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PROCLAMATION

by the

President of the Republic of South Africa

No. R. 66, 1996

COMMENCEMENT OF THE LABOUR RELATIONS ACT, 1995 (ACT No. 66 OF 1995), AND THE LABOUR RELATIONS AMENDMENT ACT, 1996 (ACT No. 42 OF 1996)

In terms of section 214 (2) of the Labour Relations Act, 1995 (Act No. 66 of 1995), and section 58 of the Labour Relations Amendment Act, 1996 (Act No. 42 of 1996), I hereby determine that all the provisions of the Act which have not been put into operation and the Amendment Act shall come into operation on **11 November 1996**.

Given under my Hand and the Seal of the Republic of South Africa at Cape Town this Sixteenth day of October, One thousand Nine hundred and Ninety-six.

N. R. MANDELA

President

By Order of the President-in-Cabinet:

T. T. MBOWENI

Minister of the Cabinet

GOVERNMENT NOTICES

DEPARTMENT OF LABOUR

No. R. 1734

1 November 1996

LABOUR RELATIONS ACT, 1995

AMENDMENT OF SCHEDULE 7

Under the powers vested in me by section 207 (1) of the Labour Relations Act, 1995 (Act No. 66 of 1995), I hereby amend Schedule 7 to that Act by effecting the additions and changes as set out in the Annexure.

T. T. MBOWENI**Minister of Labour****ANNEXURE****AMENDMENT OF SCHEDULE 7 TO THE LABOUR RELATIONS ACT, 1995**

1. Item 5 of Schedule 7 of the Labour Relations Act, 1995 (Act No. 66 of 1995), is hereby amended by the substitution for subitem (1) of the following subitem:

“(1) *A trade union or employers’ organisation registered or deemed to be registered in terms of the labour relations laws immediately before the commencement of this Act, will be deemed to be a registered trade union or registered employers’ organisation under this Act and continues to be a body corporate.*”.

2. Item 7 of that Schedule (hereinafter referred to as Schedule 7), is hereby amended by the substitution for subitem (1) of the following subitem:

“(1) An industrial council registered or deemed to be registered in terms of the Labour Relations Act immediately before the commencement of *this Act*, will be deemed to be a *bargaining council* under *this Act* and continues to be a body corporate.”.

3. The following item is hereby inserted in Schedule 7 after item 8:

“8A. Pending enquiries by industrial registrar

Any pending enquiry conducted by the industrial registrar under section 12 (3) of the Labour Relations Act must, after the commencement of *this Act*, be continued and dealt with further by the same person in terms of the Labour Relations Act as if it had not been repealed.”.

4. Item 12 of Schedule 7 is hereby amended—

- (a) by the substitution for subitem (1) of the following subitem:

“(1) (a) Any agreement promulgated in terms of section 48, any award binding in terms of sections 49 and 50, and any order made in terms section 51A, of the Labour Relations Act and in force immediately before the commencement of *this Act*, remains in force and enforceable, subject to paragraphs (b) and (c) of this subitem, and to subitem (5B), for a period of 18 months after the commencement of *this Act* or until the expiry of that agreement, award or order, which-ever is the shorter period, in all respects, as if the Labour Relations Act had not been repealed.

- (b) On the request of any Council deemed by item 7 (1) to be a *bargaining council*, an agreement referred to in paragraph (a) that had been concluded in that council—

(i) if it expires before the end of the 18 month period referred to in paragraph (a) may be extended in accordance with the provisions of subsection (4) (a) (i) of section 48 of the Labour Relations Act, for a period ending before or on the expiry of that 18 month period, which provisions, as well as any other provisions of the Labour Relations Act relating to industrial council agreements extended in terms of that subsection, will apply in all respects, read with the changes required by the context, in relation to any agreement extended on the authority of this subparagraph as if those various provisions had not been repealed;

- (ii) may be cancelled, in whole or in part, in accordance with the provisions of subsection (5) of section 48 of the Labour Relations Act, which provisions, as well as any other provisions of the Labour Relations Act relating to industrial council agreements wholly or partly cancelled in terms of that subsection, will apply in all respects, read with the changes required by the context, in relation to any agreement wholly or partly cancelled on the authority of this subparagraph as if those various provisions had not been repealed.
- (c) An agreement referred to in paragraph (a) that had been concluded by parties to a conciliation board—
 - (i) if it expires before the end of the 18 month period referred to in paragraph (a), may, at the request of the parties that were represented on that conciliation board at the time of the conclusion of that agreement, be extended in accordance with, and in the manner provided for in, paragraph (b) (i) which will apply, read with the changes required by the context, in relation to the extension of agreements of that nature;
 - (ii) may, at the request of those parties, be cancelled, in whole or in part, in accordance with paragraph (b) (ii), which will apply, read with the changes required by the context, in relation to the cancellation of agreements of that nature.”;
- (b) by the insertion after subitem (1) of the following subitem:
 - “(1A) (a) An agreement referred to in subitem (1) that had been concluded in a council deemed by item 7 (1) to be a *bargaining council*, may be amended or amplified by a further agreement concluded in that *bargaining council* and promulgated in accordance with the provisions of subsection (1) and (2) of section 48 of the Labour Relations Act, which provisions will apply, in all respects, read with the changes required by the context, for the purposes of this paragraph as if they had not been repealed.
 - (b) Subitems (1) (b), (3) and (8) (a) will apply to any further agreement concluded and promulgated on the authority of paragraph (a) of this subitem, in all respects, as if it were an agreement referred to in subitem (1) (a).”;
- (c) by the insertion after subitem (5) of the following subitems:
 - “(5A) Any exemption from an agreement or award, or from an order, contemplated in subitem (1), that was in force immediately before the commencement of *this Act*, will remain in force for a period of 18 months after the commencement of *this Act* or until the period for which the exemption had been granted, has expired, whichever is the shorter period, as if the Labour Relations Act had not been repealed.
 - (5B) Any one or more of or all the provisions of an order referred to in subitem (1) (a), may be cancelled, suspended or amended by the *Minister* in accordance with the provisions of section 51A (4) (a) of the Labour Relations Act, which provisions will apply for the purposes of this subitem as if they had not been repealed.”;
- (d) by the substitution for subitem (6) of the following subitem:
 - “(6) Any pending application for an exemption from all or any of the provisions of any agreement or award remaining in force in terms of subitem (1), or for an exemption from any provision of an order remaining in force in terms of that subitem, must—
 - (a) in the case of that agreement or award, be dealt with in terms of the provisions of section 51 and, whenever applicable, any other relevant provisions, of the Labour Relations Act, in all respects, read with the changes required by the context, as if the provisions in question had not been repealed;
 - (b) in the case of that order, be dealt with in terms of the provisions of section 51A and whenever applicable, any other relevant provisions, of the Labour Relations Act as if the provisions in question had not been repealed.”; and
- (e) by the addition after subitem (7) of the following subitem:
 - “(8) After the commencement of this Act and despite the repeal of the Labour Relations Act—
 - (a) any person or class of persons bound by an agreement or award remaining in force in terms of subitem (1), may apply in accordance with the provisions of section 51 of the Labour Relations Act for an exemption from all or any of the provisions of that agreement or award (as the case may be). Any application so made must be dealt with in terms

of the provisions of section 51 and, whenever applicable, any other relevant provisions, of the Labour Relations Act, in all respects, as if the provisions in question had not been repealed;

- (b) any person bound by an order remaining in force in terms of subitem (1), may apply in accordance with the provisions of section 51A of the Labour Relations Act for an exemption from any provision of that order. Any application so made must be dealt with in terms of the provisions of section 51A and, whenever applicable, any other relevant provisions, of the Labour Relations Act, in all respects, as if the provisions in question had not been repealed.”

5. The following item is hereby inserted in Schedule 7 after item 12:

“12A. Designated agents

- (1) Any person appointed under section 62 of the Labour Relations Act as a designated agent of an industrial council deemed by item 7 (1) to be a *bargaining council*, who holds that office immediately before the commencement of *this Act*, will be deemed to be a designated agent appointed for the *bargaining council* under section 33 of *this Act*.
- (2) The certificate of appointment that had been issued in terms of section 62 (2) of the Labour Relations Act to that designated agent, will be deemed to have been issued in terms of section 33 (2) of *this Act*.”

6. The following item is hereby inserted in Schedule 7 after item 21:

“21A. Dispute resolution by councils before their accreditation

- (1) Despite the provisions of section 52, a *council* may attempt to resolve through conciliation—
- (a) any *dispute* that may be referred to it in terms of *this Act* before 1 December 1996; and
- (b) if the *council* has applied for accreditation in terms of section 127 of *this Act* before 1 December 1996, also any *dispute* so referred to it after 1 December 1996 but before the governing body of the Commission has made a decision on that application in terms of section 127 (5) of *this Act*.
- (2) For the purposes of subitem (1), any person appointed by a *council* to perform on its behalf the dispute resolution function referred to in that subitem, will be competent to exercise any of the powers conferred on a commissioner by section 142 of *this Act*, except the powers contemplated in subsection (1) (c) and (d) of that section. In applying that section for the purposes of this subitem, that section must be read with the changes required by the context, and any reference in that section to the *director* must be read as a reference to the *secretary* of the *council*.
- (3) A *council* must refer to the Commission, for arbitration, any *dispute* that—
- (a) was referred to the *council* in terms of *this Act* on the authority of subitem (1); and
- (b) remains unresolved after the *council* has attempted to resolve it through conciliation; and
- (c) is by *this Act* required to be resolved through arbitration.”

7. Item 22 of Schedule 7 is hereby amended—

- (a) by the insertion after subitem (2) of the following subitems:
- “(2A) In relation to any proceedings which, in terms of this Schedule, are brought or continued before the industrial court, the rules which, immediately before the commencement of *this Act*, were in force under the provisions of paragraph (c) or (d) of section 17 (22) of the Labour Relations Act will apply as if those provisions had not been repealed, subject to subitem (2B).
- (2B) The *Minister*, after consultation with the president of the industrial court, may make rules in accordance with the provisions of paragraph (c) of section 17 (22) of the Labour Relations Act, and, in accordance with the provisions of paragraph (d) of that section, may repeal or alter any rule so made as well as any of the rules contemplated in subitem (2A), as if those provisions had not been repealed and the *Minister* where the Board contemplated in those provisions.”; and
- (b) by the addition after subitem (5) of the following subitem:
- “(6) Despite the provisions of any other law but subject to the Constitution, no appeal will lie against any judgment or order given or made by the Labour Appeal Court established by *this Act* in determining any appeal brought in terms of subitem (5).”.

8. Schedule 7 is hereby amended by the addition of the following Part:

"PART G: ESSENTIAL SERVICES**24. Essential services in the public service**

An essential service contemplated in section 20 (1) of the Public Service Labour Relations Act will be deemed to have been designated an essential service in terms of *this Act* for a period of six months as from the commencement of *this Act*.

25. Essential services provided for in Labour Relations Act

The services in which employers referred to in paragraphs (a) and (b) of section 46 (1) of the Labour Relations Act and employees referred to in paragraphs (e) and (f) of that section are engaged, as well as any service contemplated in paragraph (a) or (b) of section 46 (1) of that Act in which are engaged the employers and employees to whom a notice in terms of the latter section applied immediately before the commencement of *this Act*, will be deemed to have been designated essential services in terms of *this Act* for a period of six months as from the commencement of *this Act*."

No. R. 1735**1 November 1996**

LABOUR RELATIONS ACT, 1995 (ACT No. 66 OF 1995)

WITHDRAWAL OF REGULATIONS

The Minister of Labour hereby withdraws the regulations made under section 208 of the Labour Relations Act, 1995 (Act No. 66 of 1995), as published under Government Notice No. R. 1497 of 13 September 1995 with effect from 11 November 1996.

No. R.1736

1 November 1996

LABOUR RELATIONS ACT, 1995 (ACT No. 66 OF 1995)

COMMISSION FOR CONCILIATION, MEDIATION AND ARBITRATION**TARIFF OF FEES**

Under section 123 (3) of the Labour Relations Act, 1995 (Act No. 66 of 1995), the Commission for Conciliation, Mediation and Arbitration hereby publish the tariff of fees, as established by the governing body, in the Annexure.

Annexure

The Commission may charge a fee in accordance with the tariff shown in Column 3 of Table CCMA1 for a purpose listed in Column 2 of that Table.

TABLE CCMA1 - TARIFF OF FEES

1 SECTION	2 SERVICE	3 TARIFF OF FEES
Advice and Training		
115(3)	Providing advice or training to employees, employers, registered trade unions, registered employers' organisations, federations of trade unions, federations of employers' organisations or councils relating to the primary objects of the Labour Relations Act.	R750.00 - R1,500.00 for each day or part thereof
Ballots and Elections		
123(1)(b)	Conducting, overseeing or scrutinising any election or ballot of a registered trade union or registered employers' organisation.	R750.00 - R1,500.00 for each day or part thereof
Procedurally Unfair Dismissals		
140(2)	If a commissioner appointed to resolve a dismissal dispute through arbitration finds that the dismissal is unfair only because the employer did not follow a fair procedure.	R750.00 for each day of the arbitration or part thereof
Dispute Resolution in Exceptional Circumstances		
147(1)	Resolving a dispute about the interpretation or application of a collective agreement if: (i) the collective agreement does not provide a procedure for resolving that dispute through conciliation and arbitration; (ii) the procedure provided in the collective agreement is not operative; or (iii) a party to a collective agreement has frustrated the resolution of the dispute.	R750.00 - R2,000.00 for each day or part thereof
147(2)	Resolving a dispute between parties to a council if the council's dispute resolution procedures are not operative.	R750.00 - R2,000.00 for each day or part thereof
147(3)	Resolving a dispute between parties who fall within the registered scope of a council if the council's dispute resolution procedures are not operative.	R750.00 - R2,000.00 for each day or part thereof
147(5)	Resolving a dispute between parties to a collective agreement that provides for the resolution of that dispute by an accredited agency if the accredited agency's dispute resolution procedures are not operative.	R750.00 - R2,000.00 for each day or part thereof.

No. R. 1737

1 November 1996

LABOUR RELATIONS ACT, 1995 (ACT No. 66 OF 1995)

REGULATIONS

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

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L R A Form 3.6	Request to extend period of, or renew, collective agreement extended to non-parties	Section 32(6)(a)
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Council requests appointment of designated agent	Sections 33(1) and 43(3)	L R A Form 3.8
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Employers Organisation

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Referring public service jurisdictional disputes for conciliation	Section 38(3) and (5)	L R A Form 3.12
Referring Public Service jurisdictional disputes for arbitration	Section 38(6)	L R A Form 3.13

Statutory Council

Trade union applies for establishment of a statutory council	Section 39(2)	L R A Form 3.14
Employers' organisation applies for establishment of statutory council	Section 39(2)	L R A Form 3.15
Certificate of registration of a statutory council	Section 42(a)	L R A Form 3.16
Submission of collective agreement of statutory council to Minister for promulgation as a determination	Section 44(1) and 44(2)	L R A Form 3.17
Statutory Council requests Minister to amend or extend period of determination	Section 44(5)	L R A Form 3.18
Statutory Council applies to register as a bargaining council	Section 48(1)	L R A Form 3.19
Council submits particulars of representativeness	Section 49(2)(b)	L R A Form 3.20
Certificate of representativeness of council	Section 49(2)(c)	L R A Form 3.21
Council applies for accreditation	Section 127(1)	L R A Form 7.1
Certificate of accreditation of Council	Section 127(5)(a)(ii)	L R A Form 7.3
Council or Private Agency applies to amend accreditation	Section 129(1)	L R A Form 7.5
Council applies to renew accreditation	Section 131(1)	L R A Form 7.6
Council applies for subsidy	Section 132(1)	L R A Form 7.8

Council or Private Agency applies for renewal of subsidy	Section 132(8)(a)	L R A Form 7.10
Strike		
Record of strike, lock-out or protest action	Section 205(3)(a)	L R A Form 9.2
Subsidy		
Council applies for subsidy	Section 132(1)	L R A Form 7.8
Private Agency applies for subsidy	Section 132(1)	L R A Form 7.9
Council or Private Agency applies for renewal of subsidy	Section 132(8)(a)	L R A Form 7.10
Trade Unions		
Representative trade union applies for establishment of a statutory council	Section 39(2)	L R A Form 3.14
Representative Trade union applies for the establishment of a Workplace Forum	Section 80(2)	L R A Form 5.1
Representative Trade union applies for establishment of a Trade union-based workplace forum	Section 81(1)	L R A Form 5.2
Registration of a Trade union	Section 96(1)	L R A Form 6.1
Certificate of registration of a Trade Union	Section 96(7)(a)	L R A Form 6.3
List of members to be kept by a Trade union	Section 99(a)	L R A Form 6.5

Number of Trade union members	Section 100(a)	L R A Form 6.7
Application by amalgamating Trade unions for registration	Section 102(2)	L R A Form 6.9
Workplace Forum		
Representative Trade union applies for the establishment of a workplace forum	Section 80(2)	L R A Form 5.1
Representative Trade union applies for establishment of a Trade union-based workplace forum	Section 81(1)	L R A Form 5.2

GENERAL REGULATIONS

Schedule

1. Definitions

In these regulations, any expression that is defined in the Act has that meaning 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); and

“the Constitution” means the Constitution of the Republic of South Africa, 1993 (Act No. 200 of 1993).

2. Service

Whenever a party is required to satisfy the Commission or 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 Commission or 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 in terms of section 142(1) as applied by section 33(1) of the Act must be in the form of annexure LRA 3.10.

4. Witness fees

- (1) The fee payable to a witness in terms of section 142(7) of the Act is the total of-
 - (i) R100 for each day or part of a day during which the witness is required to be present at any proceedings; and
 - (ii) reasonable substantiated travel and subsistence expenses incurred by the witness in order to be present at those proceedings.
- (2) Despite subregulation (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, 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 Wage Act 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 subregulation (2) must be paid in advance in revenue stamps.

