b>Section 25(4)(b)</b> <b>Labour Relations Act,</b> <b>1995</b></p> <p style="text-align: center;"><b>READ THIS FIRST</b></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 lists the names of conscientious objectors and the amounts deducted by the employer for the Department of Labour.</p> <p style="text-align: center;"><b>WHO FILLS IN THIS FORM?</b></p> <p>The employer.</p> <p style="text-align: center;"><b>WHERE DOES THIS FORM GO?</b></p> <p>To the Chief Director Provincial Operations, Department of Labour.</p> <p style="text-align: center;"><b>OTHER INSTRUCTIONS</b></p> <p>The employer must send two completed copies of this form with the agency fee deducted, to the Chief Director Provincial Operations, Department of Labour.</p> <p>Refer to Table LRA 7 in the Regulations for the applicable address.</p> <p>If you need more space to write the information, use an extra piece of paper and attach it to this form.</p>	<div style="text-align: right;">  </div> <p style="text-align: center;"><b>LIST OF DEDUCTIONS FROM CONSCIENTIOUS OBJECTORS' WAGES</b></p> <p><b>1) CONSCIENTIOUS OBJECTORS' DETAILS</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 60%;">Names of employees</th> <th style="text-align: right; width: 40%;">Amount</th> </tr> </thead> <tbody> <tr><td>1. ....</td><td>.....</td></tr> <tr><td>2. ....</td><td>.....</td></tr> <tr><td>3. ....</td><td>.....</td></tr> <tr><td>4. ....</td><td>.....</td></tr> <tr><td>5. ....</td><td>.....</td></tr> <tr><td>6. ....</td><td>.....</td></tr> <tr><td>7. ....</td><td>.....</td></tr> <tr> <td colspan="2" style="text-align: right;"><b>TOTAL:</b> .....</td> </tr> </tbody> </table> <p><b>2) EMPLOYER DETAILS</b></p> <p>Name: .....</p> <p>.....</p> <p>Postal address: .....</p> <p>.....</p> <p>.....</p> <p>.....</p>	Names of employees	Amount	1. ....	.....	2. ....	.....	3. ....	.....	4. ....	.....	5. ....	.....	6. ....	.....	7. ....	.....	<b>TOTAL:</b> .....	
Names of employees	Amount																		
1. ....	.....																		
2. ....	.....																		
3. ....	.....																		
4. ....	.....																		
5. ....	.....																		
6. ....	.....																		
7. ....	.....																		
<b>TOTAL:</b> .....																			

<p style="text-align: center;"><b>LRA Form 3.3</b> <b>Section 29(1)</b> <b>Labour Relations Act,</b> <b>1995</b></p>	<p style="text-align: center;"><b>APPLICATION FOR REGISTRATION OF</b> <b>A BARGAINING COUNCIL</b></p> <div style="text-align: right;">  </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 an application for registration of a bargaining council.</p> <p><b>WHO FILLS IN THIS FORM?</b></p> <p>The registered trade unions and registered employers' organisations who have jointly agreed to form a council.</p> <p><b>WHERE DOES THIS FORM GO?</b></p> <p>The Registrar of Labour Relations, Department of Labour, Private Bag X117, Pretoria, 0001. Fax 012-309 4156 Email: <a href="mailto:registrar.labourrelations@labour.gov.za">registrar.labourrelations@labour.gov.za</a></p> <p><b>OTHER INSTRUCTIONS</b></p> <ul style="list-style-type: none"> <li>▪ One completed copy of this form must be sent to the Registrar of Labour Relations.</li> <li>▪ Each employers' organisation which is a party to the bargaining council must fill in page 4 of 6.</li> <li>▪ Each trade union which is a party to the bargaining council must fill in page 5 of 6.</li> <li>▪ Two signed copies of the constitution of the bargaining council must be attached to this form.</li> <li>▪ An authorized representative of each party must sign this form.</li> <li>▪ If there is insufficient space on the form, use a separate piece of paper.</li> <li>▪ A resolution to form a bargaining council to be attached.</li> </ul>	<p>1) <b>NAME OF THE BARGAINING COUNCIL</b></p> <p>.....</p> <p>.....</p> <p>2) <b>ADDRESS:</b> Postal Address: .....</p> <p>.....</p> <p>Physical Address: .....</p> <p>.....</p> <p>Tel: ..... Fax: .....</p> <p>3) <b>NAME AND CONTACT DETAILS OF REPRESENTATIVE OF THE COUNCIL</b></p> <p>.....</p> <p>.....</p> <p>4) <b>DATE OF APPLICATION:</b></p> <p>.....</p> <p>5) <b>PARTIES</b></p> <p style="padding-left: 20px;">i) <b>Employers' Organisations</b></p> <p>.....</p> <p>.....</p> <p style="padding-left: 20px;">ii) <b>Trade Unions</b></p> <p>.....</p> <p>.....</p> <p>.....</p>

--- please turn over --->

6) REPRESENTATIVENESS OF THE BARGAINING COUNCIL:

\_\_\_\_\_ Total number of employees falling within the proposed scope of the Bargaining Council and who belong to the trade unions which are party to the Council

\_\_\_\_\_ Total number of employers falling within the proposed scope of the Bargaining Council and who belong to the employers' organisations which are party to the Council

\_\_\_\_\_ Total number of employees employed within the proposed scope of the Bargaining Council by the employers that belong to the employers' organisations which are party to the Council

\_\_\_\_\_ Total number of employers within the proposed scope of the Council

\_\_\_\_\_ Total number of employees employed within the proposed scope of the Council

7) DATE OF FORMATION / FOUNDATION OF THE BARGAINING COUNCIL:

.....

8) SIGNATORIES:

**Employers' Organisation**

Name .....

Position .....

Signature .....

Date .....

Tel. ....

Fax. ....

**Trade Union**

Name .....

Position .....

Signature .....

Date .....

Tel. ....

Fax. ....

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9) PROPOSED SCOPE

i) Define the sector(s) in respect of which registration is sought:

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

ii) Area(s):

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

10) Name of Council Representative: .....

Date: .....

-- please turn over -->





**CHECK!**

- Have you prepared and signed a copy of this form?
- Have you prepared two signed copies of the council's constitution?
- Have you attached copies of the resolution?

-----  
**DEPARTMENT OF LABOUR DETAILS**

I, ..... duly authorized thereto in terms of Regulation 7(2),  
(name of official)  
am satisfied that the information is substantially correct. The application was lodged with the Department of Labour on:  
.....  
(date)

Signature: .....

Date: .....

Place: .....

LRA Form 3.4  
Section 29(15)(a)  
Labour Relations Act, 1995



## CERTIFICATE OF REGISTRATION OF BARGAINING COUNCIL

This is to certify that the .....

.....  
(Name of Bargaining Council)

has in terms of section 29(15)(a) of the Labour Relations Act, 1995, been registered as a

Bargaining Council with effect from .....  
(date)

The registered scope of the Bargaining Council is .....

.....  
(Sector)

in .....


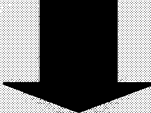
.....  
(Area)

Date: .....

Reference number: .....

.....  
Registrar of Labour Relations

(Official stamp of the Registrar)

<p style="text-align: center;"><b>LRA Form 3.5</b> Section 32(1) &amp; 32(5) Labour Relations Act, 1995</p>	<div style="text-align: right;">  </div> <p style="text-align: center;"><b>BARGAINING COUNCIL REQUESTS EXTENSION OF COLLECTIVE AGREEMENT TO NON-PARTIES</b></p>
<p style="text-align: center;"><b>READ THIS FIRST</b></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 requests the Minister of Labour to extend a collective agreement to non-parties.</p> <p style="text-align: center;"><b>WHO FILLS IN THIS FORM?</b></p> <p>The Secretary of the Bargaining Council.</p> <p style="text-align: center;"><b>WHERE DOES THIS FORM GO?</b></p> <p>The Minister of Labour, c/o the Director General, Department of Labour, Private Bag X117, Pretoria 0001. Fax 012-309 4156. Email: <a href="mailto:collective.agreements@labour.gov.za">collective.agreements@labour.gov.za</a></p> <p style="text-align: center;"><b>OTHER INSTRUCTIONS</b></p> <ul style="list-style-type: none"> <li>▪ Two completed copies of this form must be sent to the Minister of Labour.</li> <li>▪ Two signed copies of the collective agreement and a motivation why the Minister should regard the parties to the agreement to be sufficiently representative where the parties are not a majority, must accompany this form.</li> <li>▪ A resolution by parties to extend a collective agreement to non-parties.</li> <li>▪ The agreement must also be submitted electronically (MS Word)</li> </ul> <p style="text-align: right;">... please turn over →</p>	<p><b>1) BARGAINING COUNCIL DETAILS</b></p> <p>Name: .....</p> <p>Address: .....</p> <p>.....</p> <p>.....</p> <p>Tel: ..... Fax: .....</p> <p><b>2) EXTENSION OF COLLECTIVE AGREEMENT TO NON-PARTIES</b></p> <p>We enclose three copies of a collective agreement dated .....</p> <p>The parties to the collective agreement are:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p style="text-align: center;">(names)</p> <p>The Bargaining Council requests that all the provisions of the collective agreement except clauses ..... (clause numbers)</p> <p>become binding on the other employers and employees in the .....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p style="text-align: center;">(sector or sub-sectors)</p>

... please turn over →

- Each party to the collective agreement must fill in either page 3 or 4 of this form.
- Before a collective agreement may be extended, the agreement itself must comply with the provisions of section 32.

**CHECK!**

Have you prepared/filled in:

- two copies of the collective agreement?
- the representativeness tables on pages 4 and 5?
- A motivation as to why the Minister should regard the parties as sufficiently representative?
- A resolution to extend a collective agreement to non-parties

and .....

.....

.....

.....

.....

.....

.....

(area/s)

The following registered trade unions voted in favour of the extension:

.....

.....

.....

.....

.....

(names of trade unions)

Their members constitute the majority of the members of the trade unions that are party to the Bargaining Council.

The following registered employers' organisations voted in favour of the extension:

.....

.....

(names of employers' organisations)

They employ the majority of the employees employed by the members of their employers' organisations that are party to the Bargaining Council.

... please turn over →





	<p><b>3) REPRESENTATIVENESS OF THE BARGAINING COUNCIL</b></p> <p>_____ Total number of employees falling within the scope of the collective agreement and who belong to the trade unions that are party to the collective agreement.</p> <p>_____ Total number of employers falling within the scope of the collective agreement and who belong to the employers' organisations that are party to the collective agreement.</p> <p>_____ Total number of employees employed within the scope of the collective agreement by the employers who belong to the employers' organisations that are party to the collective agreement.</p> <p>_____ Total number of employers within the scope of the collective agreement.</p> <p>_____ Total number of employees employed within the scope of the collective agreement.</p> <p><b>4) ADDITIONAL INFORMATION REQUIRED ON THE COMPOSITION OF THE WORKFORCE IN THE SECTOR</b></p> <p>_____ Total number of employees assigned to work by temporary employment services</p> <p>_____ Total number of employees engaged in fixed term contract</p> <p>_____ Total number of part-time employees employed</p> <p>_____ Total number of employees in other categories of non-standard employment</p> <p>Signature of Secretary of Council .....</p> <p>Name .....</p> <p>Date .....</p>
--	--

**DEPARTMENT OF LABOUR DETAILS**

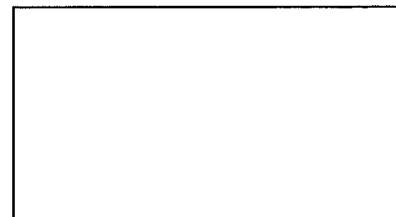
I, ..... , duly authorised thereto in terms of Regulation 7(2), have  
(name of official)

checked the information and certify that it is substantially correct.



Signature: .....

Date: .....

Place: .....



(Official stamp)

<p style="text-align: center;"><b>LRA Form 3.5A</b> Section 32(1) read with Section 43(3) Labour Relations Act, 1995</p>	<p style="text-align: center;"><b>STATUTORY COUNCIL REQUESTS EXTENSION OF COLLECTIVE AGREEMENT TO NON-PARTIES</b></p> <div style="text-align: right;">  </div>
<p style="text-align: center;"><b>READ THIS FIRST</b></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 requests the Minister of Labour to extend a collective agreement to non-parties.</p> <p style="text-align: center;"><b>WHO FILLS IN THIS FORM?</b></p> <p>The Secretary of the Statutory Council.</p> <p style="text-align: center;"><b>WHERE DOES THIS FORM GO?</b></p> <p>The Minister of Labour, c/o the Director General, Department of Labour, Private Bag X117, Pretoria 0001. Fax 012-309 4156. E-mail: <a href="mailto:collective.agreements@labour.gov.za">collective.agreements@labour.gov.za</a></p> <p style="text-align: center;"><b>OTHER INSTRUCTIONS</b></p> <p>Two completed copies of this form must be send to the Minister of Labour</p> <p>Two signed copies of the collective agreement.</p> <p>A resolution to extend a collective to non-parties.</p> <p>The agreement must also be submitted electronically (MS Word)</p> <p style="text-align: right;">... please turn over →.</p>	<p><b>1) STATUTORY COUNCIL DETAILS</b></p> <p>Name: .....</p> <p>.....</p> <p>Address: .....</p> <p>.....</p> <p>Tel: ..... Fax: .....</p> <p><b>2) EXTENSION OF COLLECTIVE AGREEMENT TO NON-PARTIES</b></p> <p>We enclose two copies of a collective agreement dated .....</p> <p>The parties to the collective agreement are:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p style="text-align: center;">(names)</p> <p>The Statutory Council requests that all the provisions of the collective agreement except clauses .....</p> <p style="text-align: center;">(clause numbers)</p> <p>become binding on the other employers and employees in the .....</p> <p>.....</p> <p>.....</p> <p style="text-align: center;">(sector or sub-sectors)</p>

--- please turn over →

If a determination in terms of section 49(2) or (3) has not been done within the last twelve months, or there has been a change of parties to the agreement of the Council, each party to the collective agreement must fill in either page 3 or 4 of this form.

Before a collective agreement may be extended, the agreement itself must comply with the provisions of section 32.