Table LRA 1 - Table of Document Fees

1 - Section	2 - Service	3 - Fee
Any Section	Inspecting a document	R1
Any Section	Copying a document	R1
Any Section	Providing a certified copy of a document	R1 for each copy, plus R0,50 for each page in the document.
25(6)	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, a document mentioned in s110(1)	
110(4)	Providing a certified copy of, or extract from, a document mentioned in s110(3)	
127(7)(b)	Providing a certified copy of, or extract from, a document mentioned in s127(7)(a)	
132(6)(b)	Providing a certified copy of, or extract from, a notice mentioned in s132(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 verify from the membership lists the figures furnished in respect of representativeness in an industry or sector.

Table LRA 2 - Table of Requests and Applications

1 - Section	2 - Purpose	3 - Annexure	4 - Conditions
25(4)(b)	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)	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
29(1)	Application for registration of a bargaining council.	LRA 3.3	<ol style="list-style-type: none"> 1. Submit two copies 2. Must be submitted to the Registrar, c/o the Provincial Director of the Department of Labour
32(1)	Bargaining council requests extension of collective agreement to non-parties	LRA 3.5	<ol style="list-style-type: none"> 1. Submit two copies 2. Must be accompanied by a current certificate of representativeness in the form of annexure LRA 3.21 3. Submit to the Minister, c/o the Provincial Director of the Department of Labour
32(6)(a)	Request to extend the period of, or renew collective agreement extended to non parties	LRA 3.6	<ol style="list-style-type: none"> 1. Submit two copies 2. Must be accompanied by a current certificate of representativeness in the form of annexure LRA 3.21 3. Submit to the Minister, c/o the Provincial Director of the Department of Labour
32(7)	Bargaining council requests cancellation of collective agreement extended to non-parties	LRA 3.7	<ol style="list-style-type: none"> 1. Submit two copies 2. Submit to the Minister, c/o the Provincial Director of the Department of Labour
33(1)	Bargaining council requests appointment of designated agent	LRA 3.8	<ol style="list-style-type: none"> 1. Submit two copies 2. Submit to Minister, c/o the Provincial Director of the Department of Labour
43(3) applying 33(1)	Statutory council requests appointment of designated agent	LRA 3.8	<ol style="list-style-type: none"> 1. Submit two copies 2. Submit to Minister, c/o the Provincial Director of the Department of Labour

1 - Section	2 - Purpose	3 - Annexure	4 - Conditions
34(2)	Amalgamating bargaining council applies for registration	LRA 3.11	<ol style="list-style-type: none"> 1. Submit two copies 2. Must be accompanied by a current certificate of representativeness in the form of annexure LRA 3.21 3. Submit to Registrar, c/o the Provincial Director of the Department of Labour
38(6)	Request for a jurisdictional dispute in the public service to be resolved through arbitration	LRA 3.13	<ol style="list-style-type: none"> 1. Proof of service on the other party 2. Submit to the Dispute Resolution Committee, c/o the Commission
39(2)	Trade union applies for establishment of a statutory council	LRA 3.14	<ol style="list-style-type: none"> 1. Submit two copies 2. Submit to the Minister, c/o the Provincial Director of the Department of Labour
39(2)	Employers' organisation applies for establishment of a statutory council	LRA 3.15	<ol style="list-style-type: none"> 1. Submit two copies 2. Submit to Registrar, c/o the Provincial Director of the Department of Labour
48(1)	Statutory council applies to register as a bargaining council	LRA 3.19	<ol style="list-style-type: none"> 1. Submit two copies 2. Submit to Registrar, c/o the Provincial Director of the Department of Labour
58	Council applies for variation of scope of registration	LRA 3.22	Submit to the Registrar, c/o the Provincial Director of the Department of Labour
62(1)	Application about demarcation dispute	LRA 3.23	<ol style="list-style-type: none"> 1. Proof of service on other party 2. Submit to the Provincial Office of the Commission
69(4)	Request to assist parties reach agreement on picketing rules	LRA 4.1	<ol style="list-style-type: none"> 1. Send a copy of request to other party 2. Submit to the Provincial Office of the Commission
75(2)	Employer applies for maintenance service determination	LRA 4.3	<ol style="list-style-type: none"> 1. Proof of service on other party

1 - Section	2 - Purpose	3 - Annexure	4 - Conditions
			2. Submit to the Essential Services Committee, c/o the Commission
80(2)	Representative trade union applies for the establishment of a workplace forum	LRA 5.1	1. Proof of service on other party 2. Submit to the Registrar in the Provincial Office of the Commission
81(1)	Representative trade union applies for the establishment of a trade union-based workplace forum	LRA 5.2	1. Proof of service on other party 2. Submit to the Registrar in the Provincial Office of the Commission
96(1)	Registration of a trade union	LRA 6.1	1. Submit two copies 2. Submit to the Registrar, c/o the Provincial Director of the Department of Labour
96(1)	Registration of an employers' organisation	LRA 6.2	1. Submit two copies 2. Submit to the Registrar, c/o Provincial Director of the Department of Labour
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, c/o the Provincial Director of the Department of Labour
102(2)	Application by amalgamating employers' organisation for registration	LRA 6.10	1. Submit two copies 2. Submit to the Registrar, c/o the Provincial Director of the Department of Labour
127(1)	Council applies for accreditation	LRA 7.1	1. Attach a copy of the certificate of registration, council's code of conduct and the motivation for accreditation to the form 2. Submit to the Governing Body of the Commission
127(1)	Private agency applies for accreditation	LRA 7.2	1. Attach a copy of the agency's code of

1 - Section	2 - Purpose	3 - Annexure	4 - Conditions
			conduct and the motivation for accreditation to the form 2. Submit to the Governing Body of the Commission
129(1)	Council or private agency applies to amend its accreditation	LRA 7.5	1. Attach a copy of the current certificate of accreditation 2. Submit to Governing Body of the Commission
131(1)	Council applies to renew its accreditation	LRA 7.6	1. Attach a copy of the current certificate of accreditation 2. Submit to Governing Body of the Commission
131(1)	Private agency applies to renew its accreditation	LRA 7.7	1. Attach a copy of the current certificate of accreditation 2. Submit to Governing Body of the Commission
132(1)	Council applies for a subsidy	LRA 7.8	1. Attach a copy of the current certificate of accreditation (if applicable). 2. Submit to Governing Body of the Commission
132(1)	Private agency applies for a subsidy	LRA 7.9	1. Attach a copy of the current certificate of accreditation (if applicable) 2. Submit to Governing Body of the Commission.
132(8)(a)	Council or private agency applies for renewal of subsidy	LRA 7.10	1. Attach current certificate of accreditation 2. Submit to Governing Body of the Commission
136	Request for arbitration	LRA 7.13	1. Proof of service on other party 2. Submit to the Registrar in the Provincial Office of the Commission
137(1)	Application to director to appoint a senior commissioner to arbitrate	LRA 7.15	1. Proof of service on other party 2. Submit to the Director of the Commission

8. Form of Certificates or Particulars

- (1) A certificate issued by the Commission in terms of sections 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

1 - Section	2 - Purpose	3 - Annexure	4 - Conditions
29(15)(a)	Certificate of registration of a bargaining council	LRA 3.4	Must bear the official stamp of the Registrar
33(2)	Certificate of appointment as a designated agent of a council	LRA 3.9	Must bear the official stamp of the Council
42(a)	Certificate of Registration of a statutory council	LRA 3.16	Must bear the official stamp of the Registrar
49(2)(b)	Council submits particulars of representativeness	LRA 3.20	1. Submit two copies 2. Submit to Registrar, c/o the Provincial Director of the Department of Labour
49(2)(c)	Certificate of representativeness of a council	LRA 3.21	Must bear the official stamp of the Registrar
135(5)(a) 64(1)(a)(i) 136(1)(a)	Certificate of outcome of dispute referred to conciliation	LRA 7.12	Must bear official stamp of Commission, council or agency
96(7)(a)	Certificate of registration of a trade union	LRA 6.3	Must bear the official stamp of the Registrar
96(7)(a)	Certificate of registration of an employers' organisation	LRA 6.4	Must bear the official stamp of the Registrar
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 Commission
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 Commission

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.

Table LRA 4 - Table of Notices, Demands and Appeals.

1 - Section	2 - Purpose	3 - Annexure	4 - Conditions
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"> 1. Submit to the Executive Director of NEDLAC 2. Must be received at least 14 days before the start of the protest action
136(3)	Notice of objection to arbitration by same commissioner	LRA 7.14	<ol style="list-style-type: none"> 1. Proof of service on other party is required 2. Submit to Registrar in the Provincial Office of the Commission
33(3) applying 142(1)	Subpoena by designated agent	LRA 3.10	
142(1)	Subpoena by Commissioner	LRA 7.16	

10. Forms of Records, Reports, Statements, Lists and Registers

Whenever a Record, Report, Statement, List or Register is contemplated in terms of a 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.

Table LRA 5 - Table of Records, Reports, Statements, Lists and Registers

1 - Section	2 - Purpose	3 - Annexure	4 - Conditions
25(4)(b)	List of deductions from conscientious objector	LRA 3.2	<ol style="list-style-type: none"> 1. Agency fee deducted must be remitted with this form 2. Submit two copies 3. Submit to the Provincial Director of the Department of Labour
26(8), applying 25(4)(b)	List of deductions from conscientious objector	LRA 3.2	<ol style="list-style-type: none"> 1. Agency fee deducted must be remitted with this form 2. Submit two copies 3. Submit to the Provincial Director of the Department of Labour
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"> 1. Submit two copies 2. Submit to Minister, c/o Director General of the Department of Labour
100(a)	Number of trade union members	LRA 6.7	<ol style="list-style-type: none"> 1. Submit to the Registrar of Labour Relations 2. Must reach Registrar by the 31 March
100(a)	Number of employers' organisation's members	LRA 6.8	<ol style="list-style-type: none"> 1. Submit to the Registrar of Labour Relations 2. Must reach Registrar by the 31 March
205(1)	Employers' record of employees' earnings, deductions and time worked	LRA 9.1	
205(3)(a)	Records of strike, lock-out and protest action	LRA 9.2	Must be submitted to Director General of the Department of Labour within two months of the end of the strike, lock-out or protest action

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(4), 191(5)(a) or 196(9) or item 3(4)(b) of Part B of Schedule 7 to the Act 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) or 196(6) or item 3(1)(b) of Part B of Schedule 7 to the Act 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.

Table LRA 6 - Table of Proposals, Resolutions and Referrals

1 - Section	2 - Purpose	3 - Annexure	4 - Conditions
38(3)	Referring a Public Service jurisdictional dispute for conciliation	LRA 3.12	1. Proof of service on other party 2. Submit to the Dispute Resolution Committee, c/o the Commission
44(5)	Statutory council requests Minister to amend or extend the period of a determination	LRA 3.18	1. Submit two copies 2. Submit to Minister, c/o Director General of the Department of Labour
73(1)	Referral of dispute for essential services determination	LRA 4.2	1. Proof of service on other party 2. Submit to the Essential Services Committee, c/o the Commission.
135	Referring a dispute to the Commission for conciliation	LRA 7.11	Submit to Provincial Office of the Commission

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 the Supreme 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, favour or prejudice, in accordance with the constitution and the law."

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

13. Provincial Directors, Department of Labour

Whenever the Act or a regulation requires a document to be delivered to the Provincial Director 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 Director, Department of Labour at the address shown opposite that jurisdiction in column 2 of that Table.

Table LRA 7 - Table of Provincial Directors

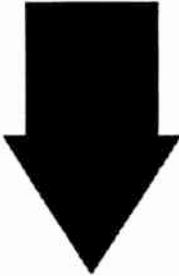
1 - Geographical Jurisdiction	2 - Address
The Province of KwaZulu-Natal	P O Box 940, Durban 4000
The Province of Northern Cape	Private Bag X5012, Kimberley 8300
The Northern Province	Private Bag X9368, Pietersburg 0700
The Province of North-West	Private Bag X2040, Mmabatho 8681
The Province of Eastern Cape	Private Bag X9005, East London 5200
The Province of Mpumalanga	Private Bag X7263, Witbank 0135
The Province of the Free State	P O Box 522, Bloemfontein 9300
The Province of Gauteng, Gauteng South in the Magisterial Districts of Alberton, Boksburg, Brakpan, Germiston, Heidelberg, Johannesburg, Kempton Park, Oberholzer, Randburg, Roodepoort, Vanderbijlpark, Vereeniging and Westonaria	P O Box 4560, Johannesburg 2000
The Province of Gauteng, Gauteng North in the Magisterial Districts of Benoni, Bronkhorstspuit, Cullinan, Krugersdorp, Nigel, Pretoria, Randfontein, Soshanguve 1, Soshanguve 2, Springs and Wonderboom	P O Box 393, Pretoria 0001
The Province of Western Cape	P O Box 872, Cape Town 8000

14 Short title and commencement

- (a) These regulations are called the Labour Relations Regulations.
- (b) These regulations come into operation on 11 November 1996.

LRA Form 3.1
Labour Relations Act, 1995

READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

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.

WHO FILLS IN THIS FORM?

The employee who is a conscientious objector.

WHERE DOES THIS FORM GO?

To the employer.

OTHER INSTRUCTIONS

The amount deducted must be sent with LRA Form 3.2 by the employer to the Provincial Director in the Department of Labour. Refer to Table LRA 7 in the Regulations for the applicable address.

CONSCIENTIOUS OBJECTOR REQUESTS AGENCY FEE TO BE PAID TO DEPARTMENT



REQUEST BY EMPLOYEE WHO IS A CONSCIENTIOUS OBJECTOR TO EMPLOYER IN TERMS OF SECTION 25(4)(b) TO PAY AGENCY FEE TO DEPARTMENT OF LABOUR

1) EMPLOYEE DETAILS

I,
(name of conscientious objector)

object on grounds of conscience to belonging to or contributing money to a trade union. My grounds of conscience are:

.....
.....
.....
.....
.....
(reasons)

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.

Signature:

Date:

2) EMPLOYER DETAILS

Name and address of employer:
.....
.....
.....

LRA Form 3.2
Labour Relations Act, 1995

READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

This form lists the names of conscientious objectors and the amounts deducted by the employer for the Department of Labour

WHO FILLS IN THIS FORM?

The employer.

WHERE DOES THIS FORM GO?

To the Provincial Director in the Department of Labour.

OTHER INSTRUCTIONS

The employer must send two completed copies of this form with the agency fee deducted to the Provincial Director. Refer to Table LRA 7 in the Regulations for the applicable address.

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

LIST OF DEDUCTIONS FROM CONSCIENTIOUS OBJECTORS' WAGES



REMISSION OF AMOUNTS DEDUCTED FROM EMPLOYEES' WAGES IN TERMS OF SECTION 25(4)(b) TO DEPARTMENT OF LABOUR

1) CONSCIENTIOUS OBJECTORS' DETAILS

<u>Names of employees</u>	<u>Amount</u>
1.
2.
3.
4.
5.
6.
7.
TOTAL:	

2) EMPLOYER DETAILS

Name and address of employer:

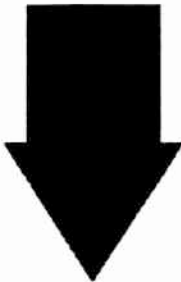
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APPLICATION FOR REGISTRATION OF A BARGAINING COUNCIL

LRA Form 3.3
Labour Relations Act, 1995

READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

This form is an application for registration of a Bargaining Council.

WHO FILLS IN THIS FORM?

The trade unions and employers' organisations who have jointly agreed to form a Council.

WHERE DOES THIS FORM GO?

The Registrar c/o the Provincial Director of the Department of Labour. Refer to Table LRA 7 in the Regulations for the applicable address.

OTHER INSTRUCTIONS

- Two completed copies of this form must be sent to the Registrar
- Each employers' organisation which is a party to the Bargaining Council must fill in page 2.
- Each trade union which is a party to the Bargaining Council must fill in page 3.
- Three copies of the Certificate of Registration of the parties to the Bargaining Council must be attached to this form.
- A copy of the constitution of this Bargaining Council must be attached to this form.
- An authorised representative of each party must sign this form.
- If there is insufficient space on the form use a separate piece of paper.

APPLICATION IN TERMS OF SECTION 29(1) FOR REGISTRATION OF A BARGAINING COUNCIL

1) NAME OF BARGAINING COUNCIL

.....
.....

2) ADDRESS

.....
.....

3) PARTIES

Employer organisations

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

Trade unions

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

4) PROPOSED SCOPE

Describe the character of the sector

.....
.....

Area

.....
.....

... please turn over →

REPRESENTATIVENESS OF EMPLOYERS' ORGANISATION

Name of Employers' Organisation

Area (state each area separately, indicating whether magisterial district, province or other)	Number of employers in the sector who are members of the employers' organisation	Number of their employees employed in the sector

... please turn over →

5) 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 the 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 the employers within the proposed scope of the Council:

.....

Total number of the employees employed within the proposed scope of the Council:

.....

6) SIGNATORIES

Employer organisation

Trade union

Name

Name

Position

Position

Signature

Signature

Date

Date

Tel.

Tel.

Fax

Fax

CHECK!

Have you attached a copy of the constitution of the Bargaining Council?

Have all the employers' organisations filled in page 2?

Have all the trade unions filled in page 3?

DEPARTMENT OF LABOUR DETAILS

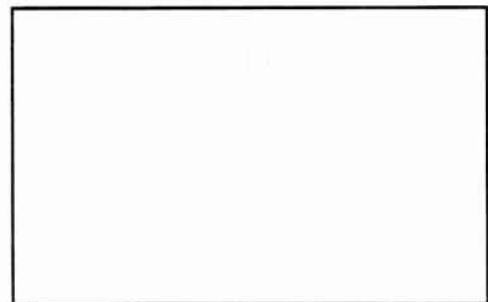
I, , have checked the information. I am
(name of Provincial Director)
satisfied that it was substantially correct on the date when the application was lodged with me.

This date was

.....

Signature:

Today's date:



Official stamp of Provincial Director

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)

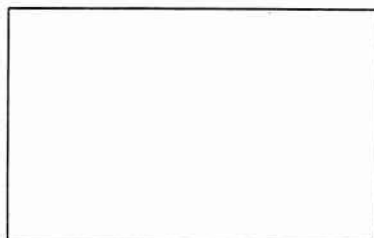
in.....

.....

(Area)

Date:

Reference number:



(Official stamp of Registrar)

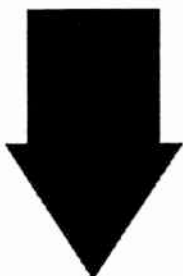
.....
Registrar of Labour Relations



BARGAINING COUNCIL REQUESTS EXTENSION OF COLLECTIVE AGREEMENT TO NON-PARTIES

LRA Form 3.5
Labour Relations Act, 1995

READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

This form requests the Minister to extend a collective agreement to non-parties.

WHO FILLS IN THIS FORM?

The Secretary of the Bargaining Council.

WHERE DOES THIS FORM GO?

To the Minister, c/o the Provincial Director, Department of Labour. Refer to Table LRA 7 in the Regulations for the applicable address.

OTHER INSTRUCTIONS

Two completed copies of this form must be sent to the Department of Labour.

Three signed copies of the collective agreement and a copy of the Certificate of Representativeness must accompany this form.

If the parties to the collective agreement do not include all the parties to the Council or the Bargaining Council has not been issued with a Certificate of Representativeness within the last 12 months, 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.

REQUEST TO MINISTER BY BARGAINING COUNCIL IN TERMS OF SECTION 32(1) TO EXTEND COLLECTIVE AGREEMENT TO NON-PARTIES

1) BARGAINING COUNCIL DETAILS

Name:

Address:

Tel: Fax:

2) EXTENSION OF COLLECTIVE AGREEMENT TO NON-PARTIES

We enclose three copies of a collective agreement dated

..... The parties to the collective agreement are:

.....
.....
.....
(names)

The Bargaining Council requests that the provisions in clauses (ref no.)

of the collective agreement become binding on the other employers and

employees in the

.....
.....
.....
.....
.....
.....
(sector or sub-sectors)

... please turn over →

and

.....

.....

.....

.....

.....

(area/s)

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

.....

.....

.....

.....

.....

.....

(name 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:

.....

.....

.....

.....

.....

(name 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.

3) REPRESENTATIVENESS

The total number of employees employed within the scope of the collective agreement by the employers that are members of the employers' organisations which are party to the collective agreement.

.. (number) ..

The total number of employees employed within the scope of the collective agreement and which are members of the trade unions which are party to the collective agreement.

.. (number) ..

The total number of employees employed within the scope of the collective agreement.

.. (number) ..

Signature of Secretary of Council

Name

Date

CHECK! Have you prepared: * three copies of the collective agreement? * a copy of the Certificate of Representativeness or the representativeness tables on pages 3 and 4?

DEPARTMENT OF LABOUR DETAILS

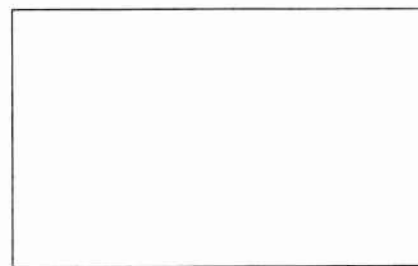
I, , have checked the information and certify that it is (Provincial Director)

substantially correct and complies with section 32(3)(a), (b), (c) and (d) or alternatively section 32(5)(a) of the Act.

Signature:

Date:

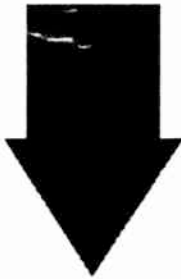
Place:



(Official stamp of Provincial Director)

LRA Form 3.6
Labour Relations Act, 1995

READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

This form requests the Minister to extend the period of, or renew, a collective agreement that has been extended to non-parties.

WHO FILLS IN THIS FORM?

The Secretary of the Bargaining Council.

WHERE DOES THIS FORM GO?

To the Minister c/o the Provincial Director, Department of Labour. Refer to Table LRA 7 in the Regulations for the applicable address.

OTHER INSTRUCTIONS

Two completed copies of this form must sent to the Department of Labour.

A copy of the Certificate of Representativeness must accompany this form.

If the parties to the collective agreement do not include all the parties to the Council or if the Bargaining Council has not been issued with a Certificate of Representativeness within the last 12 months, each party to the collective agreement must fill in either page 3 or 4 of this form.

REQUEST TO EXTEND PERIOD OF, OR RENEW, COLLECTIVE AGREEMENT EXTENDED TO NON-PARTIES



REQUEST TO MINISTER BY BARGAINING COUNCIL IN TERMS OF SECTION 32(6)(a) TO EXTEND PERIOD OF, OR RENEW, OPERATION OF COLLECTIVE AGREEMENT

1) BARGAINING COUNCIL DETAILS

Name:

Address:

.....

.....

Fax: Tel:

2) EXTENSION OF PERIOD OR RENEWAL OF COLLECTIVE AGREEMENT EXTENDED TO NON-PARTIES

On a collective agreement was extended in terms (date)

of section 32 to non-parties in the Government Gazette (number)

on That agreement expires/lapsed on (date) (date)

The Bargaining Council requests the Minister to (extend or renew)

the collective agreement for the period to (date) (date)

The following registered trade unions voted in favour of the extension of the period or the renewal.

.....

.....

.....

..... (names of trade unions)

Their members constitute the majority of the members of the trade unions that are party to the collective agreement.

... please turn over →

LRA Form 3.6

Request to extend period of, or renew, collective agreements extended to non-parties

Page 2 of 5

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

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

(names of employers' organisations)

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

REPRESENTATIVENESS OF THE TRADE UNION PARTY TO THE COLLECTIVE AGREEMENT

Name of Trade Union

Areas (state each area separately, indicating whether magisterial district, province or other)	Number of persons employed in the scope of the collective agreement who are members of the representative trade union

... please turn over →

REPRESENTATIVENESS OF EMPLOYERS ORGANISATION PARTY TO THE COLLECTIVE AGREEMENT

Name of Employers' Organisation

Area (state each area separately, indicating whether magisterial district, province or other)	Number of employers in the scope of the collective agreement who are members of the employers' organisation	Number of their employees employed within the scope of the collective agreement

... please turn over →

Request to extend period of, or renew, collective agreements extended to non-parties
LRA Form 3.6
Page 4 of 5

3. REPRESENTATIVENESS

The total number of employees employed within the scope of the collective agreement by the employers that are members of the employers organisations that are party to the collective agreement.

..... (number)

The total number of employees employed within the scope of the collective agreement and who are members of the trade unions that are party to the collective agreement.

..... (number)

The total number of employees employed within the scope of the collective agreement

..... (number)

Signature of Secretary of Council

.....

Name:

Date:

CHECK!
 Have you prepared:
 * a copy of the Certificate of Representativeness, or
 * the representativeness tables on pages 3 and 4?

DEPARTMENT OF LABOUR DETAILS

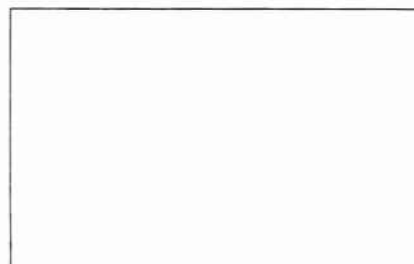
I, , have checked the information and certify that it is
 (Provincial Director)

substantially correct.

Signature:

Date:

Place:



(Official stamp of Provincial Director)



BARGAINING COUNCIL REQUESTS CANCELLATION OF COLLECTIVE AGREEMENT EXTENDED TO NON-PARTIES

LRA Form 3.7
Labour Relations Act, 1995

READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

This form requests the Minister to cancel parts of, or the whole of, a collective agreement extended to non-parties.

WHO FILLS IN THIS FORM?

The Secretary of the Bargaining Council.

WHERE DOES THIS FORM GO?

To the Minister c/o the Provincial Director, Department of Labour. Refer to Table LRA 7 in the Regulations for the applicable address.

OTHER INSTRUCTIONS

Two completed copies of this form must be sent to the Provincial Director.

REQUEST TO MINISTER BY BARGAINING COUNCIL IN TERMS OF SECTION 32(7) TO CANCEL ALL OR PART OF COLLECTIVE AGREEMENT EXTENDED TO NON-PARTIES

1) BARGAINING COUNCIL DETAILS

Name:

Address:

.....

.....

Tel: Fax:

2) CANCELLATION OF COLLECTIVE AGREEMENT EXTENDED TO NON-PARTIES

The Bargaining Council requests the Minister to publish a notice in the Government Gazette either by:

cancelling the provisions in clause/s
(number/s)

of the collective agreement published in Government Gazette

(reference number and date of publication) from or
(date of proposed cancellation)

cancelling the whole collective agreement published in the

Government Gazette
(reference number and date of publication)

from
(date of proposed cancellation)

Secretary of Council

Signature:

Name:

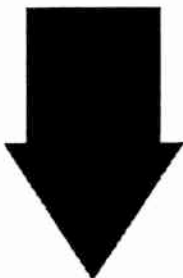
Date:



COUNCIL REQUESTS APPOINTMENT OF DESIGNATED AGENT

LRA Form 3.8
Labour Relations Act, 1995

READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

This form requests the Minister to appoint an agent to help the Council enforce its collective agreements.

WHO FILLS IN THIS FORM?

The Secretary of the Council.

WHERE DOES THIS FORM GO?

To the Minister c/o the Provincial Director, Department of Labour. Refer to Table LRA 7 in the Regulations for the applicable address.

OTHER INSTRUCTIONS

Two completed copies of this form must be sent to the Provincial Director.

REQUEST TO MINISTER BY COUNCIL IN TERMS OF SECTION 33(1) TO APPOINT PERSON AS DESIGNATED AGENT OF COUNCIL

1) COUNCIL DETAILS

Name:

Address:

.....

.....

Tel: Fax:

2) DESIGNATED AGENT DETAILS

The Minister is requested to appoint the person, whose details follow, as a designated agent of the Council.

Name:

ID:

Address:

.....

.....

Experience and qualifications:

.....

.....

Period of service with Council:

.....

Form submitted by:

Signature of Secretary

Name

Date:

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

CERTIFICATE OF APPOINTMENT AS DESIGNATED AGENT OF COUNCIL

This is to certify that (name of designated agent)
identity number has in terms of section 33(1)
of the Labour Relations Act, 1995, been appointed by the Minister of Labour as a
designated agent of the

.....
.....
..... (name of Council)



(Official stamp of Council)

Secretary:.....

Name:

Signature:

Date:

Department of Labour
Reference number:

LRA Form 3.10
Labour Relations Act, 1995

SUBPOENA BY DESIGNATED AGENT



SUBPOENA IN TERMS OF SECTION 33(3)
APPLYING SECTION 142(1)(a) and (b)

To:
.....
.....
.....
(name and address of person subpoenaed)

You are required to appear in person before (name of designated agent)
at
..... (address)

on at and on any subsequent day to which the proceedings or
(date) (time)
investigations may be postponed.

You are hereby required to appear in person to:

give evidence concerning
.....
.....

bring with you and produce the books, documents or objects listed below:
.....
.....
.....

Signature of Secretary of Council

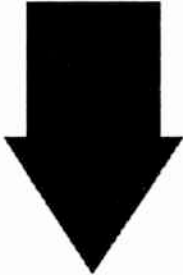
Name

Date:

Place:

LRA Form 3.11
Labour Relations Act, 1995

READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

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.

WHO FILLS IN THIS FORM?

Secretaries of the amalgamating Bargaining Councils.

WHERE DOES THIS FORM GO?

To the Registrar c/o the Provincial Director, Department of Labour. Refer to Table LRA 7 in the Regulations for the applicable address.

OTHER INSTRUCTIONS

Two completed copies of this form must be sent to the Department of Labour.

The Secretary of each Bargaining Council which is amalgamating must either attach its Certificate of Representativeness 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.

AMALGAMATING BARGAINING COUNCIL APPLIES FOR REGISTRATION



APPLICATION TO REGISTRAR IN TERMS OF SECTION 34(2) FOR REGISTRATION OF AMALGAMATING BARGAINING COUNCILS

1) AMALGAMATING BARGAINING COUNCIL DETAILS

Names and addresses of Bargaining Councils:

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

2) APPLICATION

We apply for the registration of an amalgamated Bargaining Council for the

proposed scope:

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

(sector)

... please turn over →

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

(area)

3) NAME AND ADDRESS

The name of the Council will be:

.....
.....

The address of the Council will be:

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

Date

REPRESENTATIVENESS OF BARGAINING COUNCIL

Name

Area (state each area separately, indicating whether magisterial district, province or other)	Number of employers who are members of the employers' organisation party to the Council	Number of their employees employed within the scope of the Council	Number of employees who are members of the trade union party to the Council

... please turn over →

4) 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 the 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 the employers within the proposed scope of the Council:

.....

Total number of the employees employed within the proposed scope of the Council:

.....

5) SIGNATORIES

Employer organisation

Trade union

Name of organisation

Name of trade union

.....

.....

Signature.....

Signature.....

Name

Name

Date

Date

Tel.....

Tel.....

Fax

Fax

DEPARTMENT OF LABOUR DETAILS

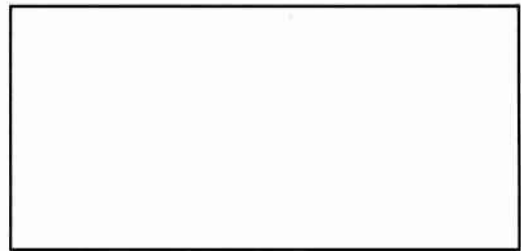
I, , have checked the information. I am
(Provincial Director)

satisfied that it was substantially correct for the date when the application was lodged with me.

This date was

Signature:

Today's date:



(Official stamp of Provincial Director)

LRA Form 3.12
Section 38(3) and (5)
Labour Relations Act, 1995

READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

If there is a dispute between the Public Service Coordinating Bargaining Council and a Bargaining Council in a particular sector in the public service or between Bargaining Councils in the public service then the dispute is referred to a Dispute Resolution Committee under the auspices of the CCMA.

WHO FILLS IN THIS FORM?

Any party to the dispute.

WHERE DOES THIS FORM GO?

To the Dispute Resolution Committee c/o CCMA
Private Bag X94
Marshalltown
2107

OTHER INSTRUCTIONS

A copy of this form must be sent to the other Bargaining Councils to the dispute. Proof that this completed form has sent to the other party must be attached.

Proof that a copy of this form has been sent could be:

- * a copy of a registered slip from the Post Office;
- * a copy of a signed receipt if hand-delivered;
- * a signed statement confirming service by the person delivering the form; or
- * a copy of a fax confirmation slip.

REFERRING PUBLIC SERVICE JURISDICTIONAL DISPUTES FOR CONCILIATION



1) PARTY REFERRING THE DISPUTE

Name:

.....

Address:

.....

.....

.....

.....

Tel: Fax:

Contact person:

Reference number:

2) OTHER PARTY/IES

Name:

.....

Address:

.....

.....

.....

.....

Tel: Fax:

Contact person and reference number:

CCMA Ref. No.

3) NATURE OF THE DISPUTE

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

CHECK!

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

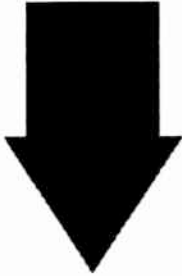
Have you included proof (that you have sent a copy to the other party) with this form?

LRA Form 3.13
Section 38(6)
Labour Relations Act, 1995

REFERRING PUBLIC SERVICE JURISDICTIONAL DISPUTES FOR ARBITRATION



READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

If a jurisdictional dispute between Councils in the public service has been referred for conciliation and is unresolved, any party may request the Dispute Resolution Committee, acting under the auspices of the CCMA, to arbitrate the dispute.

WHO FILLS IN THIS FORM?

Any party to the dispute.

WHERE DOES THIS FORM GO?

To the Dispute Resolution Committee, c/o CCMA
Private Bag X94
Marshalltown
2107

OTHER INSTRUCTIONS

If more than one party is referring the dispute, include their details on a separate page.

Your description of the dispute and outcome desired are not meant to bind you. It is a guide to the Dispute Resolution Committee.

Proof that this completed form has been sent to the other party must be attached.

1) PARTY REFERRING THE DISPUTE

Name:

.....

Address:

.....

.....

.....

.....

.....

Tel: Fax:

Contact person:

Reference number:

2) OTHER PARTY/IES

Name:

.....

Address:

.....

.....

.....

.....

.....

Tel: Fax:

Contact person and reference number:

CCMA Ref. No.

... please turn over →

Proof that a copy of this form has been sent could be:

- * a copy of a registered slip from the Post Office;
- * a copy of a signed receipt if hand-delivered;
- * a signed statement confirming service by the person delivering the form; or
- * a copy of a fax confirmation slip.

LRA Form 3.13
Referring public service jurisdictional disputes for arbitration
Page 2 of 2

3) NATURE OF THE DISPUTE

.....

.....

.....

.....

.....

(Describe the issues involved.)
 (Use additional paper if necessary)

4) OUTCOME DESIRED

.....

.....

.....

.....

.....

(Set out the terms of the award you would like made.)
 (Use additional paper if necessary)

CHECK!
 Have you sent a copy of this completed form to the other party?
 Have you included proof (that you have sent a copy to the other party) with this form?
 Have you attached any documentation of additional information?