**CHECK!**

Have you prepared / included:

Two completed and signed copies of this form.

Two signed copies of the collective agreement?

A resolution to extend a collective agreement to non-parties

and .....

.....

.....

.....

.....

.....

(area/s)

The following registered trade unions voted in favour of the extension:

.....

.....

.....

.....

.....

(names of trade unions)

Their members constitute the majority of the members of the trade unions that are party to the Statutory Council.

The following registered employers' organisations voted in favour of the extension:

.....

.....

.....

.....

(names of employers' organisations)

They employ the majority of the employees employed by the members of their employers' organisations that are party to the Statutory Council.

... please turn over →





**3) REPRESENTATIVENESS OF THE STATUTORY COUNCIL**

\_\_\_\_\_ Total number of employees falling within the scope of the collective agreement and who belong to the trade unions that are party to the collective agreement.

\_\_\_\_\_ Total number of employers falling within the scope of the collective agreement and who belong to the employers' organisations that are party to the collective agreement.

\_\_\_\_\_ Total number of employees employed within the scope of the collective agreement by the employers who belong to the employers' organisations that are party to the collective agreement.

\_\_\_\_\_ Total number of employers within the scope of the collective agreement.

\_\_\_\_\_ Total number of employees employed within the scope of the collective agreement.

**4) ADDITIONAL INFORMATION REQUIRED ON THE COMPOSITION OF THE WORKFORCE IN THE SECTOR**

\_\_\_\_\_ Total number of employees assigned to work by temporary employment services.

\_\_\_\_\_ Total number of employees engaged in fixed term contract.

\_\_\_\_\_ Total number of part-time employees employed.

\_\_\_\_\_ Total number of employees in other categories of non-standard employment.

Signature of Secretary of Council .....

Name .....

Date .....

... please turn over →

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**DEPARTMENT OF LABOUR DETAILS**



I, ..... , duly authorised thereto in terms of Regulation 7(2), have  
(name of official)

checked the information and certify that it is substantially correct. The application was submitted to the Department of Labour  
on .....

Signature: .....

Date: .....

Place: .....

<p style="text-align: center;"><b>LRA Form 3.6</b> <b>Section 32(6)(a)</b> <b>Labour Relations Act,</b> <b>1995</b></p>	<p style="text-align: center;"><b>COUNCIL REQUESTS TO EXTEND PERIOD OF, OR RENEW, COLLECTIVE AGREEMENT EXTENDED TO NON-PARTIES</b></p> <div style="text-align: right;">  </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 requests the Minister of Labour to extend the period of, or renew, a collective agreement that has been extended to non-parties.</p> <p><b>WHO FILLS IN THIS FORM?</b></p> <p>The Secretary of the Council.</p> <p><b>WHERE DOES THIS FORM GO?</b></p> <p>The Minister of Labour, c/o the Director-General, Department of Labour, Private Bag X117, Pretoria, 0001. Fax 012-309 4156. E-mail: <a href="mailto:collective.agreements@labour.gov.za">collective.agreements@labour.gov.za</a></p> <p><b>OTHER INSTRUCTIONS</b></p> <p>Two completed copies of this form must be sent to the Department of Labour.</p> <p>Two signed copies of the Certificate of Representativeness of parties to the agreement or of the Council, must accompany this form.</p>	<p><b>1) COUNCIL DETAILS</b></p> <p>Name: .....</p> <p>.....</p> <p>Address: .....</p> <p>.....</p> <p>.....</p> <p>Tel: ..... Fax: .....</p> <p><b>2) EXTENSION OF PERIOD, OR RENEWAL, OF COLLECTIVE AGREEMENT EXTENDED TO NON-PARTIES</b></p> <p>On ..... a collective agreement was extended in terms of (date)</p> <p>of section 32 to non-parties in the Government Gazette ..... on (number)</p> <p>..... That agreement expires/lapsed on ..... (date) (date)</p> <p>The Council requests the Minister to ..... the (extend or renew)</p> <p>collective agreement for the period ..... to ..... (date) (date)</p> <p>The following registered trade unions voted in favour of the extension of the period or the renewal:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>..... (names of trade unions)</p> <p>Their members constitute the majority of the members of the trade unions that are party to the collective agreement.</p>

.... please turn over →

If a determination in terms of section 49(2) or (3) has not been done within the last twelve months, or there has been a change of parties to the agreement or Council, each party to the collective agreement must fill in either page 3 or 4 of this form.

Before a collective agreement may be extended, the agreement itself must comply with the provisions of section 32.

**CHECK!**

Have you prepared/included:

Two copies of the collective agreement?

A copy of the Certificate of Representativeness or the representativeness tables on pages 3 and 4?

The following registered employers' organisations voted in favour of the extension:

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

(names of employers' organisations)

They employ the majority of the employees employed by the members of their employers' organisations that are party to the Council.

... please turn over →





	<p><b>3) REPRESENTATIVENESS</b></p> <p>_____ Total number of employees falling within the scope of the collective agreement and who belong to the trade unions that are party to the collective agreement.</p> <p>_____ Total number of employers falling within the scope of the collective agreement and who belong to the employers' organisations that are party to the collective agreement.</p> <p>_____ Total number of employees employed within the scope of the collective agreement by the employers who belong to the employers' organisations that are party to the collective agreement.</p> <p>_____ Total number of employers within the scope of the collective agreement.</p> <p>_____ Total number of employees employed within the scope of the collective agreement.</p> <p>Signature of Secretary of Council .....</p> <p>Name .....</p> <p>Date .....</p>
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**DEPARTMENT OF LABOUR DETAILS**


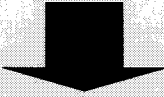
I, ....., duly authorised thereto in terms of Regulation 7(2),  
(name of official)



have checked the information and certify that it is substantially correct.

Signature: .....

Date: .....

Place: .....

<p style="text-align: center;"><b>LRA Form 3.7</b> <b>Section 32(7)</b> <b>Labour Relations Act, 1995</b></p>	<div style="text-align: right;">  </div> <p style="text-align: center;"><b>COUNCIL REQUESTS CANCELLATION OF NOTICE EXTENDING COLLECTIVE AGREEMENT TO NON-PARTIES</b></p>
<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 requests the Minister of Labour to cancel parts of, or the whole of a collective agreement extended to non-parties.</p> <p><b>WHO FILLS IN THIS FORM?</b></p> <p>The Secretary of the Council.</p> <p><b>WHERE DOES THIS FORM GO?</b></p> <p>The Minister of Labour, c/o the Director-General, Department of Labour, Private Bag X117, Pretoria, 0001. Fax 012-309 4156. Email: <a href="mailto:collective.agreements@labour.gov.za">collective.agreements@labour.gov.za</a></p> <p><b>NOTES</b></p> <p>A copy of the resolution must be attached to this form</p> <p>In terms of section 32(10) a council that terminates an extended agreement must notify the Minister</p>	<p><b>1) COUNCIL DETAILS</b></p> <p>Name: .....</p> <p>.....</p> <p>Address: .....</p> <p>.....</p> <p>.....</p> <p>Tel: ..... Fax: .....</p> <p><b>2) CANCELLATION OF NOTICE EXTENDING COLLECTIVE AGREEMENT TO NON-PARTIES</b></p> <p>The Council has resolved on ..... to request the Minister to publish a notice in the Government Gazette cancelling:</p> <p><input type="checkbox"/> Clause(s) ..... (clause number(s))</p> <p>of the notice published in Government Gazette</p> <p>..... from .....</p> <p>(reference number and date of publication) (date of proposed cancellation)</p> <p>Or</p> <p><input type="checkbox"/> The notice published in Government Gazette</p> <p>..... from .....</p> <p>(reference number and date of publication) (date of proposed cancellation)</p> <p>Signature of the Secretary of the Council: .....</p> <p>Name: .....</p> <p>Date: .....</p>

<p style="text-align: center;"><b>LRA Form 3.8</b>  <b>Section 33(1) and 43(3)</b>  <b>Labour Relations Act,</b>  <b>1995</b></p>	<p style="text-align: center;"><b>COUNCIL REQUESTS APPOINTMENT OF  DESIGNATED AGENT</b></p> <div style="text-align: right;"></div>
<p style="text-align: center;"><b>READ THIS FIRST</b></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 requests the Minister of Labour to appoint an agent to help the Council enforce its collective agreements.</p> <p style="text-align: center;"><b>WHO FILLS IN  THIS FORM?</b></p> <p>The Secretary of the Council.</p> <p style="text-align: center;"><b>WHERE DOES THIS  FORM GO?</b></p> <p>The Minister of Labour, c/o the Director-General, Department of Labour, Private Bag X117, Pretoria, 0001.  Fax 012-309 4156.  E-mail:  <a href="mailto:registrar.labourrelations@labour.gov.za">registrar.labourrelations@labour.gov.za</a></p> <p style="text-align: center;"><b>OTHER INSTRUCTIONS</b></p> <p>Two completed signed copies of this form must be sent to the Director-General of Labour</p> <p>Attach a certified copy of the applicant's ID</p>	<p><b>1) COUNCIL DETAILS</b></p> <p>Name: .....</p> <p>.....</p> <p>Address: .....</p> <p>.....</p> <p>.....</p> <p>Tel: ..... Fax: .....</p> <p><b>2) DESIGNATED AGENT DETAILS</b></p> <p>The Minister is requested to appoint the person, whose details follow, as a designated agent of the Council:</p> <p>Name: .....</p> <p>ID: .....</p> <p>Address: .....</p> <p>.....</p> <p>Experience and Qualifications: .....</p> <p>.....</p> <p>.....</p> <p>Period of service with Council: .....</p> <p>.....</p> <p>Signature of Secretary of Council: .....</p> <p>Name: .....</p> <p>Date: .....</p>

LRA Form 3.9  
Section 33(2)  
Labour Relations Act, 1995

**CERTIFICATE OF  
APPOINTMENT AS DESIGNATED AGENT  
OF A COUNCIL**

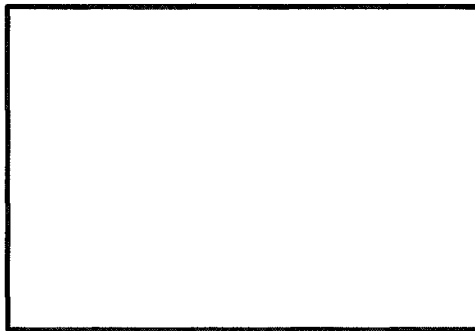
This is to certify that .....  
(Name of designated agent)

with identity number ....., has in terms of section 33(2)

of the Labour Relations Act, 1995, been appointed as a designated agent of the

.....  
.....  
(Name of Council)

with effect from .....  
(date)



(Official stamp of Council)

.....  
Signature: Secretary of Council



Name: .....

Date: .....

Department of Labour reference number: .....



<p style="text-align: center;"><b>LRA Form 3.10A</b>  <b>Section 33A(5) /127(6) read with</b>  <b>142</b>  <b>Labour Relations Act, 1995</b></p>	<h2 style="margin: 0;">SUBPOENA BY COUNCIL ARBITRATOR</h2>
<p>To: _____  <small>(Name of subpoenaed person)</small></p> <p>_____ <small>(Organisation of subpoenaed person)</small></p> <p>_____ <small>(Address of subpoenaed person)</small></p> <p>The _____ Council has appointed an Arbitrator to attempt to resolve a dispute in terms of the Labour Relations Act, 1995 (No. 66 of 1995)</p> <p>Arbitrator _____ has been appointed.  <small>(Name of Arbitrator)</small></p> <p>The dispute is between _____  and _____  <small>(Names of parties)</small></p> <p>Issue of Dispute: _____</p> <p>You are required in terms of Section 142 of the Labour Relations Act 1995 to appear before the Arbitrator at _____  _____ <small>(Address where hearing is being held)</small></p> <p>on _____ at _____ and any subsequent day(s) to which the  <small>(Date of hearing)</small> <small>(Time of hearing)</small>  proceedings may be postponed.</p> <p>You are subpoenaed:           for questioning in terms of Section 142(1)(a)    to produce any book, document or object in terms of Section 142(1)(b)    to give expert evidence in terms of Section 142(1)(c)</p> <p><small>(Highlight/mark appropriate block)</small></p> <p>You must bring and produce the books, documents or objects listed below:  _____  _____  _____ <small>(List books, documents and objects)</small></p> <p>The party requesting the subpoena has been directed to furnish you with the first day witness fees together with the reasonable travel expenses to attend the hearing.</p> <p>Signature of Secretary/Regional Secretary of Council: _____ Date: _____</p> <p>Name: _____ Place: _____</p>	

<p style="text-align: center;"><b>LRA Form 3.11</b> <b>Section 34(2)</b> <b>Labour Relations Act,</b> <b>1995</b></p>	<p style="font-size: 1.2em;"><b>AMALGAMATING BARGAINING COUNCIL APPLIES FOR REGISTRATION</b></p> 
<p style="text-align: center;"><b>READ THIS FIRST</b></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 an application by Bargaining Councils who wish to amalgamate (to join together) to apply for registration. After registration of the new Council the Registrar cancels each of the separate Bargaining Council's registration.</p> <p style="text-align: center;"><b>WHO FILLS IN THIS FORM?</b></p> <p>The Secretary of the amalgamating Bargaining Councils.</p> <p style="text-align: center;"><b>WHERE DOES THIS FORM GO?</b></p> <p>To the Registrar of Labour Relations, Department of Labour, Private Bag X117, Pretoria, 0001. Fax 012-309 4156. Email: <a href="mailto:registrar.labourrelations@labour.gov.za">registrar.labourrelations@labour.gov.za</a></p> <p style="text-align: right; margin-top: 20px;">... please turn over →</p>	<p><b>1) AMALGAMATING BARGAINING COUNCIL DETAILS</b></p> <p>Names and addresses of Bargaining Councils:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p><b>2) APPLICATION</b></p> <p>We apply for the registration of an amalgamated Bargaining Council for the proposed scope: .....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p style="text-align: center;">(sector)</p>

**OTHER INSTRUCTIONS**

Two completed copies of this form must be sent to the Registrar of Labour Relations

The Secretary of each Bargaining Council that is amalgamating must either attach its Certificate of Representativeness (issued to the council within the 12 months prior to the date of application) or fill in the table on page 3.