LRA Form 3.14
Labour Relations Act, 1995

READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

This form is an application by a representative trade union which wants to establish a statutory council. A representative trade union means a registered trade union, or two or more registered trade unions acting jointly whose members constitute at least 30% of the employees in a sector and area. There can be no other council registered for that sector or area.

WHO FILLS IN THIS FORM?

The Secretary of the trade union.

WHERE DOES THIS FORM GO?

To the Minister, c/o the Provincial Director, Department of Labour. Refer to Table LRA 7 in the Regulations for the applicable address.

OTHER INSTRUCTIONS

Two completed copies of this form must be sent to the Provincial Director.

TRADE UNION APPLIES FOR ESTABLISHMENT OF A STATUTORY COUNCIL



APPLICATION BY REPRESENTATIVE TRADE UNION TO REGISTRAR IN TERMS OF SECTION 39(2) FOR ESTABLISHMENT OF STATUTORY COUNCIL

1) TRADE UNION DETAILS

Name and address:
.....
.....
.....

Tel: Fax:

2) PROPOSED SCOPE

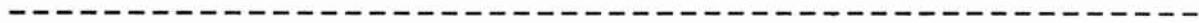
Describe the character of the sector:
.....
.....
.....
.....
.....
.....
.....

Area:
.....
.....
.....
.....
.....
.....
.....

Signature of Secretary of trade union

Name

Date



DEPARTMENT OF LABOUR DETAILS

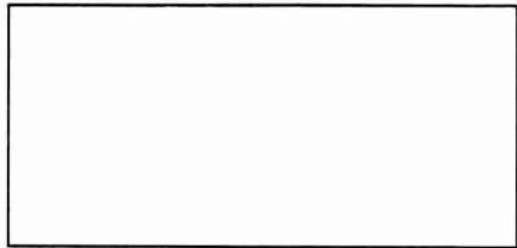
I, , have checked the information. I am satisfied that it
(Provincial Director)

was substantially correct for the date when the application was lodged with me. This date was

.....

Signature:

Today's date:



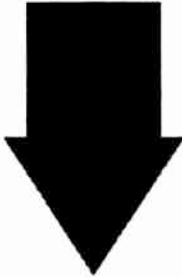
(Official stamp of Provincial Director)

LRA Form 3.15
Labour Relations Act, 1995

EMPLOYERS' ORGANISATION APPLIES FOR ESTABLISHMENT OF A STATUTORY COUNCIL



READ THIS FIRST



APPLICATION BY REPRESENTATIVE EMPLOYERS' ORGANISATION TO REGISTRAR IN TERMS OF SECTION 39(2) FOR ESTABLISHMENT OF STATUTORY COUNCIL

WHAT IS THE PURPOSE OF THIS FORM?

This form is an application by a representative employers' organisation which wants to establish a statutory council. A representative employers' organisation means a registered employers' organisation, or two or more registered employers' organisations acting jointly, whose combined employees constitute at least 30% of the employees in a sector and area. There can be no other council registered for that sector or area.

WHO FILLS IN THIS FORM?

The Secretary of the employers' organisation.

WHERE DOES THIS FORM GO?

To the Registrar, c/o the Provincial Director, Department of Labour. Refer to Table LRA 7 in the Regulations for the applicable address.

OTHER INSTRUCTIONS

Two completed copies of this form must be sent to the Provincial Director.

1) EMPLOYERS' ORGANISATION DETAILS

Name and address:
.....
.....
.....
.....

Tel: Fax:

2) PROPOSED SCOPE

Describe the character of the sector:
.....
.....
.....
.....
.....
.....

Area:
.....
.....
.....
.....
.....
.....

... please turn over →

Signature of Secretary of employers organisation

Name

Date

DEPARTMENT OF LABOUR DETAILS

I,, have checked the information. I am satisfied that it
(Provincial Director)

was substantially correct for the date when the application was lodged with me. This date was

.....

Signature:

Today's date:



(Official stamp of Provincial Director)

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 scope of the statutory council is

.....

.....

.....

.....
(Sector)

in

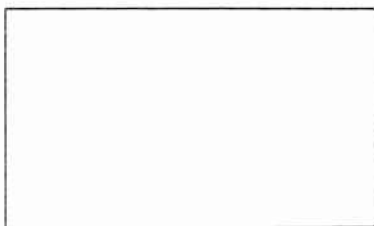
.....

.....
(Area)

Date:

Reference number:

.....
Registrar of Labour Relations

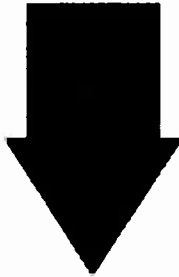


(Official stamp of Registrar)



LRA Form 3.17
Labour Relations Act, 1995

READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

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 Wage Act.

WHO FILLS IN THIS FORM?

The Secretary of a statutory council.

WHERE DOES THIS FORM GO?

To the Minister,
c/o the Director-General
Department of Labour
Private Bag X117
Pretoria 0001

OTHER INSTRUCTIONS

Two completed forms of this form must be sent to the Department of Labour.

Proof of compliance with Sections 7 and 9 of the Wage Act must be attached to this form.

Section 7 — lists factors which the Wage Board must consider before it makes a recommendation.

Section 9 — discusses representations to the Wage Board by interested parties.

Three copies of the collective agreement must be sent with this form.

SUBMISSION OF COLLECTIVE AGREEMENT OF STATUTORY COUNCIL TO MINISTER FOR PROMULGATION AS A DETERMINATION

SUBMISSION OF COLLECTIVE AGREEMENT TO MINISTER IN TERMS OF SECTION 44(1) BY STATUTORY COUNCIL THAT IS NOT SUFFICIENTLY REPRESENTATIVE WITHIN ITS REGISTERED SCOPE FOR PROMULGATION IN TERMS OF SECTION 44(2)

STATUTORY COUNCIL DETAILS

We,
(name of statutory council)

submit the collective agreement entered into on
(date)

to the Minister for promulgation as a determination under the Wage Act.

We have complied with sections 7 and 9 of the Wage Act, 1957.

.....
.....
.....
.....
.....
.....
.....
(describe details of compliance)

Signature of Secretary:

Name:

Date:

CHECK!

Have you prepared proof of compliance with Sections 7 and 9 of the Wage Act, 1957?

Have you prepared copies of the collective agreement?

LRA Form 3.18
Labour Relations Act, 1995

READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

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.

WHO FILLS IN THIS FORM?

The Secretary of the statutory council.

WHERE DOES THIS FORM GO?

To the Minister
c/o the Director-General,
Department of Labour
Private Bag X117
Pretoria 0001.

OTHER INSTRUCTIONS

Two completed copies of this form must be sent to the Minister.

**STATUTORY COUNCIL
REQUESTS MINISTER TO
AMEND OR EXTEND PERIOD OF
DETERMINATION**



SUBMISSION OF PROPOSAL TO AMEND OR EXTEND PERIOD OF DETERMINATION TO MINISTER BY STATUTORY COUNCIL IN TERMS OF SECTION 44(5)

1) STATUTORY COUNCIL DETAILS

Name and address :

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

Tel: Fax:

2) SUBMISSION

We, (name) , submit the following proposal to the Minister to amend a determination or extend the period of determination.

The Determination is published in Government Gazette (Ref)

on (date)

Details of the proposal:

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

We request that the Minister publish this amendment or extension in the Government Gazette.

Signature of Secretary of Council'

Name:

Date:

LRA Form 3.19
Labour Relations Act, 1995

READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

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.

The registrar does not have to redetermine the area and sector.

WHO FILLS IN THIS FORM?

The Secretary of the statutory council

WHERE DOES THIS FORM GO?

To the Registrar,
 c/o the Provincial Director
 Department of Labour
 Refer to Table LRA 7 in the
 Regulations for the applicable
 address.

OTHER INSTRUCTIONS

Two completed copies of this form must be sent to the Provincial Director.

Three copies of the proposed constitution of the Bargaining Council must also be attached.

Each employers' organisation which is a party to the Council must fill in page 2.

Each trade union which is a party to the Council must fill in page 3.

STATUTORY COUNCIL APPLIES TO REGISTER AS A BARGAINING COUNCIL



APPLICATION IN TERMS OF SECTION 48(1) BY STATUTORY COUNCIL TO REGISTER AS BARGAINING COUNCIL.

1) STATUTORY COUNCIL DETAILS

Name and address:

.....

.....

.....

.....

We have complied with all the provisions in our councils' constitution in order to apply for registration as a Bargaining Council.

The Registration Number of this statutory council is:

2) PARTIES TO THE COUNCIL

Trade Union parties	Employer parties

... please turn over →

3) REPRESENTATIVENESS

Total number of employees falling within the scope of the Council and who belong to the trade unions which are party to the Council:

.....

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

.....

Total number of the employees employed by the employers' that belong to the employers organisations which are party to the Council:

.....

Total number of the employers within the scope of the Council:

.....

Total number of the employees employed within the scope of the Council:

.....

Signature..... Name..... Date

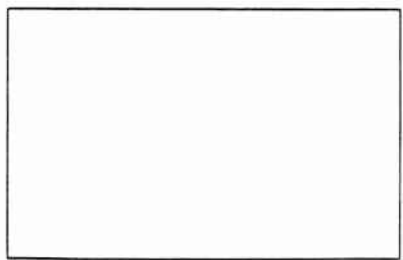
CHECK!
Have you prepared two copies of this form?
Have you attached three copies of the proposed constitution for the Bargaining Council?
Have you filled in the representativeness charts?

DEPARTMENT OF LABOUR DETAILS

I, (name of Provincial Director), have checked the information. I am satisfied that it was correct for the date when the application was lodged with me. This date was

Signature:

Today's date:



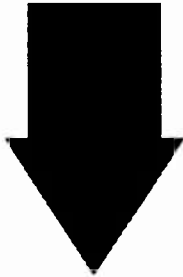
(Official stamp of Provincial Director)



COUNCIL SUBMITS PARTICULARS OF REPRESENTATIVENESS

LRA Form 3.20
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.

WHO FILLS IN THIS FORM?

The Secretary of the Council.

WHERE DOES THIS FORM GO?

To the Registrar,
c/o the Provincial Director,
Department of Labour.
Refer to Table LRA 7 in the Regulations for the applicable address.

OTHER INSTRUCTIONS

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

Each employers' organisation which is party to the Council must fill in page 2.

Each trade union which is party to the Council must fill in page 3.

PARTICULARS OF REPRESENTATIVENESS OF COUNCIL TO BE SUBMITTED TO REGISTRAR FOR PURPOSE OF CONDUCTING ANNUAL REVIEW OF REPRESENTATIVENESS IN TERMS OF SECTION 49(2)(b)

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 parties 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 →

REPRESENTATIVENESS OF EMPLOYERS ORGANISATION

Name of Employers' organisation.

Area (state each area separately, indicating whether magisterial district, province or other)	Number of employers in the sector who are members of the employers' organisation	Number of their employees employed in the sector

REPRESENTATIVENESS OF TRADE UNION

Name of Trade Union

Areas (state each area separately, indicating whether magisterial district, province or other)	Number of union members employed in the sector

Signature of Secretary:

Name:

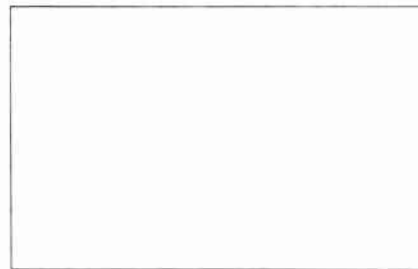
Date:

DEPARTMENT OF LABOUR DETAILS

I, , have checked the information and am satisfied that the
(name of Provincial Director)
information was substantially correct as at
(date of council details)

Today's date:

Place:



(Official stamp of Provincial Director)

CERTIFICATE OF REPRESENTATIVENESS OF COUNCIL

The Secretary
Bargaining/Statutory Council

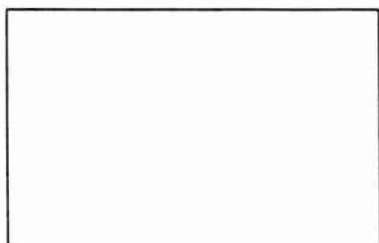
.....
.....
.....

In terms of section 49(2)(c) 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 registered 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.



(Official stamp)

Date:

Reference number:

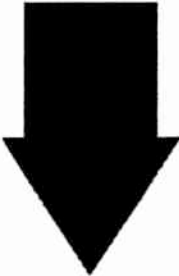
.....
Registrar of Labour Relations

LRA Form 3.22
Labour Relations Act, 1995

COUNCIL APPLIES FOR VARIATION OF SCOPE OF REGISTRATION



READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

This form is an application by a Council to vary its scope of registration. The Council thinks that its sector and area which made up its previous scope has changed. The scope of registration can be increased or decreased.

WHO FILLS IN THIS FORM?

The Secretary of the Council.

WHERE DOES THIS FORM GO?

To the Registrar, c/o the Provincial Director of the Department of Labour. Refer to Table LRA 7 in the Regulations for the applicable address.

OTHER INSTRUCTIONS

Each trade union and each employers' organisation which is party to the Council must fill in their respective representativeness tables. These tables must accompany this form. The Provincial Director of the Department of Labour checks and certifies the information in the tables.

APPLICATION BY COUNCIL FOR VARIATION OF SCOPE OF REGISTRATION BY THE REGISTRAR IN TERMS OF SECTION 58

1) COUNCIL DETAILS

Name and address:

.....

.....

Tel: Fax:

2) PROPOSED VARIATION OF SCOPE

This Council applies for the variation of its registered scope to

.....

.....

.....

.....

.....

(insert character of sector which has been increased or decreased)

within the following area(s)

.....

.....

.....

.....

.....

(insert areas which have been increased or decreased)

... please turn over →

REPRESENTATIVENESS OF EMPLOYERS' ORGANISATION

Name of Employers' Organisation

Area (state each area separately, indicating whether magisterial district, province or other)	Number of employers in the new scope of the Council and who are members of the employers' organisation	Number of their employees employed within the new scope of the Council

... please turn over →

*LRA Form 3.22
Council applies for variation of scope of registration
Page 2 of 4*

REPRESENTATIVENESS OF TRADE UNION

Name of Trade Union

Area (state each area separately, indicating whether magisterial district, province or other)	Number of employees employed within the new scope of the Council and who are members of the representative trade union

*LRA Form 3.22
Council applies for variation of scope of registration
Page 3 of 4*

4) REPRESENTATIVENESS OF THE COUNCIL

Total number of employees falling within the new scope of the Council and who belong to the trade unions which are party to the Council:

.....

Total number of employers falling within the new scope of the Council and who belong to the employers' organisations which are party to the Council:

.....

Total number of the employees employed within the new scope of the Council by the employers that belong to the employers' organisations which are party to the Council:

.....

Total number of the employers within the new scope of the Council:

.....

Total number of the employees employed within the new scope of the Council:

.....

Signature of Secretary:

Name:

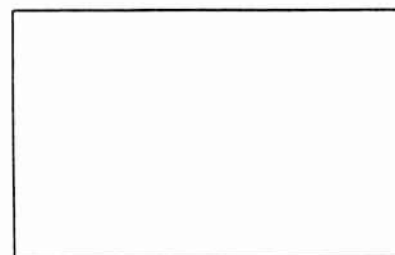
Date:

DEPARTMENT OF LABOUR DETAILS

I, , am satisfied that the information was
(name of Provincial Director)
substantially correct on
(date of council details)

Today's date:

Place:



(Official stamp of Provincial Director)



LRA Form 3.23
Section 62(1)
Labour Relations Act, 1995

READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

This form is an application by a party to the CCMA to settle a demarcation dispute. The demarcation dispute could be a) whether any employees or employers work in a sector or area, or b) whether any provision in an arbitration award, collective agreement or wage determination is or was binding on any employees or employers.

WHO FILLS IN THIS FORM?

Any registered trade union, employee, employer registered employers' organisation or council.

WHERE DOES THIS FORM GO?

The CCMA office in your province. Please refer to the last page for details.

APPLICATION ABOUT DEMARCATION DISPUTE

1) APPLICANT DETAILS

Name:

Address (postal and street)

Tel: Fax:

Contact person:

Reference number:

2) DETAILS OF OTHER PARTIES

Name:

Address (postal and street)

Tel: Fax:

Contact person:

Name:

Address (postal and street)

Tel: Fax:

Contact person:

CCMA Ref. No.

... please turn over →

OTHER INSTRUCTIONS

The applicant must attach proof that a copy of this form has been sent to the other party.

Proof that a copy of this form has been sent could be:

- * a copy of a registered slip from the Post Office;
- * a copy of a signed receipt if hand-delivered;
- * a signed statement confirming service by the person delivering the form; or
- * a copy of a fax confirmation slip.