If you need more space to write the information, use an extra piece of paper and attach it to this form.

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.....  
.....

(Area)

**3) NAME AND ADDRESS**

The name of the Council will be:

.....  
.....

The address of the Council will be:

Postal Address: .....

.....

Physical Address: .....

.....

Tel ..... Fax .....

Date .....

... please turn over →



<p><b>Submit the following documents:</b></p> <p>Copy of the resolution to amalgamate passed by each of the Councils</p> <p>A certificate by the Secretary of each Council that the resolution complied with Council's constitution.</p>	<p><b>4) REPRESENTATIVENESS OF THE BARGAINING COUNCIL</b></p> <p>_____ Total number of employees falling within the proposed scope of the Bargaining Council and who belong to the trade unions that are party to the Council.</p> <p>_____ Total number of employers falling within the proposed scope of the Bargaining Council and who belong to the employers' organisations that are party to the Council.</p> <p>_____ Total number of employees employed within the proposed scope of the Bargaining Council by the employers who belong to the employers' organisations that are party to the Council.</p> <p>_____ Total number of employers within the proposed scope of the Bargaining Council.</p> <p>_____ Total number of employees employed within the proposed scope of the Bargaining Council.</p> <p><b>5) SIGNATORIES</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 60%;">Name of amalgamating Council</th> <th style="text-align: left; width: 40%;">Signature of Secretary</th> </tr> </thead> <tbody> <tr><td>1.....</td><td>.....</td></tr> <tr><td>2.....</td><td>.....</td></tr> <tr><td>3.....</td><td>.....</td></tr> <tr><td>4.....</td><td>.....</td></tr> <tr><td>5.....</td><td>.....</td></tr> <tr><td>6.....</td><td>.....</td></tr> <tr><td>7.....</td><td>.....</td></tr> </tbody> </table> <p>Date: .....</p>	Name of amalgamating Council	Signature of Secretary	1.....	.....	2.....	.....	3.....	.....	4.....	.....	5.....	.....	6.....	.....	7.....	.....
Name of amalgamating Council	Signature of Secretary																
1.....	.....																
2.....	.....																
3.....	.....																
4.....	.....																
5.....	.....																
6.....	.....																
7.....	.....																

... please turn over →

**DEPARTMENT OF LABOUR DETAILS**

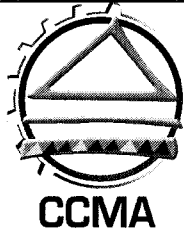
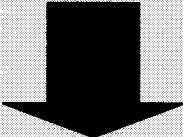
I, ....., duly authorised thereto in terms of Regulation 7(2), have  
(name of official)

checked the information and certify that it is substantially correct as on the date of application.

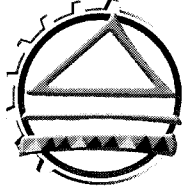
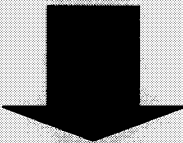
Signature: .....

Name: .....

Date: .....

<p><b>LRA Form 3.12</b>  <b>Section 38(3)</b>  <b>Labour Relations Act, 1995</b></p>	<p><b>REFERRING PUBLIC SERVICE                  JURISDICTIONAL DISPUTES                  FOR CONCILIATION</b></p>	
<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 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</p> <p><b>Tel:</b> (011) 377 6650  <b>Fax:</b> (011) 834 7351  <b>E-mail:</b> <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>.....</p> <p>Postal Address: .....</p> <p>.....</p> <p>Tel: ..... Fax: .....</p> <p>Cell Number: ..... Email: .....</p> <p>Contact Person: .....</p> <p>Registration Number: .....</p> <p><b>2. DETAILS OF OTHER PARTY</b></p> <p>Name: .....</p> <p>.....</p> <p>Postal Address: .....</p> <p>.....</p> <p>Tel:..... Fax:.....</p> <p>Contact Person: .....</p> <p>Cell Number: ..... Email: .....</p> <p>Registration Number:.....</p>	
<p><b>CCMA Case Number</b> .....</p>		<p>Please turn over →</p>



<p><b>LRA Form 3.13</b>  <b>Section 38(4)</b>  <b>Labour Relations Act, 1995</b></p>	<p><b>REFERRING PUBLIC SERVICE                  JURISDICTIONAL DISPUTES                  FOR ARBITRATION</b></p>	 <p><b>CCMA</b></p>
<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 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><b>WHO FILLS IN THIS FORM?</b></p> <p>Any party to the dispute.</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</p> <p><b>Tel:</b> (011) 377 6650  <b>Fax:</b> (011) 834 7351  <b>E-mail:</b> <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>.....</p> <p>Postal Address: .....</p> <p>.....</p> <p>.....</p> <p>Tel:..... Fax:.....</p> <p>Cell:.....Email:.....</p> <p>Contact Person: .....</p> <p>Registration Number: .....</p> <p><b>2. DETAILS OF THE OTHER PARTY</b></p> <p>Name: .....</p> <p>.....</p> <p>Postal Address: .....</p> <p>.....</p> <p>.....</p> <p>Tel:..... Fax:.....</p> <p>Cell:..... Email:.....</p> <p>Contact Person: .....</p> <p>Registration Number: .....</p>	
<p><b>CCMA Case Number</b>.....</p>		<p>Please turn over →</p>







LRA Form 3.14  
Trade Union applies for establishment of a statutory council  
Page 3 of 3

Signature of Secretary of trade union .....

Name .....

Date .....

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**DEPARTMENT OF LABOUR DETAILS**

I, ....., duly authorised thereto in terms of Regulation 7(2), have  
(name of official)

checked the information and certify that it is substantially correct.

Signature: .....

Name: .....

Date: .....





LRA Form 3.15  
Employers' Organisation applies for establishment of a statutory council  
Page 3 of 3

Signature of Secretary of employers' organisation .....

Name .....

Date .....

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**DEPARTMENT OF LABOUR DETAILS**

I, ....., duly authorised thereto in terms of Regulation 7(2),  
(name of official)

Have checked the information and certify that it is substantially correct.

Signature: .....

Name: .....

Date: .....

LRA Form 3.16  
Section 42(a)  
Labour Relations Act, 1995



## CERTIFICATE OF REGISTRATION OF A STATUTORY COUNCIL

This is to certify that the .....

.....  
(Name of Statutory Council)

has in terms of section 42(a) of the Labour Relations Act, 1995, been registered as a

Statutory Council with effect from .....  
(date)

The registered scope of the Statutory Council is .....

.....  
.....  
.....  
(Sector)

in .....

.....  
(Area)



Date: .....



Reference number:.....

.....

Registrar of Labour Relations

(Official stamp)

<p style="text-align: center;"><b>LRA Form 3.17</b>  <b>Section 44(1) read with</b>  <b>section 44(2)</b>  <b>Labour Relations Act, 1995</b></p> <p style="text-align: center;"><b>READ THIS FIRST</b></p> <div style="text-align: center;">  </div> <p style="text-align: center;"><b>WHAT IS THE PURPOSE OF THIS FORM?</b></p> <p>A statutory council that is not sufficiently representative within its registered scope may submit a collective agreement as a recommendation to the Minister for promulgation as a determination under the Basic Conditions of Employment Act, 1997.</p> <p style="text-align: center;"><b>WHO FILLS IN THIS FORM?</b></p> <p>The Secretary of a statutory council.</p> <p style="text-align: center;"><b>WHERE DOES THIS FORM GO?</b></p> <p>To the Minister of Labour, c/o the Director General, Department of Labour, Private Bag X117, Pretoria 0001.          Fax 012-309 4156.          Email:  <a href="mailto:collective.agreements@labour.gov.za">collective.agreements@labour.gov.za</a></p> <p style="text-align: center;"><b>OTHER INSTRUCTIONS</b></p> <p>Two completed forms of this form must be sent to the Director-General, Department of Labour.</p> <p>Proof of compliance with Section 54(3) of the BCEA, 1997, must be attached to this form.</p> <p>Two copies of the collective agreement must be sent with this form.</p> <p style="text-align: center;"><b>CHECK!</b></p> <p>Have you prepared proof of compliance with section 54(3) of the BCEA, 1997?</p> <p>Have you prepared two copies of the collective agreement?</p>	<div style="text-align: center;">  </div> <p style="text-align: center;"><b>SUBMISSION OF COLLECTIVE AGREEMENT OF STATUTORY COUNCIL TO MINISTER FOR PROMULGATION AS A DETERMINATION</b></p> <p><b>STATUTORY COUNCIL DETAILS</b></p> <p>We, .....</p> <p style="text-align: center;">.....  <i>(name of statutory council)</i></p> <p>submit the collective agreement entered into on .....</p> <p style="text-align: center;">.....  <i>(date)</i></p> <p>to the Minister for promulgation as a determination under the Basic Conditions of Employment Act, 1997 (BCEA, 1997).</p> <p>We have complied with section 54(3) of the BCEA, 1997 as follows:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p style="text-align: center;">.....  <i>(describe details of compliance)</i></p> <p>Signature of Secretary: .....</p> <p>Name: .....</p> <p>Date: .....</p>
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<p>LRA Form 3.18 Section 44(5) Labour Relations Act, 1995</p>	<p style="text-align: center;"><b>STATUTORY COUNCIL REQUESTS MINISTER TO AMEND OR EXTEND PERIOD OF DETERMINATION</b></p> 
<p style="text-align: center;"><b>READ THIS FIRST</b></p>  <p style="text-align: center;"><b>WHAT IS THE PURPOSE OF THIS FORM?</b></p> <p>A statutory council may submit a proposal to the Minister to amend or extend the period of any determination. Examples of a determination are an educational training scheme, a provident fund or any other collective agreement entered into between the representatives or parties to a statutory council. The Minister may make the amendment by Notice in the Government Gazette.</p> <p style="text-align: center;"><b>WHO FILLS IN THIS FORM?</b></p> <p>The Secretary of the statutory council.</p> <p style="text-align: center;"><b>WHERE DOES THIS FORM GO?</b></p> <p>The Minister, c/o the Director General, Department of Labour, Private Bag X117, Pretoria, 0001. Fax 012-309 4156.</p> <p>Email: <a href="mailto:collective.agreements@labour.gov.za">collective.agreements@labour.gov.za</a></p> <p style="text-align: center;"><b>OTHER INSTRUCTIONS</b></p> <p>Two completed copies of this form must be sent to the Minister.</p>	<p>1) <b>STATUTORY COUNCIL DETAILS</b></p> <p>Name and address .....</p> <p>.....</p> <p>.....</p> <p>Tel: ..... Fax: .....</p> <p>2) <b>SUBMISSION</b></p> <p>We, ....., submit the following proposal to (name)</p> <p>the Minister to amend a determination or extend the period of determination.</p> <p>The Determination was published in Government Gazette ..... (Ref.)</p> <p>on ..... (date)</p> <p>Details of proposal: .....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>We request that the Minister publish this amendment or extension in the Government Gazette.</p> <p>Signature of Secretary of Council: .....</p> <p>Name: .....</p> <p>Date: .....</p>

<p style="text-align: center;"><b>LRA Form 3.19</b> <b>Section 48(1)</b> <b>Labour Relations Act,</b> <b>1995</b></p>	<p style="text-align: center;"><b>STATUTORY COUNCIL APPLIES TO</b> <b>REGISTER AS A BARGAINING COUNCIL</b></p>																						
<p style="text-align: center;"><b>READ THIS FIRST</b></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 an application by a statutory council to register as a Bargaining Council. The Registrar will have to establish whether the parties to the council are sufficiently representative and whether adequate provision is made in the proposed constitution of the Bargaining Council for the representation of small and medium enterprises.</p> <p style="text-align: center;"><b>WHO FILLS IN THIS FORM?</b></p> <p>The Secretary of the statutory council.</p> <p style="text-align: center;"><b>WHERE DOES THIS FORM GO?</b></p> <p>The Registrar of Labour Relations, Department of Labour, Private Bag X117, Pretoria, 0001. Fax 012-309 4156. Email: <a href="mailto:registrar.labourrelations@labour.gov.za">registrar.labourrelations@labour.gov.za</a></p> <p style="text-align: center;"><b>OTHER INSTRUCTIONS</b></p> <p>Two completed copies of this form must be sent to the Registrar of Labour Relations.</p>	<p><b>1) STATUTORY COUNCIL DETAILS</b></p> <p>Name: .....</p> <p>.....</p> <p>.....</p> <p>Address: .....</p> <p>.....</p> <p>.....</p> <p>Tel: ..... Fax: .....</p> <p>We have complied with all the provisions in our council's constitution in order to apply for registration as a Bargaining Council.</p> <p>The Registration Number of this statutory council is .....</p> <p><b>2) PARTIES</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Employers' Organisations</th> <th style="width: 50%;">Trade Unions</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Employers' Organisations	Trade Unions																				
Employers' Organisations	Trade Unions																						

... please turn over →





<p>Two signed copies of the proposed constitution of the Bargaining Council must be attached.</p> <p>Each employers' organisation which is party to the Bargaining Council must fill in page 2 of 4.</p> <p>Each trade union which is party to the Bargaining Council must fill in page 3 of 4.</p> <p style="text-align: center;"><b>CHECK!</b></p> <p>Have you prepared two copies of this form?</p> <p>Have you attached two copies of the constitution of the Bargaining Council?</p> <p>Have you filled in the representativeness tables?</p>	<p><b>3) REPRESENTATIVENESS</b></p> <p>_____ Total number of employees falling within the scope of the council and who belong to the trade unions that are party to the council.</p> <p>_____ Total number of employers falling within the scope of the council and who belong to the employers' organisations that are party to the council.</p> <p>_____ Total number of employees employed within the scope of the council by the employers who belong to the employers' organisations that are party to the council.</p> <p>_____ Total number of employers within the scope of the council.</p> <p>_____ Total number of employees employed within the scope of the council.</p> <p>Signature of Secretary of Council .....</p> <p>Name .....</p> <p>Date .....</p>
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DEPARTMENT OF LABOUR DETAILS

I, ....., duly authorised thereto in terms of Regulation 7(2), have  
 (name of official)

checked the information and certify that it is substantially correct.