3) DETAILS OF SECTOR(S) AND AREA(S) INVOLVED IN THIS DEMARCATION APPLICATION

.....
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4) DESCRIPTION OF ISSUE(S) IN DISPUTE

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5) DEMARCATION SOUGHT

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6) MOTIVATION FOR DETERMINATION SOUGHT

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

(use additional paper if necessary)

Form submitted by:

Name:

Signature:

Position:

Date:

LRA Form 3.23

Application about demarcation dispute

Page 4 of 4

**PROVINCIAL
OFFICES OF
THE CCMA**

CCMA EASTERN CAPE

Registrar
107 Main Street
Port Elizabeth

Private Bag X22500
Port Elizabeth
6000
Tel: (041) 56-4466
Fax: (041) 56-4585

CCMA FREE STATE

Registrar
NBS Building
Cnr Elizabeth & Westburger Street
Bloemfontein

Private Bag X20705
Bloemfontein
9300
Tel: (051) 448-3650
Fax: (051) 448-4468/9

CCMA GAUTENG

Registrar
20 Anderson Street
Johannesburg

Private Bag X94
Marshalltown
2107
Tel: (011) 377-6600
Fax: (011) 834-7331

CCMA KWAZULU/NATAL

Registrar
Garlicks Chambers
375 West Street
Durban

Private Bag X54363
Durban
4000
Tel: (031) 306-5454
Fax: (031) 306-5401

CCMA MPUMALANGA

Registrar
Foschini Centre
Eade Street
Witbank

Private Bag X7290
Witbank
1035
Tel: (0135) 656-2800
Fax: (0135) 656-2885/6

CCMA NORTH WEST

Registrar
47-51 Siddle Street
Klerksdorp

Private Bag X5004
Klerksdorp
2571
Tel: (018) 462-3137
Fax: (018) 462-4126

CCMA NORTHERN CAPE

Registrar
1A Bean Street
Kimberley

Private Bag X6100
Kimberley
8300
Tel: (0531) 81-6780
Fax: (0531) 81-5947/8

CCMA NORTHERN PROVINCE

Registrar
104 Hans van Rensburg Street
Pietersburg

Private Bag X9512
Pietersburg
0700
Tel: (0152) 297-5010
Fax: (0152) 297-5017

CCMA WESTERN CAPE

Registrar
78 Darling Street
Cape Town

Private Bag X9167
Cape Town
8000
Tel: (021) 45-7000
Fax: (021) 45-7193/4

LRA Form 4.1
Section 69(4)
Labour Relations Act, 1995

REQUEST TO ASSIST PARTIES REACH AGREEMENT ON PICKETING RULES



READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

This form is a request by a party to the CCMA to secure agreement on picketing rules during a strike or lock-out.

WHO FILLS IN THIS FORM?

A registered trade union or employer.

WHERE DOES THIS FORM GO?

The CCMA in your province. Please refer to the last page for details.

OTHER INSTRUCTIONS

You are advised to send a copy of this request to the other party.

1) PARTY MAKING REQUEST

Name:

.....

Address (postal and street)

.....

.....

Tel: Fax:

Contact person:

Reference number:

Details of request:

.....

.....

.....

2) OTHER PARTY'S DETAILS

Name:

.....

Address (postal and street)

.....

.....

Tel: Fax:

Contact person:

Reference number:

CCMA Ref. No.

... please turn over →

3) URGENCY

Is the matter urgent? Please supply details.

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

Form submitted by:

Name:

Signature:

Position:

Date:

Place:

**PROVINCIAL
OFFICES OF
THE CCMA**

CCMA EASTERN CAPE

Registrar
107 Main Street
Port Elizabeth

Private Bag X22500
Port Elizabeth
6000
Tel: (041) 56-4466
Fax: (041) 56-4585

CCMA FREE STATE

Registrar
NBS Building
Cnr Elizabeth & Westburger Street
Bloemfontein

Private Bag X20705
Bloemfontein
9300
Tel: (051) 448-3650
Fax: (051) 448-4468/9

CCMA GAUTENG

Registrar
20 Anderson Street
Johannesburg

Private Bag X94
Marshalltown
2107
Tel: (011) 377-6600
Fax: (011) 834-7331

CCMA KWAZULU/NATAL

Registrar
Garlicks Chambers
375 West Street
Durban

Private Bag X54363
Durban
4000
Tel: (031) 306-5454
Fax: (031) 306-5401

CCMA MPUMALANGA

Registrar
Foschini Centre
Eade Street
Witbank

Private Bag X7290
Witbank
1035
Tel: (0135) 656-2800
Fax: (0135) 656-2885/6

CCMA NORTH WEST

Registrar
47-51 Siddle Street
Klerksdorp

Private Bag X5004
Klerksdorp
2571
Tel: (018) 462-3137
Fax: (018) 462-4126

CCMA NORTHERN CAPE

Registrar
1A Bean Street
Kimberley

Private Bag X6100
Kimberley
8300
Tel: (0531) 81-6780
Fax: (0531) 81-5947/8

CCMA NORTHERN PROVINCE

Registrar
104 Hans van Rensburg Street
Pietersburg

Private Bag X9512
Pietersburg
0700
Tel: (0152) 297-5010
Fax: (0152) 297-5017

CCMA WESTERN CAPE

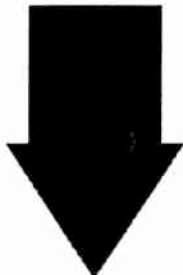
Registrar
78 Darling Street
Cape Town

Private Bag X9167
Cape Town
8000
Tel: (021) 45-7000
Fax: (021) 45-7193/4



LRA Form 4.2
Section 73(1)
Labour Relations Act, 1995

READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

This form is an application to the CCMA for a determination that a service is an essential service or that a person works in an essential service. An essential service means a service which if interrupted would endanger the life or health of people. Parliamentary services and the South African Police Service are also defined as essential services.

WHO FILLS IN THIS FORM?

Any party to the dispute.

WHERE DOES THIS FORM GO?

Essential Services Committee
c/o the CCMA.
Private Bag X94
Marshalltown
2107

OTHER INSTRUCTIONS

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

A copy of this form must be sent to the other party. Proof that a copy of this form has been sent could be:

- * a copy of a registered slip from the Post Office;
- * a copy of a signed receipt if hand-delivered;
- * a signed statement confirming service by the person delivering the form; or
- * a copy of a fax confirmation slip.

REFERRAL OF DISPUTE FOR ESSENTIAL SERVICES DETERMINATION

1) APPLICANT DETAILS

Name:

.....

Address (postal and street)

.....

.....

Tel: Fax:

Contact person:

Reference number:

2) OTHER PARTY'S DETAILS

Name:

.....

Address (postal and street)

.....

.....

Tel: Fax:

Contact person:

Reference number:

3) DESCRIPTION OF ISSUE(S) IN DISPUTE

.....

.....

.....

CCMA Ref. No.

... please turn over →

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

4) DETERMINATION SOUGHT

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

Form submitted by:

Name:

Signature:

Position:

Date:

Place:

CHECK!

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

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

Have you attached any extra information to this form?

Have you attached the motivation for essential services determination to this form?

LRA Form 4.3
Section 75(2)
Labour Relations Act, 1995

EMPLOYER APPLIES FOR MAINTENANCE SERVICE DETERMINATION



READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

This form is an application by an employer to the CCMA for a determination that the whole or part of the employer's business is a maintenance service. A service is a maintenance service if the interruption of that service has the effect of material, physical destruction to any working area, factory or machinery.

WHO FILLS IN THIS FORM?

An employer.

WHERE DOES THIS FORM GO?

Essential Services Committee
c/o CCMA
Private Bag X94
Marshalltown
2107

OTHER INSTRUCTIONS

Any other interested parties may within 21 days of receipt of this application send a response to the Essential Services Committee.

The employer must attach proof that a copy of this form has been sent to the other party.

Proof that a copy of this form has been sent could be:

- * a copy of a registered slip from the Post Office;
- * a copy of a signed receipt if hand-delivered;
- * a signed statement confirming service by the person delivering the form; or
- * a copy of a fax confirmation slip.

1) EMPLOYER DETAILS

Name:

Address (postal and street)

Tel: Fax:

Contact person:

Reference number:

2) OTHER PARTY'S DETAILS

Name:

Address (postal and street)

Tel: Fax:

Contact person:

Reference number:

(If there is more than one other party to the matter, please provide their details on a separate piece of paper and attach it to this form.)

CCMA Ref. No.

... please turn over →

3) DESCRIPTION OF MAINTENANCE SERVICES

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

4) DETERMINATION SOUGHT

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

5) MOTIVATION FOR DETERMINATION SOUGHT

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

Form submitted by:

Name:

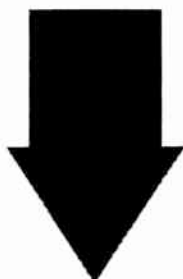
Signature:

Position:

Date:

LRA Form 4.4
Labour Relations Act, 1995

READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

This form notifies NEDLAC that a trade union or a trade union federation is considering protest action.

WHO FILLS IN THIS FORM?

The Secretary of a trade union or trade union federation.

WHERE DOES THIS FORM GO?

Executive Director
NEDLAC
PO Box 443
Auckland Park
2006

NOTICE TO NEDLAC ABOUT POSSIBLE PROTEST ACTION



NOTICE TO NEDLAC IN TERMS OF SECTION 77(1)(b) STATING REASONS FOR AND NATURE OF PROTEST ACTION

1) PROTEST ACTION DETAILS

We,

.....
(name of registered trade union or federation of trade unions)

intend protesting because

.....
(give reasons)

We will protest by

.....
(describe nature of protest)

The protest is directed at

.....
(name and address of other party)

2) GENERAL

Address of union/federation:

Tel: Fax:

Signature of Secretary:

Name:

Date:



**LRA Form 4.5
Labour Relations Act, 1995**

READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

This form notifies NEDLAC that a trade union or a trade union federation intends proceeding with protest action.

WHO FILLS IN THIS FORM?

The Secretary of the trade union or trade union federation.

WHERE DOES THIS FORM GO?

Executive Director
NEDLAC
PO Box 443
Auckland Park
2006

OTHER INSTRUCTIONS

This form must be received by NEDLAC at least 14 days before the start of the protest action.

NOTICE TO NEDLAC OF INTENTION TO PROCEED WITH PROTEST ACTION

NOTICE TO NEDLAC IN TERMS OF SECTION 77(1)(d) OF INTENTION TO PROCEED WITH PROTEST ACTION

1) PROTEST ACTION DETAILS

We,

.....
(name of trade union or federation of trade unions)

intend to proceed with the protest action of which notice was served on

NEDLAC on
(date)

The protest action will begin at on the
(place) (date)

at
(time)

2) GENERAL

Address of trade union/federation:

Tel: Fax:

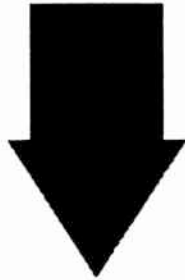
Signature of Secretary:

Name:

Date:

LRA Form 5.1
Section 80(2)
Labour Relations Act, 1995

READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

This form is an application by one or more representative trade unions for the establishment of a workplace forum. A workplace forum may be established in any workplace with more than 100 employees. This number excludes senior managerial employees.

An application may only be made if there is no existing forum established in terms of the Act.

WHO FILLS IN THIS FORM?

The representative trade union.

WHERE DOES THIS FORM GO?

The Registrar, Provincial Office of the CCMA. Please refer to the last page for details.

OTHER INSTRUCTIONS

Attach proof that a copy of this form has been sent to employer.

Proof that a copy of this form has been sent could be:

- * a copy of a registered slip from the Post Office;
- * a copy of a signed receipt if hand-delivered;
- * a signed statement confirming service by the person delivering the form; or
- * a copy of a fax confirmation slip.

If more than one union is applying, write down the additional names and particulars on a separate piece of paper.

REPRESENTATIVE TRADE UNION APPLIES FOR THE ESTABLISHMENT OF A WORKPLACE FORUM



1) UNION DETAILS

Name:

Address (postal and street)

Tel: Fax:

Contact person:

Reference number:

(If two or more unions are applying jointly for the establishment of a workplace forum, please supply the details of the other unions on a separate piece of paper.)

2) EMPLOYER DETAILS

Name:

Address (postal and street)

Tel: Fax:

Contact person:

Reference number:

CCMA Ref. No.

... please turn over →

3) WORKPLACE DETAILS

Description and address:

.....

Number of employees at the workplace

Number of members of applicant unions at the workplace

Form submitted by:

Name:

Signature:

Position:

Date:

Place:

CHECK!

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

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

Have you attached any extra information to this form?

PROVINCIAL OFFICES OF THE CCMA

CCMA EASTERN CAPE

Registrar
107 Main Street
Port Elizabeth

Private Bag X22500
Port Elizabeth
6000
Tel: (041) 56-4466
Fax: (041) 56-4585

CCMA FREE STATE

Registrar
NBS Building
Cnr Elizabeth & Westburger Street
Bloemfontein

Private Bag X20705
Bloemfontein
9300
Tel: (051) 448-3650
Fax: (051) 448-4468/9

CCMA GAUTENG

Registrar
20 Anderson Street
Johannesburg

Private Bag X94
Marshalltown
2107
Tel: (011) 377-6600
Fax: (011) 834-7331

CCMA KWAZULU/NATAL

Registrar
Garlicks Chambers
375 West Street
Durban

Private Bag X54363
Durban
4000
Tel: (031) 306-5454
Fax: (031) 306-5401

CCMA MPUMALANGA

Registrar
Foschini Centre
Eade Street
Witbank

Private Bag X7290
Witbank
1035
Tel: (0135) 656-2800
Fax: (0135) 656-2885/6

CCMA NORTH WEST

Registrar
47-51 Siddle Street
Klerksdorp

Private Bag X5004
Klerksdorp
2571
Tel: (018) 462-3137
Fax: (018) 462-4126

CCMA NORTHERN CAPE

Registrar
1A Bean Street
Kimberley

Private Bag X6100
Kimberley
8300
Tel: (0531) 81-6780
Fax: (0531) 81-5947/8

CCMA NORTHERN PROVINCE

Registrar
104 Hans van Rensburg Street
Pietersburg

Private Bag X9512
Pietersburg
0700
Tel: (0152) 297-5010
Fax: (0152) 297-5017

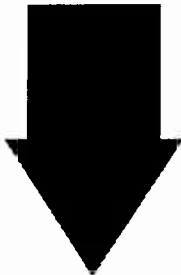
CCMA WESTERN CAPE

Registrar
78 Darling Street
Cape Town

Private Bag X9167
Cape Town
8000
Tel: (021) 45-7000
Fax: (021) 45-7193/4

LRA Form 5.2
Section 81(1)
Labour Relations Act, 1995

READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

This form is an application by one or more trade unions, which are recognised by an employer for the purposes of collective bargaining to represent all employees (except senior managerial employees), for the establishment of a workplace forum. An application may only be made if there is no existing forum established in terms of the Act.

WHO FILLS IN THIS FORM?

Authorised representative of the trade union.

WHERE DOES THIS FORM GO?

The Registrar, Provincial Office of the CCMA. Please refer to the last page for details.

OTHER INSTRUCTIONS

The union must attach a certified copy of the collective agreement which shows recognition, and proof that a copy of this form has been sent to the employer.

Proof that a copy of this form has been sent could be:

- * a copy of a registered slip from the Post Office;
- * a copy of a signed receipt if hand-delivered;
- * a signed statement confirming service by the person delivering the form; or
- * a copy of a fax confirmation slip.

If more than one union is applying, write down the additional names and particulars on a separate piece of paper.

REPRESENTATIVE TRADE UNION APPLIES FOR THE ESTABLISHMENT OF A TRADE UNION-BASED WORKPLACE FORUM



1) TRADE UNION DETAILS

Name:

Address (postal and street)

Tel: Fax:

Contact person:

Reference number:

(If two or more unions are applying jointly for the establishment of a workplace forum, please supply the details of the other unions on a separate piece of paper.)

2) EMPLOYER DETAILS

Name:

Address (postal and street)

Tel: Fax:

Contact person:

Reference number:

CCMA Ref. No.

... please turn over →

3) WORKPLACE DETAILS

Description and address:

.....

Number of employees (excluding senior managerial employees) at the workplace

Number of members of applicant unions at the workplace

Submitted by:

Name:

Title:

Signature:

Date:

Place:

CHECK!

- Have you sent a copy of this completed form to the other party?
- Have you included proof (that you have sent a copy to the other party) with this form?
- Have you attached any extra information to this form?
- Have you attached a certified copy of the collective agreement which shows that the union is recognised?

PROVINCIAL OFFICES OF THE CCMA

CCMA EASTERN CAPE

Registrar
107 Main Street
Port Elizabeth

Private Bag X22500
Port Elizabeth
6000
Tel: (041) 56-4466
Fax: (041) 56-4585

CCMA FREE STATE

Registrar
NBS Building
Cnr Elizabeth & Westburger Street
Bloemfontein

Private Bag X20705
Bloemfontein
9300
Tel: (051) 448-3650
Fax: (051) 448-4468/9

CCMA GAUTENG

Registrar
20 Anderson Street
Johannesburg

Private Bag X94
Marshalltown
2107
Tel: (011) 377-6600
Fax: (011) 834-7331

CCMA KWAZULU/NATAL

Registrar
Garlicks Chambers
375 West Street
Durban

Private Bag X54363
Durban
4000
Tel: (031) 306-5454
Fax: (031) 306-5401

CCMA MPUMALANGA

Registrar
Foschini Centre
Eade Street
Witbank

Private Bag X7290
Witbank
1035
Tel: (0135) 656-2800
Fax: (0135) 656-2885/6

CCMA NORTH WEST

Registrar
47-51 Siddle Street
Klerksdorp

Private Bag X5004
Klerksdorp
2571
Tel: (018) 462-3137
Fax: (018) 462-4126

CCMA NORTHERN CAPE

Registrar
1A Bean Street
Kimberley

Private Bag X6100
Kimberley
8300
Tel: (0531) 81-6780
Fax: (0531) 81-5947/8

CCMA NORTHERN PROVINCE

Registrar
104 Hans van Rensburg Street
Pietersburg

Private Bag X9512
Pietersburg
0700
Tel: (0152) 297-5010
Fax: (0152) 297-5017

CCMA WESTERN CAPE

Registrar
78 Darling Street
Cape Town

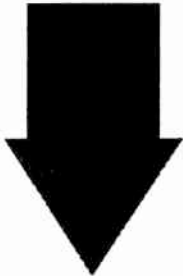
Private Bag X9167
Cape Town
8000
Tel: (021) 45-7000
Fax: (021) 45-7193/4

LRA Form 6.1
Labour Relations Act, 1995



REGISTRATION OF A TRADE UNION

READ THIS FIRST



APPLICATION IN TERMS OF SECTION 96(1) FOR REGISTRATION OF A TRADE UNION

TRADE UNION DETAILS

We apply for registration of this
 (Name of trade union)
 trade union.