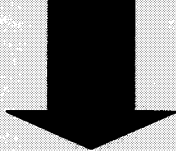
Signature: .....

Date: .....

Place: .....

**LRA Form 3.20  
Section 49(3)  
Labour Relations Act, 1995**

**READ THIS FIRST**



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

This form provides the Registrar with information to decide whether or not a Council is representative within its registered scope

**WHO FILLS IN THIS FORM?**

The Secretary of the Council

**WHERE DOES THIS FORM GO?**

The Registrar of Labour Relations, c/o the Director General, Department of Labour, Private Bag X117, Pretoria, 0001, Fax: 012-309 4156.

Email: [registrar.labourrelations@labour.gov.za](mailto:registrar.labourrelations@labour.gov.za)

**OTHER INSTRUCTIONS**

- Two completed copies of this form must be sent to the Registrar.
- The Secretary should ensure that information in respect of each employers' organisation which is party to the Council is completed on page 2.
- The Secretary should ensure that information in respect of each trade union which is party to the Council is completed on page 3.

**COUNCIL SUBMITS  
PARTICULARS OF REPRESENTATIVENESS OF ITS  
REGISTERED SCOPE**



**PARTICULARS OF REPRESENTATIVENESS OF COUNCIL TO BE SUBMITTED TO REGISTRAR FOR PURPOSE OF CONDUCTING ANNUAL REVIEW OF REPRESENTATIVENESS IN TERMS OF SECTION 49(3)**

**1) COUNCIL DETAILS**

Name and address:

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

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

**2) REPRESENTATIVENESS**

Total number of employees falling within the registered scope of the council and who belong to the trade unions which are parties to that council:

.....

Total number of employers falling within the registered scope of the council and who belong to the employers' organisations which are party to that council:

.....

Total number of employees employed within the registered scope of the council by members of the employers' organisations that are party to that council:

.....

Total number of employees employed within the registered scope of the council:

.....

Total number of employers operating within the registered scope of the council:

.....

please turn over →





LRA Form 3.20  
Council submits particulars of representativeness  
Page 4 of 4

Signature of Secretary: .....

Name: .....

Date: .....

DEPARTMENT OF LABOUR DETAILS

I, ..... , duly authorised thereto in terms of Regulation 7(2), have  
(name of official)

checked the information and am satisfied that the information was substantially correct as at

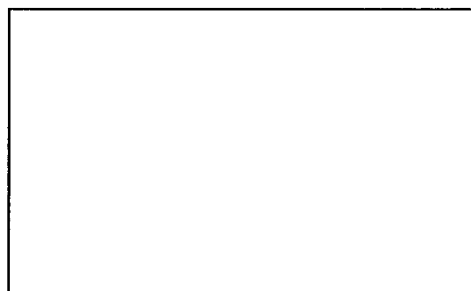
.....

(date of council details)



Signature: .....

Today's date: .....

Place: .....



(Official stamp)

<p><b>LRA Form 3.20 A</b>  <b>Section 49(2)</b>  <b>Labour Relations Act,</b>  <b>1995</b></p>	<p align="center"><b>COUNCIL SUBMITS PARTICULARS OF REPRESENTATIVENESS OF PARTIES TO A COLLECTIVE AGREEMENT</b></p> 
<p><b>READ THIS FIRST</b></p>  <p><b>WHAT IS THE PURPOSE OF THIS FORM?</b></p> <p>This form provides the Registrar with information to determine the representativeness of parties to an agreement that has been extended to non-parties.</p> <p><b>WHO FILLS IN THIS FORM?</b></p> <p>The Secretary of the Bargaining Council.</p> <p><b>WHERE DOES THIS FORM GO?</b></p> <p>The Registrar of Labour Relations, Department of Labour, Private Bag X117, Pretoria, 0001. Fax 012-309 4156. Email: registrar.labourrelations@labour.gov.za</p> <p><b>OTHER INSTRUCTIONS</b></p> <p>Two completed copies of this form must be sent to the Registrar.</p> <p>The Secretary should ensure that information in respect of each employers' organisation which is party to the agreement is completed on page 2.</p> <p>The Secretary should ensure that information in respect of each trade union which is party to the agreement is completed on page 3.</p>	<p><b>1) COUNCIL DETAILS</b></p> <p>Name: .....</p> <p>Address: .....</p> <p>Tel: ..... Fax: .....</p> <p><b>2) REPRESENTATIVENESS OF THE PARTIES TO THE COUNCIL'S AGREEMENT AS PUBLISHED IN GOVERNMENT GAZETTE NR: ..... DATED .....</b></p> <p>Total number of employees falling within the scope of the agreement and who belong to the trade unions which are parties to the agreement:</p> <p>.....</p> <p>Total number of employers falling within the scope of the agreement and who belong to the employers' organisations which are party to the agreement:</p> <p>.....</p> <p>Total number of employees employed within the scope of the agreement by members of the employers' organisations that are party to the agreement:</p> <p>.....</p> <p>Total number of employees employed within the scope of the agreement:</p> <p>.....</p> <p>Total number of employers operating within the scope of the agreement:</p> <p>.....</p>

... please turn over →





LRA Form 3.20 A  
Council submits particulars of representativeness of parties to a collective agreement  
Page 4 of 4

Signature of Secretary: .....

Name: .....

Date: .....

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**DEPARTMENT OF LABOUR DETAILS**



I, ..... , duly authorized thereto in terms of Regulation 7(2), have checked the  
*(name of official)*

information and am satisfied that the information was substantially correct as at .....  
*(date of council details)*

Signature: .....

Name: .....

Date: .....

<p style="text-align: center;"><b>LRA Form 3.20 B</b> <b>Section 54(2)(f)</b> <b>Labour Relations Act,</b> <b>1995</b></p>	<p style="text-align: center;"><b>COUNCIL SUBMITS PARTICULARS OF</b> <b>SMALL ENTERPRISES</b></p> <div style="text-align: right;">  </div>
<p style="text-align: center;"><b>READ THIS FIRST</b></p> <div style="text-align: center;">  </div> <p style="text-align: center;"><b>WHAT IS THE PURPOSE OF THIS FORM?</b></p> <p>Every bargaining council must annually supply information required on this form to the Registrar of Labour Relations annually by January covering the previous calendar year ending 31 December.</p> <p style="text-align: center;"><b>WHO FILLS IN THIS FORM?</b></p> <p>The Secretary of the Bargaining Council.</p> <p style="text-align: center;"><b>WHERE DOES THIS FORM GO?</b></p> <p>The Registrar of Labour Relations, Department of Labour, Private Bag X117, Pretoria, 0001. Fax 012-309 4156; E-mail: <a href="mailto:registrar.labourrelations@labour.gov.za">registrar.labourrelations@labour.gov.za</a>.</p> <p style="text-align: center;"><b>OTHER INSTRUCTIONS</b></p> <p>Two completed copies of this form must be sent to the Registrar.</p>	<p><b>1) BARGAINING COUNCIL DETAILS</b></p> <p>Name of council: .....</p> <p>.....</p> <p>Address: .....</p> <p>.....</p> <p>Secretary of Council: .....</p> <p>Contact Number: .....</p> <p>E-mail Address: .....</p> <p><b>2) COUNCIL'S DEFINITION OF SMALL ENTERPRISE</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p><b>3) EMPLOYMENT WITHIN COUNCIL'S JURISDICTION</b></p> <p>..... Employers employing a total of .....</p> <p>Employees are within the registered scope of the Council.</p>

... please turn over →

**4) INFORMATION ON SMALL ENTERPRISES FALLING WITHIN REGISTERED SCOPE OF COUNCIL**

How many small enterprises: -

- Are within the Bargaining Council's registered scope? .....
- Are members of the employer parties to the Council? .....
- Are covered by collective agreements extended to non-parties in terms of section 32? .....
- How many employees are employed by small enterprises within the Council's registered scope? .....