The position, names and addresses of union officials are:

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

This form is an application by a trade union for registration with the Department of Labour.

**WHO FILLS IN
 THIS FORM?**

The Secretary of the trade union.

**WHERE DOES THIS
 FORM GO?**

To the Registrar, c/o the Provincial Director, Department of Labour. Refer to Table LRA 7 in the Regulations for the applicable address.

OTHER INSTRUCTIONS

Two copies of this form and three copies of the union's constitution (a total of five documents) must be sent to the Provincial Director.

Each copy of the constitution must be signed by the Secretary and Chair as being true copies.

POSITION	NAME	POSTAL ADDRESS
CHAIRPERSON		

We have members.

Our address is

... please turn over →

Signature of Secretary

Name

Date

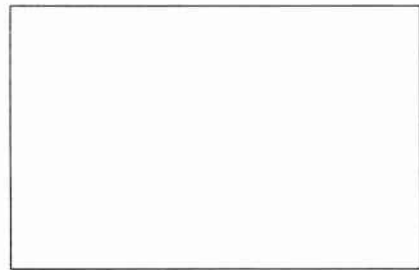
CHECK!
Have you prepared two copies of this form?
Have you prepared three signed copies of the union's constitution?

DEPARTMENT OF LABOUR DETAILS

I, , am satisfied that the information is substantially
(Provincial Director)
correct. The application was lodged with me on the
(date)

Today's date:

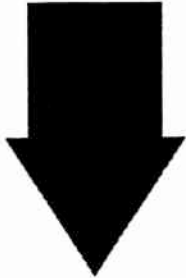
Place:



(Official stamp of Provincial Director)

LRA Form 6.2
Labour Relations Act, 1995

READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

This form is an application by an employers' organisation to apply for registration with the Department of Labour.

WHO FILLS IN THIS FORM?

The Secretary of the Employers' Organisation.

WHERE DOES THIS FORM GO?

To the Registrar, c/o the Provincial Director, Department of Labour. Refer to Table LRA 7 in the Regulations for the applicable address.

OTHER INSTRUCTIONS

Two copies of this form and three copies of the constitution of the employers' organisation (a total of five documents) must be sent to the Provincial Director.

Each copy of the constitution must be signed by the Secretary and Chair as being true copies.

REGISTRATION OF AN EMPLOYERS' ORGANISATION



APPLICATION IN TERMS OF SECTION 96(1) FOR REGISTRATION OF AN EMPLOYERS' ORGANISATION

1) EMPLOYERS' ORGANISATION DETAILS

We, (name of employers' organisation)

apply for registration of this employers' organisation. The position, names and addresses of national office-bearers and officials of the organisation are:

POSITION	NAME	POSTAL ADDRESS
CHAIRPERSON		

We have members which employ employees.
(number) (number)

Our address is:

.....
.....

... please turn over →

Signature of Secretary:

Name:

Date:

CHECK!
Have you prepared two copies of this form?
Have you prepared three signed copies of the constitution?

DEPARTMENT OF LABOUR DETAILS

I, , am satisfied that the particulars are substantially
(name of Provincial Director)
correct. The application was lodged with me on the
(date)

Today's date:

Place:



(Official stamp of Provincial Director)

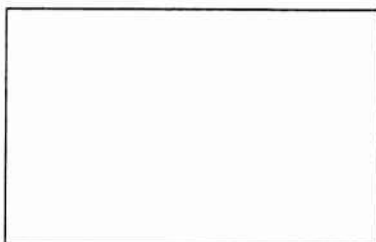
LRA Form 6.3
Labour Relations Act, 1995
Section 96(7)(a)

CERTIFICATE OF REGISTRATION OF A TRADE UNION

This is to certify that

.....
.....
(name of trade union)

has in terms of section 96(7)(a) of the Labour Relations Act, 1995, been registered as
a trade union with effect from
(date)



(Official stamp of Registrar)

Date:

Reference number:

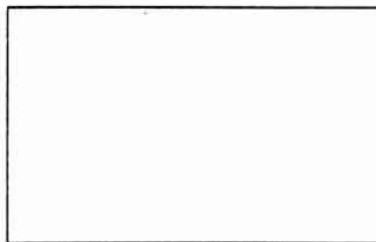
.....
Registrar of Labour Relations

CERTIFICATE OF REGISTRATION OF EMPLOYERS' ORGANISATION

This is to certify that

.....
.....
(name of employers' organisation)

has in terms of section 96(7)(a) of the Labour Relations Act, 1995, been registered as
an employers' organisation with effect from
(date)



(Official stamp of Registrar)

Date:

Reference number:

.....
Registrar of Labour Relations

LRA Form 6.5
Labour Relations Act, 1995
Section 99(a)

LIST OF MEMBERS TO BE KEPT BY A TRADE UNION

(a) Full name:	
(b) Clock card number (if any):	
(c) Sector in which employed:	
(d) Name of employer:	
(e) Address of employer:

LRA Form 6.6
Labour Relations Act, 1995
Section 99(a)

LIST OF MEMBERS TO BE KEPT BY AN EMPLOYERS' ORGANISATION

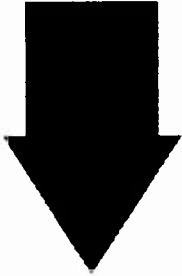
(a) Full name and address of employer
(b) Name and telephone no. of contact person
(c) Sector(s) in which engaged
(d) Number of employees in each sector

LRA Form 6.7
Labour Relations Act, 1995

NUMBER OF TRADE UNION MEMBERS



READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

Every registered trade union has a duty to keep a record of its members.

WHO FILLS IN THIS FORM?

The Secretary of the trade union.

WHERE DOES THIS FORM GO?

The Registrar of Labour Relations
Department of Labour
Private Bag X117
Pretoria
0001

This form must reach the Registrar by the 31 March.

STATEMENT TO BE PROVIDED TO REGISTRAR BY TRADE UNION IN TERMS OF SECTION 100(a)

TRADE UNION DETAILS

Name

.....

Address (postal and street)

.....

.....

.....

The number of members of the trade union at 31 December in each sector was: (year)

SECTOR	NUMBER
TOTAL:	

I, , certify that the information in this form accords with the records of the trade union.
(name of secretary)

Signature:

Date:



LRA Form 6.8
Labour Relations Act, 1995

NUMBER OF EMPLOYERS' ORGANISATION MEMBERS

READ THIS FIRST



STATEMENT TO BE PROVIDED TO REGISTRAR BY EMPLOYERS' ORGANISATION
 IN TERMS OF SECTION 100(a)

WHAT IS THE PURPOSE OF THIS FORM?

Every registered employers' organisation has a duty to keep a record of its members.

WHO FILLS IN THIS FORM?

The Secretary of the employers' organisation.

WHERE DOES THIS FORM GO?

The Registrar of Labour Relations
 Department of Labour
 Private Bag X117
 Pretoria
 0001

This form must reach the Registrar by the 31 March.

EMPLOYERS' ORGANISATION DETAILS

Name:

.....

Address (postal and street)

.....

.....

.....

The number of members of the employers' organisation at 31 December (year) in each sector was:

SECTOR	NUMBER
TOTAL:	

I certify that the information in this
 (name of secretary)

form accords with the records of the employers' organisation.

Signature:

Date:

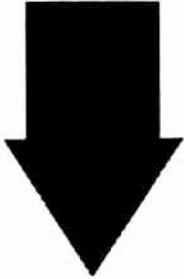


APPLICATION BY AMALGAMATING TRADE UNIONS FOR REGISTRATION

APPLICATION IN TERMS OF SECTION 102(2) FOR REGISTRATION OF
AMALGAMATING TRADE UNIONS

LRA Form 6.9
Labour Relations Act, 1995

READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

This form is an application for registration by trade unions which wish to amalgamate.

WHO FILLS IN THIS FORM?

The Secretary of each of the trade unions that are amalgamating.

WHERE DOES THIS FORM GO?

To the Registrar, c/o the Provincial Director, Department of Labour. Refer to Table LRA 7 in the Regulations for the applicable address.

OTHER INSTRUCTIONS

Two copies of this form and three copies of the constitution of the amalgamated trade union must be sent to the Provincial Director.

Each copy of the constitution must be signed by the Secretary and the Chair as being true copies.

1) AMALGAMATING TRADE UNION DETAILS

Name:

.....

Address (postal and street)

.....

.....

.....

.....

The following trade unions have chosen to amalgamate:

.....

.....

.....

.....

.....

.....

.....

.....

(names and addresses of trade unions)

... please turn over →

2) OFFICE BEARERS/OFFICIALS

POSITION	NAME	POSTAL ADDRESS

The amalgamated trade union has members.
(number)

Name of trade union:

Name of trade union:

Signature of Secretary:

Signature of Secretary:

Name:

Name:

Date:

Date:

Name of trade union:

Name of trade union:

Signature of Secretary:

Signature of Secretary:

Name:

Name:

Date:

Date:

CHECK!

Have you prepared two copies of this form?

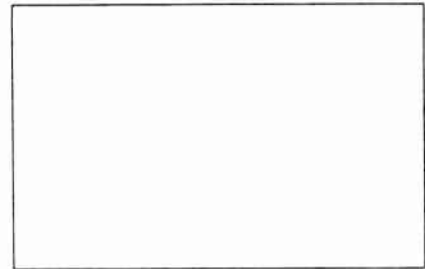
Have you prepared three signed copies of the constitution?

DEPARTMENT OF LABOUR DETAILS

I, , am satisfied that the particulars are substantially
(Provincial Director)
correct. The application was lodged with me on the
(date)

Today's Date:

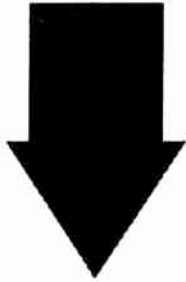
Place:



(Official stamp of Provincial Director)

LRA Form 6.10
Labour Relations Act, 1995

READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

This form is an application for registration by employers' organisations who wish to amalgamate.

WHO FILLS IN THIS FORM?

The Secretary of each of the employers' organisations that are amalgamating.

WHERE DOES THIS FORM GO?

To the Registrar
c/o the Provincial Director,
Department of Labour. Refer to Table LRA 7 in the Regulations for the applicable address.

OTHER INSTRUCTIONS

Two copies of this form and three copies of the constitution of the amalgamated employers' organisation must be sent to the Provincial Director.

Each copy of the constitution must be signed by the Secretary and the Chair as being true copies.

APPLICATION BY AMALGAMATING EMPLOYERS' ORGANISATION FOR REGISTRATION



APPLICATION IN TERMS OF SECTION 102(2) FOR REGISTRATION OF AN AMALGAMATED EMPLOYERS' ORGANISATION

1) AMALGAMATED EMPLOYERS' ORGANISATION DETAILS

Name:

.....

Address (postal and street)

.....

.....

.....

.....

We hereby apply for registration of an amalgamated employers' organisation.

The following employers' organisations have chosen to amalgamate:

.....

.....

.....

.....

.....

.....

.....

.....

(names and addresses of employers' organisations)

... please turn over →

2) OFFICE BEARERS/OFFICIALS

POSITION	NAME	POSTAL ADDRESS

The amalgamated employers' organisation has members.
(number)

Name of employers' organisation:

Name of employers organisation

.....

.....

Signature of Secretary:

Signature of Secretary:

Name:

Name:

Date:

Date:

Name of employers' organisation:

Name of employers' organisation:

.....

.....

Signature of Secretary:

Signature of Secretary:

Name:

Name:

Date:

Date:

CHECK!

Have you prepared two copies of this form?

Have you prepared three signed copies of the constitution?

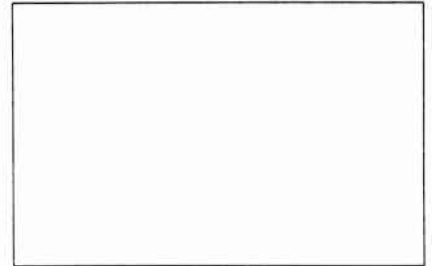
DEPARTMENT OF LABOUR DETAILS

I, , am satisfied that the particulars are substantially
(Provincial Director)

correct. The application was lodged with me on the
(date)

Today's Date:

Place:

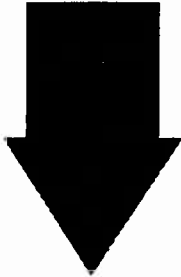


(Official stamp of Provincial Director)



LRA Form 7.1
Section 51(1) and 127(1)
Labour Relations Act, 1995

READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

This form is an application by a Council to the Governing Body of the CCMA for accreditation to perform various dispute resolution functions.

WHO FILLS IN THIS FORM?

The Secretary of the Council.

WHERE DOES THIS FORM GO?

To the Governing Body
CCMA
Private Bag X94
Marshalltown
2107

OTHER INSTRUCTIONS

A copy of the certificate of registration, a motivation for accreditation and the Council's code of conduct must be attached to this form.

COUNCIL APPLIES FOR ACCREDITATION

1) COUNCIL DETAILS

Name:
.....
.....
.....

Address (postal and street)
.....
.....
.....
.....
.....

Tel: Fax:

Contact person:

Reference number:

2) ACCREDITATION IS SOUGHT FOR THESE DISPUTE-RESOLUTION FUNCTIONS (Disputes involving non-parties to the Council - see section 51(2))

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

List the conciliation and arbitration dispute functions the Council wants to perform.
Note that the Council cannot include disputes listed in section 127(2). Examples of these are disputes dealing with agency shops and closed shops, pickets and the demarcation of sectors and areas of councils.



CCMA Ref. No. please turn over →

READ THIS FIRST



The Council may appoint another agency to perform some of its functions. If this Council wants to appoint another agency its details must be included.

The scope of the appointment in terms of area, type of function and categories of dispute must also be included.

3) DETAILS OF ACCREDITED AGENCY APPOINTED BY COUNCIL (If any)

Name:

.....

Address (postal and street)

.....

.....

Tel: Fax:

The scope of the appointment including categories of dispute:

.....

.....

.....

.....

4) NUMBERS OF EMPLOYEES AND EMPLOYERS COVERED BY COUNCIL

	The number of employees and employers within the Council's registered scope	The number of employers who are not members of the employers' organisation in the Council and the number of their employees	The number of employees who are not members of unions in the Council.
Employees			
Employers			N/A

... please turn over →

5) MOTIVATION

a) Prepare a motivation for the governing body of the CCMA which deals with the issues raised in Section 127(4) of the LRA.

Some of these issues are:

- the standard of services
- the independence of those who perform the functions for which the Bargaining Council seeks accreditation
- an acceptable code of conduct
- acceptable disciplinary procedures
- whether the service is broadly representative of South African society

b) Describe management and human resource capacity

Provide information on -

the committee or body that will perform dispute resolution (provide information on the name of the committee/body, how its affairs will be governed, how it will be resourced in terms of administrative staff, premises, other facilities, etc);

information relating to the conciliators and arbitrators (provide the names of dispute resolvers, their qualifications, training and experience; supply details, if applicable, of the steps the applicant is taking to promote a service comprising practitioners broadly representative of South African society);

training (supply details of initial and ongoing training, or training opportunities, available to conciliators and arbitrators);

the extent to which the provisions of each section in Part C of Chapter 7 of the Act should be made applicable to it - see section 127(6). Please motivate.

Form submitted by:

Name:

Signature:

Position:

Date:

Place:

CHECK!

Have you attached to this form:

- * a copy of the certificate of registration
- * a motivation for accreditation
- * the Council's code of conduct

LRA Form 7.2
Section 127(1)
Labour Relations Act, 1995

PRIVATE AGENCY APPLIES FOR ACCREDITATION



READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

This form is an application by a private agency to the Governing Body of the CCMA for accreditation to perform various dispute resolution functions.

WHO FILLS IN THIS FORM?

An authorised representative of the private agency.

WHERE DOES THIS FORM GO?

Governing Body of the CCMA
Private Bag X94
Marshalltown
2107

OTHER INSTRUCTIONS

A motivation for accreditation and the private agency's code of conduct must be attached to this form.

1) PRIVATE AGENCY DETAILS

Name:

.....

Legal status (company, cc, trust, etc):

.....

Date of formation:

Physical address:

.....

Postal address:

.....

Tel: Fax:

Contact person:

Reference number:

Full names of directors, members, trustees or partners:

.....

.....

.....

.....

.....

.....

.....

.....

.....

CCMA Ref. No.

... please turn over →

READ THIS FIRST



The nature of the business/activities engaged in by the private agency (provide a description of the range of services offered):

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



2) ACCREDITATION IS SOUGHT FOR THESE DISPUTE RESOLUTION FUNCTIONS

List the conciliation and arbitration dispute functions the private agency wants to perform, and on whose behalf it will be performing those functions. These must be the dispute functions for which the private agency wants accreditation.

Note that the private agency cannot include disputes listed in section 127(2). Examples of these are disputes dealing with agency shops and closed shops, pickets and the demarcation of sectors and areas of councils.

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

... please turn over →

READ THIS FIRST



Provide details on the areas (sectors, provinces, centres and districts) of operation.

3) INFORMATION ON AREA OF OPERATION

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

4) MOTIVATION

a) Prepare a motivation for the governing body of the CCMA which deals with the issues raised in Section 127(4) of the LRA.

These issues are

- the standard of services
- the independence of those who perform the functions for which the Agency seeks accreditation
- an acceptable code of conduct
- acceptable disciplinary procedures

b) Describe management and human resource capacity

Provide information on-

the committee or body that will perform dispute resolution (provide information on the name of the committee/body, how its affairs will be governed, how it will be resourced in terms of administrative staff, premises, other facilities, etc);

information relating to the conciliators and arbitrators (furnish the names of the individuals the applicant proposes using as dispute resolvers, along with particulars of each individual's qualifications, training and experience; supply details, if applicable, of the steps the applicant is taking to promote a service comprising practitioners broadly representative of South African society);

training (supply details of initial and ongoing training, or training opportunities, available to conciliators and arbitrators; and

... please turn over →

READ THIS FIRST



those sections of Part C of Chapter 7 of the Act which the applicant believes should not be made applicable to it- see section 127(6). Please motivate.

c) Provide information on service users: for example particular councils, parties in particular sectors, industries and services.