Of those employees, how many are: -

- Employed by members of the employer parties to the Council? .....
- Party trade union members? .....

**5) REPRESENTATION OF SMALL ENTERPRISES**

Do small enterprises have representatives on the Council? .....

- Number of seats allocated to small enterprises .....
- Total number of seats in the Council .....

Do small enterprises have representatives on the Exemption Board? .....



- Number of seats allocated to small enterprises on the Board .....
- Total number seats on the Board .....

\*Do small enterprises have representatives on the Boards of Council's Funds? .....

- Number of seats allocated to small enterprises .....
- Total number of seats on the Boards of the Council's Funds .....

Signature of Secretary of Council: .....

Date: .....

<p style="text-align: center;"><b>LRA Form 3.20 C</b> <b>Section 54(2)(f)</b> <b>Labour Relations Act,</b> <b>1995</b></p>	<p style="text-align: center;"><b>COUNCIL SUBMITS PARTICULARS OF EXEMPTIONS AND ENFORCEMENT</b></p> <div style="text-align: right;">  </div>																								
<p style="text-align: center;"><b>READ THIS FIRST</b></p> <div style="text-align: center;">  </div> <p style="text-align: center;"><b>WHAT IS THE PURPOSE OF THIS FORM?</b></p> <p>Every bargaining council must annually supply information required on this form to the Registrar of Labour Relations by January covering the previous calendar year ending 31 December.</p> <p style="text-align: center;"><b>WHO FILLS IN THIS FORM?</b></p> <p>The Secretary of the Bargaining Council.</p> <p style="text-align: center;"><b>WHERE DOES THIS FORM GO?</b></p> <p>The Registrar of Labour Relations, Department of Labour, Private Bag X117, Pretoria, 0001. Fax 012-309-4156 E-mail: <a href="mailto:registrar.labourrelations@labour.gov.za">registrar.labourrelations@labour.gov.za</a></p> <p style="text-align: center;"><b>OTHER INSTRUCTIONS</b></p> <p>Two completed copies of this form must be sent to the Registrar.</p>	<p><b>1) BARGAINING COUNCIL DETAILS</b></p> <p>Name of council: .....</p> <p>.....</p> <p>Address: .....</p> <p>.....</p> <p>Secretary of Council: .....</p> <p>Contact Number: .....</p> <p>E-mail Address: .....</p> <p><b>2) EXEMPTIONS</b></p> <p><b>2.1 Parties to the Council</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="text-align: left;">Employer size</th> <th style="text-align: center;">9 or less</th> <th style="text-align: center;">10 - 49</th> <th style="text-align: center;">50 - 99</th> <th style="text-align: center;">100 - 500</th> <th style="text-align: center;">501 and more</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">Total number of exemption applications</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </tbody> </table> <p><b>2.2 Non-parties to the Council</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Employer size</th> <th style="text-align: center;">9 or less</th> <th style="text-align: center;">10 - 49</th> <th style="text-align: center;">50 - 99</th> <th style="text-align: center;">100 - 500</th> <th style="text-align: center;">501 and more</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">Total number of exemption applications</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </tbody> </table>	Employer size	9 or less	10 - 49	50 - 99	100 - 500	501 and more	Total number of exemption applications						Employer size	9 or less	10 - 49	50 - 99	100 - 500	501 and more	Total number of exemption applications					
Employer size	9 or less	10 - 49	50 - 99	100 - 500	501 and more																				
Total number of exemption applications																									
Employer size	9 or less	10 - 49	50 - 99	100 - 500	501 and more																				
Total number of exemption applications																									

... please turn over →

**2.3 All exemptions processed by the Council**

Exemptions	Granted	Partially granted	Refused	Withdrawn	Under consideration
Total exemptions					

**NOTE: ALL APPLICATIONS FOR EXEMPTIONS SHOULD BE FINALISED WITHIN 30 DAYS OF RECEIPT**

**2.4 Exemptions by SMME(s)**

Exemptions	Granted	Partially granted	Refused	Withdrawn	Under consideration
Total exemptions for SMMEs					

**2.5 Total exemptions - All exemption applications received**

Type of exemptions	Granted	Partially granted	Refused	Withdrawn	Under consideration
Wages					
Conditions of employment					
Pension/provident fund					
Medical/sick fund					
Other					

Specify other .....

.....

**2.6 Exemptions - SMMEs**

Type of exemptions	Granted	Partially granted	Refused	Withdrawn	Under consideration
Wages					
Conditions of employment					
Pension/provident fund					
Medical/sick fund					
Other					

Specify other (for SMMEs) .....

... Please turn over

**3) ENFORCEMENT OF AGREEMENTS**

Total number of Designated Agents		Inspections		Compliance Orders	
Full time	Part-time	Total inspections conducted in Industry	Conducted on small enterprises	Issued in the Industry	Issued to small enterprises

Signature of Secretary of Council .....

Date: .....

LRA Form 3.21  
Section 49(4)  
Labour Relations Act, 1995



### CERTIFICATE OF REPRESENTATIVENESS OF COUNCIL

The Secretary  
Bargaining Council

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

In terms of section 49(4) I am satisfied that the .....  
*(name of council)*  
..... is a representative Council.

1. On the ..... there were .....  
*(date)* *(number)*  
employees employed within the registered scope of the Council.

2. On the ..... there were ..... members of  
*(date)* *(number)*  
the trade unions that were party to the Council who were employed within the scope of the Council.

3. On the ..... there were ..... employees  
*(date)* *(number)*  
employed within the registered scope of the Council by members of the employers' organisations,  
party to the Council.

Date: .....

Reference number: .....

*(Official Stamp)*

.....  
Registrar of Labor Relations

LRA Form 3.21 A  
Labour Relations Act, 1995  
Section 49(2)



**CERTIFICATE  
OF REPRESENTATIVENESS OF PARTIES TO A  
COLLECTIVE AGREEMENT**

The Secretary

Bargaining Council

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

In terms of section 49(2) I am satisfied that the parties to your Council's .....  
..... Agreement is representative.

1. On the ..... there were .....  
(date) (number)  
employees employed within the scope of the Agreement.

2. On the ..... there were ..... members of  
(date) (number)  
the trade unions that were party to the Council who employed within the scope of the Agreement.

3. On the ..... there were ..... employees  
(date) (number)  
employed within the scope of the Agreement by members of the employers' organisations, party to  
the Agreement.

Date: .....

Reference no.: .....

.....  
Registrar of Labour Relations

(Official stamp)