Form submitted by:

Name:

Signature:

Position:

Date:

Place:

CHECK!
Have you attached to this form:
* a motivation for accreditation
* the agency's code of conduct

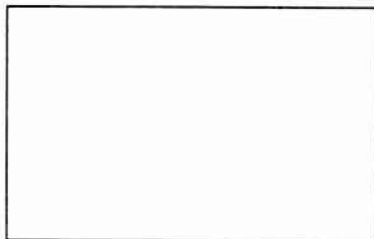
CERTIFICATE OF ACCREDITATION OF COUNCIL

This is to certify that

.....
.....
.....
(name of applicant)

has in terms of section 127 of the Labour Relations Act, 1995, been accredited to perform dispute resolution functions, subject to the terms set out in the accompanying attachment. This certificate is valid from

..... (date) to (date)



(Official stamp of CCMA)

Director, CCMA
Private Bag X94
Marshalltown
2107

Date:

Reference number:

.....

LRA Form 7.4
Labour Relations Act, 1995
Section 127(5)(a)(ii)

CERTIFICATE OF ACCREDITATION OF PRIVATE AGENCY

This is to certify that

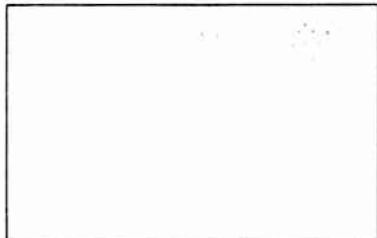
.....
.....
.....
(name of applicant)

has in terms of section 127 of the Labour Relations Act, 1995, been accredited to perform dispute resolution functions, subject to the terms set out in the accompanying attachment. This certificate is valid from

..... to

(date)

(date)



(Official stamp of CCMA)

Director, CCMA
Private Bag X94
Marshalltown
2107

Date:

Reference number:
.....

LRA Form 7.5
Section 129(1)
Labour Relations Act, 1995

COUNCIL OR PRIVATE AGENCY APPLIES TO AMEND ACCREDITATION



READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

This form is an application by an accredited council or accredited private agency to the CCMA to amend its accreditation. For example, the amendment can relate to nature of services, scope of work or area.

WHO FILLS IN THIS FORM?

An accredited council or accredited private agency.

WHERE DOES THIS FORM GO?

Governing Body, CCMA
Private Bag X94
Marshalltown
2107

OTHER INSTRUCTIONS

A copy of the applicant's current certificate of accreditation must be attached to this form.

1) APPLICANT DETAILS

Name:

Address (postal and street)

Tel: Fax:

2) ACCREDITATION AMENDMENTS SOUGHT

The applicant wants to amend its current accreditation in the following way:

3) MOTIVATION

Please supply information on changes to areas of operation, service users and other matters. (refer to section 127(4)):

CCMA Ref. No.

... please turn over →

*LRA Form 7.5
Council or private agency applies to amend accreditation
Page 2 of 2*

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

(use a separate sheet of paper if necessary)

Form submitted by:

Name:

Signature:

Position:

Date:

Place:

CHECK!

Have you attached your current certificate of accreditation?

LRA Form 7.6
Section 131(1)
Labour Relations Act, 1995

COUNCIL APPLIES TO RENEW ACCREDITATION



READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

This form is an application by an accredited council to the CCMA to renew its accreditation either in the current or amended form.

WHO FILLS IN THIS FORM?

The accredited council.

WHERE DOES THIS FORM GO?

Governing Body, CCMA
Private Bag X94
Marshalltown
2107

OTHER INSTRUCTIONS

A copy of the current certificate of accreditation must be attached to this form.

1) COUNCIL DETAILS

Name:

Address (postal and street)

Tel: Fax:

2) ACCREDITATION RENEWAL

The Council applies to renew its accreditation in

(its current form or in amended terms)

If in amended terms, provide motivation and details:

.....
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.....

Describe changes (if any), since the council was last accredited. These changes could be area of operation, service users, and other matters raised in section 127(4):

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

(use a separate sheet of paper if necessary)

Form submitted by:

Name:

Signature:

Position:

Date:

Place:

CHECK!
Have you attached your current certificate of accreditation?

LRA Form 7.7
Section 131(1)
Labour Relations Act, 1995

PRIVATE AGENCY APPLIES TO RENEW ACCREDITATION



READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

This form is an application by an accredited agency to the CCMA to renew its accreditation either in the current or amended form.

WHO FILLS IN THIS FORM?

The accredited agency.

WHERE DOES THIS FORM GO?

Governing Body, CCMA
Private Bag X94
Marshalltown
2107

OTHER INSTRUCTIONS

A copy of the current certificate of accreditation must be attached to this form.

1) AGENCY DETAILS

Name:

.....

Legal status (company, cc, trust, etc):

.....

Address (postal and street)

.....

.....

Tel: Fax:

Full names of directors, members, trustees or partners:

.....

.....

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.....

CCMA Ref. No.

... please turn over →

Form submitted by:

Name:

Signature:

Position:

Date:

Place:

CHECK!
Have you attached your current certificate of accreditation?



COUNCIL APPLIES FOR SUBSIDY

LRA Form 7.8
Section 132(1)
Labour Relations Act, 1995

READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

This form is an application by a Council to the Governing Body of the CCMA for a subsidy to perform dispute resolution functions and train people to perform these functions.

WHO FILLS IN THIS FORM?

An accredited Council or a Council applying for accreditation.

WHERE DOES THIS FORM GO?

Governing Body, CCMA
Private Bag X94
Marshalltown
2107

OTHER INSTRUCTIONS

The Council must send:
* the form and
* the current certificate of accreditation (if applicable) as well as any additional information which the Council wants to bring to the attention of the Governing Body.

1) COUNCIL DETAILS

Name:

Address (postal and street)

Tel: Fax:

Contact person:

Reference number:

2) DISPUTE RESOLUTION FUNCTIONS FOR WHICH COUNCIL IS ACCREDITED OR SEEKING ACCREDITATION

Is the Council already accredited to perform particular dispute resolution functions?

Yes
No

If yes, attach the certificate of accreditation.

Are any dispute resolution functions of the Council performed by an accredited agency?

Yes
No

If yes, name the agency and describe those dispute resolution functions

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

CCMA Ref. No.

... please turn over →

Is the council currently applying for accreditation to perform dispute resolution functions?

Yes

No

If yes, attach the relevant application for accreditation.

3) DISPUTE RESOLUTION CASE LOAD

What period does the estimate cover? (Note: the period should end with the close of the CCMA's financial year, ie 31 March)

.....

Accredited functions

Provide best estimates of the number of cases the Council expects to deal with in respect of its accredited functions, as follows:

Section	Dispute	No. of Cases	Total Days spent conciliating	Total Days spent arbitrating
9(1)	Freedom of association and general protections			n/a
24(1)	Interpretation or application of collective agreement			
51(2) and (3), 64 (1)	Any matter of mutual interest			
74(1) and (4)	Essential service dispute			
191(1)	Unfair dismissal			
196(6)	Severance pay			
Sch 7, item 3(1)	Unfair labour practices			
Total				

... please turn over →

Other dispute resolution functions

Provide best estimates of the number of cases the Council expects to deal with in respect of its other dispute resolution functions as follows:

Section	Dispute	No. of Cases	Total days spent conciliating	Total Days spent arbitrating	Total days spent in other forms of dispute resolution (specify)
9(1)	Freedom of association and general protections				
24(1)	Interpretation or application of collective agreement				
51(3) and 64(1)	Any matter of mutual interest				
74(1) and (4)	Essential service disputes				
191(1)	Unfair dismissal				
196(6)	Severance pay				
Sch 7, item 3(1)	Unfair labour practices				
Other (specify)					
Total					

4) BUDGET SUMMARY FOR THE PERIOD COVERED IN (3) ABOVE

(Elaborate on these estimates in a supporting annexure)

Anticipated expenses:

Function	Cost per day (accredited functions)	Cost per day (Other functions)	Total cost	
			Accredited functions	Other functions
Conciliation				
Arbitration				
Other (specify)	n/a			
Training	n/a	n/a		
Admin and infrastructure costs	n/a	n/a		
Total	n/a	n/a		

Grand Total	
-------------	--

Anticipated income

The Councils' dispute resolution work will be financed as follows:

(In Rands and as a percentage of the total dispute resolution budget. Supply further details if appropriate)

	Accredited functions		Unaccredited functions	
	In Rands	In %	In Rands	In %
Levies on employers				
Levies on employees				
User charges	s140(2)	s140(2)		
Commission subsidy				
Other _____				
TOTAL				

The levy rate per employee will be:

non-union employees

union employees

The levy rate per employer will be:

non-member of party employers' organisation.....

member of party employers' organisation

5) DETAILS OF SUBSIDY REQUIRED

Provide a financial breakdown of subsidy requested:

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

6) MOTIVATION

Motivate your application. In addition, cover the issues raised in S132(3)

In brief these are:

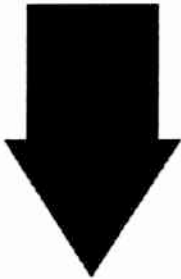
- * the need for your services;
- * the reasons for seeking the subsidy;
- * the amount requested;
- * capacity to deal with finances responsibly.

CHECK!
 Have you attached your current certificate of accreditation?
 Have you attached your motivation (see Section 132(3))?



LRA Form 7.9
Section 132(1)
Labour Relations Act, 1995

READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

This form is an application by an accredited agency or an agency applying for accreditation to the Governing Body of the CCMA for a subsidy to perform dispute resolution functions and train people to perform these functions.

WHO FILLS IN THIS FORM?

An accredited agency or an agency applying for accreditation.

WHERE DOES THIS FORM GO?

Governing Body, CCMA
Private Bag X94
Marshalltown
2107

OTHER INSTRUCTIONS

The agency must send:

- * the form and
- * the current certificate of accreditation (if applicable) as well as
- * any additional information which the Council wants to bring to the attention of the Governing Body.

PRIVATE AGENCY APPLIES FOR SUBSIDY

1) AGENCY DETAILS

Name:

Address (postal and street)

Tel: Fax:

Contact person:

Reference number:

2) DISPUTE RESOLUTION FUNCTIONS FOR WHICH AGENCY IS ACCREDITED OR SEEKING ACCREDITATION

Is the agency already accredited to perform dispute resolution functions?

Yes

No

If yes attach the certificate of accreditation.

Is the agency currently applying for accreditation to perform dispute resolution functions?

Yes

No

If yes, attach the relevant application for accreditation.

CCMA Ref. No.

... please turn over →

3) ATTACHMENTS

a) Budget

Prepare a budget which should include details on:

- * the anticipated total number of days spent on dispute resolution work (average case length x number of cases)
- * the total fees bill for conciliators and arbitrators (consider daily rates and retainer fees)
- * administrative and infrastructural costs
- * training costs
- * income for accredited dispute resolution work.

b) Motivation

Motivate your application. In addition, cover the issues raised in Section 132(3).

In brief these are:

- * the need for your services
- * the reasons for seeking the subsidy
- * the amount requested
- * capacity to deal with finances responsibly.

Form submitted by:

Name:

Signature:

Position:

Date:

Place:

CHECK!

Have you attached your current certificate of accreditation?

Have you attached your budget?

Have you attached your motivation (see Section 132(3))?

LRA Form 7.10
Section 132(8)(a)
Labour Relations Act, 1995

COUNCIL OR PRIVATE AGENCY APPLIES FOR RENEWAL OF SUBSIDY



READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

This form is an application by an accredited Council or an accredited agency for a renewal of a subsidy to perform dispute resolution work.

WHO FILLS IN THIS FORM?

An accredited Council or accredited agency.

WHERE DOES THIS FORM GO?

Governing Body, CCMA
Private Bag X94
Marshalltown
2107

OTHER INSTRUCTIONS

The certificate of accreditation must be attached to this form.

Prepare a copy of your current subsidy.

Prepare your new budget.

1) APPLICANT DETAILS

Name:

Address (postal and street)

Tel: Fax:

Contact person:

Reference number:

2) ATTACHMENTS

a) **Current subsidy** (provide details)

b) **Anticipated budget** (refer to your initial application: update your previous budget and supply additional motivation)

CHECK!

Have you attached the certificate of accreditation?

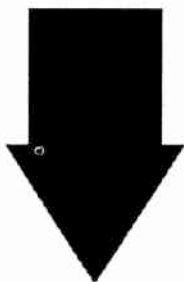
Have you attached information about the current subsidy?

Have you attached the anticipated budget?

CCMA Ref. No.

LRA Form 7.11
Section 135
Labour Relations Act, 1995

READ THIS FIRST



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

This form assists a person or organisation refer a dispute to the CCMA for conciliation.

**WHO FILLS IN
THIS FORM?**

Employer, employee, union, or employers' organisation.

**WHERE DOES THIS
FORM GO?**

To the CCMA office in your province.

OTHER INSTRUCTIONS

When you refer the dispute to the CCMA, it will appoint a commissioner who must attempt to resolve the dispute through conciliation within 30 days.

Please note that if you are covered by a bargaining council, a statutory council or an accredited agency you may have to take the dispute to that council or agency. Some councils and agencies are required by law to deal with certain disputes and parties must then refer disputes there, rather than to the CCMA. You may also need to deal with the dispute in terms of a private procedure if one applies.

REFERRING A DISPUTE TO THE CCMA FOR CONCILIATION



PROVINCIAL OFFICES OF THE CCMA

CCMA EASTERN CAPE

Registrar
107 Main Street
Port Elizabeth

Private Bag X22500
Port Elizabeth
6000
Tel: (041) 56-4466
Fax: (041) 56-4585

CCMA FREE STATE

Registrar
NBS Building
Cnr Elizabeth & Westburger Street
Bloemfontein

Private Bag X20705
Bloemfontein
9300
Tel: (051) 448-3650
Fax: (051) 448-4468/9

CCMA GAUTENG

Registrar
20 Anderson Street
Johannesburg

Private Bag X94
Marshalltown
2107
Tel: (011) 377-6600
Fax: (011) 834-7331

CCMA KWAZULU/NATAL

Registrar
Garlicks Chambers
375 West Street
Durban

Private Bag X54363
Durban
4000
Tel: (031) 306-5454
Fax: (031) 306-5401

CCMA MPUMALANGA

Registrar
Foschini Centre
Eade Street
Witbank

Private Bag X7290
Witbank
1035
Tel: (0135) 656-2800
Fax: (0135) 656-2885/6

CCMA NORTH WEST

Registrar
47-51 Siddle Street
Klerksdorp

Private Bag X5004
Klerksdorp
2571
Tel: (018) 462-3137
Fax: (018) 462-4126

CCMA NORTHERN CAPE

Registrar
1A Bean Street
Kimberley

Private Bag X6100
Kimberley
8300
Tel: (0531) 81-6780
Fax: (0531) 81-5947/8

CCMA NORTHERN PROVINCE

Registrar
104 Hans van Rensburg Street
Pietersburg

Private Bag X9512
Pietersburg
0700
Tel: (0152) 297-5010
Fax: (0152) 297-5017

CCMA WESTERN CAPE

Registrar
78 Darling Street
Cape Town

Private Bag X9167
Cape Town
8000
Tel: (021) 45-7000
Fax: (021) 45-7193/4

... please turn over →

READ THIS FIRST



1) DETAILS OF PARTY REFERRING THE DISPUTE

Tick the box

As the referring party are you:

- an employee a union official or representative
- an employer an employers organisations' official or representative

If you are an employee fill in (a) below and if you are a union official or representative, an employer or an employers organisations' official or representative fill in (b).

a) If the referring party is an employee

Your name:

Address:

.....

Tel: Fax:

Alternative contact details of employee (eg a relative or a friend):

Name:

Address:

.....

Tel: Fax:

If a union or employers' organisation is helping you with the dispute give their details too.



b) If the referring party is an employer, an employers' organisation or union

Your contact details

Name:

Address:

.....

Tel: Fax:

Contact person:

If more than one party is referring the dispute, write their details on a separate page and staple it to this form.



CCMA Ref. No.

... please turn over →

READ THIS FIRST



2) DETAILS OF OTHER PARTY (THE OPPOSITE PARTY)

Tick the box

The other party is:

an employee

a union official or representative

an employer

an employers organisations' official or representative



If more than one other party is involved in the dispute, write their details on a separate page and staple it to this form.

Name:

Address:

.....

.....

Tel: Fax:

Name of person dealing with the matter and other party's reference number

(if known):

3) NATURE OF THE DISPUTE



Describe the issues involved. The list on page 7 should help you. Your description will assist the CCMA in dealing with the matter. It is not meant to bind you.

a) The dispute is about:

.....

.....

.....

.....

.....

.....

.....

... please turn over ->

READ THIS FIRST



Look at the list of disputes and their corresponding sections on page 7. If you are unsure which is the appropriate section you may leave 3b blank.

.....
.....

 b) The dispute relates to section of the Labour Relations Act, 1995.

4) SPECIAL FEATURES (IF ANY)

Special features might be the urgency of a matter, the large number of people involved, important legal or labour issues etc



I/we would like to bring the following special features of this dispute to the attention of the Commission:

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

Delete the box below if inapplicable:

Dispute about unilateral change to terms and conditions of employment (s 64(4))

I/we require that the employer party not implement unilaterally the proposed changes that led to this dispute for 30 days, or that it restore the terms and conditions of employment that applied before the change.

Signed: (party referring the dispute)

5) DATE OF DISPUTE

The dispute arose on:
(give the date, or approximate date)

... please turn over →

READ THIS FIRST



6) SECTOR AND AREA



Give a description of the industry, service or public sector concerned (eg the metal industry, tourist services, provincial hospital services etc). This will help the CCMA choose a Commissioner with experience in the particular sector or area.

The dispute exists in the following sector:

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

and in the following area:



Where did the dispute arise? Usually this will be the address of the workplace.

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

7) RESULTS OF CONCILIATION



Describe the outcome or result you would like from this conciliation. You are not bound by the proposals you make here.

The outcome I/we would like:

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

... please turn over →

READ THIS FIRST



8) INFORMING THE OTHER PARTY

Proof that a copy of this form has been sent could be:

- * a copy of a registered slip from the Post Office;
- * a copy of a signed receipt if hand-delivered;
- * a signed statement confirming service by the person delivering the form; or
- * a copy of a fax confirmation slip.

A copy of this form has been sent to the other party to the dispute. Proof of this is attached to this form.

Signed at on

.....
Party referring the dispute

CONCILIATION REFERRALS**SECTION LIST****NATURE OF DISPUTE**

LRA Section	Dispute
9(1)	Freedom of association and general protections
16(6)	Disclosure of information
21(4)	Collective agreement on organisational rights
21(11)	Withdrawal of organisational rights
22(1)	Interpretation or application of organisational rights
24(2)	Interpretation or application of collective agreement
24(6)	Interpretation or application of agency or closed shop agreement
26(11)	Non-admission as party to closed-shop
45(1)	Interpretation or application of ministerial determination
61(10)	Interpretation or application of lapsed collective agreement
63(1)	Interpretation or application of collective bargaining provisions
64(1) & 134	Any matter of mutual interest
64(2) & 134	Refusal to bargain
64(4)	Unilateral change to terms and conditions of employment
69(8)	Picketing
74(1)	Disputes in essential services
86(4)(b)	Joint decision-making (workplace forum)
89(3)	Disclosure of information (workplace forum)
94(1)	Interpretation or application of workplace forum provisions
191(1)	Unfair dismissal
196(6)	Severance pay
Sch 7, item 3(1)	Unfair labour practices

LRA Form 7.12
Labour Relations Act, 1995
Section 64(1)(a), 135(5)(a), 136(1)(a)

CERTIFICATE OF OUTCOME OF DISPUTE REFERRED FOR CONCILIATION

I certify that the dispute between

.....
.....
..... (party)

and

.....
.....
..... (other party)

referred for conciliation on (date) and concerning

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

- was resolved on the (date) or
- remains unresolved as at (date)

Commissioner/Conciliator

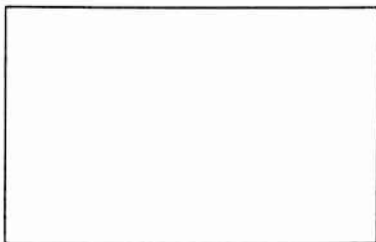
.....

Signed at:

Date:

Reference number:

.....



(Official stamp of CCMA
or accrediting council or agency)

LRA Form 7.13
Section 136
Labour Relations Act, 1995

REQUEST FOR ARBITRATION



READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

If conciliation fails, a party may request that the CCMA resolve the dispute by arbitration. At an arbitration hearing a commissioner gives both parties an opportunity to fully state their case. The commissioner then makes a decision which must be followed by both parties.

WHO FILLS IN THIS FORM?

The party requesting the arbitration.

WHERE DOES THIS FORM GO?

To the Registrar, at the Provincial Office of the CCMA. (Please refer to the last page for details.)

This should be the same office which conducted the conciliation. If an accredited council or agency is to arbitrate the dispute, this form must be sent to their office. If in doubt contact the CCMA for help.

1) DETAILS OF PARTY REQUESTING ARBITRATION

Name:

.....

Address (postal and street)

.....

.....

Tel: Fax:

2) DISPUTE DETAILS

The case between and
(party) (other party)

was referred for conciliation but remains unresolved. The reference number

of that case is The certificate confirming the

failure of conciliation is attached.

In terms of Section I/we now request that the matter
(see chart on page 3)

be resolved through arbitration.

The issues still in dispute are

.....

.....

.....

.....

(Give a brief description. The commissioner may require a more precise statement later)

CCMA Ref. No.

... please turn over →

OTHER INSTRUCTIONS

A copy of this form must be sent to the other party.

Proof that a copy of this form has been sent could be:

- * a copy of a registered slip from the Post Office;
- * a copy of a signed receipt if hand-delivered;
- * a signed statement confirming service by the person delivering the form; or
- * a copy of a fax confirmation slip.

The certificate confirming that the dispute was unresolved through conciliation must also be attached to this form.

If a party does not want the commissioner who conducted the conciliation proceedings to arbitrate this dispute, that party must fill in LRA Form 7.14.

If both parties agree on a particular commissioner to arbitrate then they must inform the CCMA within 48 hours of the dispute being certified as unresolved.

If a party wants a senior commissioner to arbitrate they must fill in LRA Form 7.15.

Decision sought from commissioner:

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.....

(What decision would you like the commissioner to make? The commissioner may require more precise information later)

Form submitted by:

Name:

Signature:

Position:

Date:

Place:

CHECK!

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

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

Have you attached the certificate confirming that the dispute was unresolved through conciliation?

... please turn over →

ARBITRATION REQUESTS

SECTION LIST

NATURE OF DISPUTE

Demarcation disputes (Section 62) must be processed in terms of LRA Form 3.23

LRA Section	Dispute
16(9)	Disclosure of information
21(7)	Collective agreement on organisational rights
21(11)	Withdrawal of organisational rights
22(4)	Interpretation or application of organisational rights
24(5)	Interpretation or application of collective agreement
24(6)	Interpretation or application of agency or closed shop agreement
45(4)	Interpretation or application of ministerial determination
61(13)	Interpretation or application of lapsed collective agreement
74(4)	Disputes in essential services
86(7)	Joint decision-making (workplace forum)
89(6)	Disclosure of information (workplace forum)
94(4)	Interpretation or application of workplace forum provisions
133(2)(b)	Consent to arbitration
141(4)	Arbitration of Labour Court matter by consent
191(5)(a)	Unfair dismissal
196(9)	Severance pay
Sch 7, item 3(4)(b)	Unfair labour practices

PROVINCIAL OFFICES OF THE CCMA

CCMA EASTERN CAPE

Registrar
107 Main Street
Port Elizabeth

Private Bag X22500
Port Elizabeth
6000
Tel: (041) 56-4466
Fax: (041) 56-4585

CCMA FREE STATE

Registrar
NBS Building
Cnr Elizabeth & Westburger Street
Bloemfontein

Private Bag X20705
Bloemfontein
9300
Tel: (051) 448-3650
Fax: (051) 448-4468/9

CCMA GAUTENG

Registrar
20 Anderson Street
Johannesburg

Private Bag X94
Marshalltown
2107
Tel: (011) 377-6600
Fax: (011) 834-7331

CCMA KWAZULU/NATAL

Registrar
Garlicks Chambers
375 West Street
Durban

Private Bag X54363
Durban
4000
Tel: (031) 306-5454
Fax: (031) 306-5401

CCMA MPUMALANGA

Registrar
Foschini Centre
Eade Street
Witbank

Private Bag X7290
Witbank
1035
Tel: (0135) 656-2800
Fax: (0135) 656-2885/6

CCMA NORTH WEST

Registrar
47-51 Siddle Street
Klerksdorp

Private Bag X5004
Klerksdorp
2571
Tel: (018) 462-3137
Fax: (018) 462-4126

CCMA NORTHERN CAPE

Registrar
1A Bean Street
Kimberley

Private Bag X6100
Kimberley
8300
Tel: (0531) 81-6780
Fax: (0531) 81-5947/8

CCMA NORTHERN PROVINCE

Registrar
104 Hans van Rensburg Street
Pietersburg

Private Bag X9512
Pietersburg
0700
Tel: (0152) 297-5010
Fax: (0152) 297-5017

CCMA WESTERN CAPE

Registrar
78 Darling Street
Cape Town

Private Bag X9167
Cape Town
8000
Tel: (021) 45-7000
Fax: (021) 45-7193/4

LRA Form 7.14
Section 136(3)
Labour Relations Act, 1995

NOTICE OF OBJECTION TO ARBITRATION BY SAME COMMISSIONER



READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

This form notifies the CCMA that a party objects to an arbitrator who is the same commissioner who led the conciliation process.

WHO FILLS IN THIS FORM?

Objecting party.

WHERE DOES THIS FORM GO?

Registrar, Provincial Office of the CCMA. Please refer to the next page for further details.

OTHER INSTRUCTIONS

Proof that this completed form has been sent to the other party must be attached to this form.

1) PARTY DETAILS

Name:

Address (postal and street)

.....

.....

Tel: Fax:

Person dealing with the application:

2) OTHER PARTY DETAILS

Name:

Address (postal and street)

.....

.....

Tel: Fax:

Contact person:

3) OBJECTION DETAILS

I/we
(names)

object to the Commissioner:
(name)

who conciliated the
(name of dispute/matter)

arbitrating the same dispute.

Therefore we request the CCMA to appoint a different Commissioner.

Form submitted by:

Name:

Position:

Signed: Date:

CCMA Ref. No.

LRA Form 7.14

Notice of objection to arbitration by same commissioner

Page 2 of 2

PROVINCIAL OFFICES OF THE CCMA

CCMA EASTERN CAPE

Registrar
107 Main Street
Port Elizabeth

Private Bag X22500
Port Elizabeth
6000
Tel: (041) 56-4466
Fax: (041) 56-4585

CCMA FREE STATE

Registrar
NBS Building
Cnr Elizabeth & Westburger Street
Bloemfontein

Private Bag X20705
Bloemfontein
9300
Tel: (051) 448-3650
Fax: (051) 448-4468/9

CCMA GAUTENG

Registrar
20 Anderson Street
Johannesburg

Private Bag X94
Marshalltown
2107
Tel: (011) 377-6600
Fax: (011) 834-7331

CCMA KWAZULU/NATAL

Registrar
Garlicks Chambers
375 West Street
Durban

Private Bag X54363
Durban
4000
Tel: (031) 306-5454
Fax: (031) 306-5401

CCMA MPUMALANGA

Registrar
Foschini Centre
Eade Street
Witbank

Private Bag X7290
Witbank
1035
Tel: (0135) 656-2800
Fax: (0135) 656-2885/6

CCMA NORTH WEST

Registrar
47-51 Siddle Street
Klerksdorp

Private Bag X5004
Klerksdorp
2571
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Fax: (018) 462-4126

CCMA NORTHERN CAPE

Registrar
1A Bean Street
Kimberley

Private Bag X6100
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8300
Tel: (0531) 81-6780
Fax: (0531) 81-5947/8

CCMA NORTHERN PROVINCE

Registrar
104 Hans van Rensburg Street
Pietersburg

Private Bag X9512
Pietersburg
0700
Tel: (0152) 297-5010
Fax: (0152) 297-5017

CCMA WESTERN CAPE

Registrar
78 Darling Street
Cape Town

Private Bag X9167
Cape Town
8000
Tel: (021) 45-7000
Fax: (021) 45-7193/4

LRA Form 7.15
Section 137
Labour Relations Act, 1995

APPLICATION TO DIRECTOR TO APPOINT SENIOR COMMISSIONER TO ARBITRATE



READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

This form is an application by a party to the Director of the CCMA to appoint a Senior Commissioner to arbitrate.

WHO FILLS IN THIS FORM?

A party in the dispute.

WHERE DOES THIS FORM GO?

To the Director, CCMA
Private Bag X94
Marshalltown 2107

OTHER INSTRUCTIONS

Two documents must be attached to this form:

a) A motivation to assist the Director to decide whether to appoint a Senior Commissioner.

b) Proof that a completed copy of this form has been sent to the other party.

Proof could be:

- * a copy of a registered slip from the Post Office;
- * a copy of a signed receipt if hand-delivered;
- * a signed statement confirming service by the person delivering the form; or
- * a copy of a fax confirmation slip.

1) APPLICATION

I/we apply to the Director to appoint a Senior Commissioner to resolve the dispute which has the following reference number

2) MOTIVATION

Prepare motivation for the director of the CCMA which deals with the issues raised in section 137 of the Act. Some of these issues are:

- * the complexity of the dispute;
- * whether there are conflicting arbitration awards that are relevant to the dispute;
- * the public interest;
- * the nature of the question of law raised by the dispute.

Form submitted by:

Name:

Signature:

Position:

Date:

Place:

CHECK!

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

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

Have you attached your motivation (see section 137)?

CCMA Ref. No.

Form 7.16
Labour Relations Act, 1995

SUBPOENA BY COMMISSIONER



SUBPOENA IN TERMS OF SECTION 142(1)(a),(b) and (c).

To:
.....
.....
.....
(name and address of person subpoenaed)

A Commissioner has been appointed to attempt to resolve a dispute in terms of the Labour Relations Act, 1995 (No.66 of 1995).

Commissioner has been appointed.
(name)

The dispute is between
.....
and
.....
(parties)

The dispute concerns
.....
.....
.....
(nature of dispute)

You are required to appear before the Commissioner at
.....
.....
(address)

on at
(date) (time)

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)

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

.....

.....

.....

.....

.....

Signed by CCMA Director:

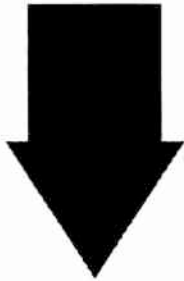
Name:

Date:

Place:

LRA Form 9.1
Section 205(1)
Labour Relations Act, 1995

READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

This form is a record of employees' hours of work and their wages. The form assists inspectors and designated agents check that certain minimum standards in terms of any collective agreement, award or determination are kept by employers.

WHO FILLS IN THIS FORM?

The employer.

OTHER INSTRUCTIONS

State employers whose employees fall within the jurisdiction of the Public Service Co-ordinating Bargaining Council do not have to fill in this form.

**EMPLOYER'S RECORD OF
EMPLOYEE'S EARNINGS,
DEDUCTIONS AND TIME WORKED**



1) GENERAL INFORMATION

Date:

Shifts worked:

a) from to

b) from to

c) from to

Ordinary hours of work: from to

2) EMPLOYEE INFORMATION

Name:

ID number:

Occupation:

Status (full time or piece worker)

Age:

3) ORDINARY TIME WORKED (INCLUDES SHIFT WORK IF APPLICABLE AND EXCLUDES OVERTIME WORK)

Day of the week	Hours worked	Shift a), b) or c)
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Total hours		
Ordinary rate per hour		
Amount due		

... please turn over →

4) OVERTIME WORKED

Day of the week	Hours worked
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Total overtime hours	
Overtime rate per hour	
Amount due	

5) PAY

Earnings	
Amount from ordinary work	
Amount from overtime work	
Any other allowance	
Total	
Deductions	
P.A. Y.E.	
Canteen	
Loan	
Other	
Total take home pay	

I, certify that this information is correct.
(employer's name)

Signature:

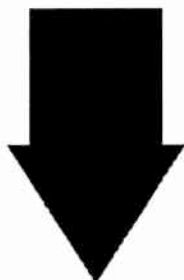
Date:

LRA Form 9.2
Labour Relations Act, 1995

RECORD OF STRIKE, LOCK-OUT OR PROTEST ACTION



READ THIS FIRST



RECORD OF DETAILS OF STRIKE, LOCK-OUT OR PROTEST ACTION TO BE KEPT BY EMPLOYER IN TERMS OF SECTION 205(3)(a)

WHAT IS THE PURPOSE OF THIS FORM?

An employer must keep a record of any strike, lock-out or protest action involving its employees.

WHO FILLS IN THIS FORM?

The employer.

WHERE DOES THIS FORM GO?

The Director-General
Department of Labour
Private Bag X117
Pretoria
0001

OTHER INSTRUCTIONS

The employer must submit this form within seven days of the completion of the strike, lockout or protest action.

If a strike, lockout or protest action occurs in more than one workplace of a single employer then a separate form must be completed for each workplace.

1) EMPLOYER DETAILS

Name:

Physical address

.....

Province

Tel: Fax:

Sector / nature of business :

.....
(eg food, mining, retail)

Are wages and working conditions normally determined in a bargaining or statutory council or similar industry-level body?

No

Yes

.....

2) DETAILS OF THE ACTION

Nature of action

Strike in company only Multi-employer strike

Lockout Stayaway, protest action

Other industrial action, specify

.....

Duration

Began (Date) (Time)

Ended (Date) (Time)

Duration in workdays (or hours if relevant)

... please turn over →

Employees

Number of employees involved Number of total workforce
% of female employees involved % of females in total workforce
Total manhours lost Total wages lost in Rands

Unions

Which unions were involved?
(If more than one union, list main union first. If no union then indicate.)
.....
.....

Compliance with the Act

Was the action in compliance with the Act? (eg procedural or unprocedural)
 Yes No Don't know
If no, or don't know, please explain.

Reasons

Provide reasons for the action and describe the demands made:
.....
.....

Strikes:

If the action was a strike, please answer the following questions:
Did the employer lock-out the strikers? (defensive lockout)
How was the strike resolved?
Was replacement labour used?
How many strikes, other than this strike have you experienced in the last 36 months?

Signature of employer: Date:

Name of employer:

PROKLAMASIE

van die

President van die Republiek van Suid-Afrika

No. R. 66, 1996

**INWERKINGTREDING VAN DIE WET OP ARBEIDSVERHOUDINGE, 1995 (WET No. 66 VAN 1995),
EN DIE WYSIGINGSWET OP ARBEIDSVERHOUDINGE, 1996 (WET No. 42 VAN 1996)**

Kragtens artikel 214 (2) van die Wet op Arbeidsverhoudinge, 1995 (Wet No. 66 van 1995), en artikel 58 van die Wysigingswet op Arbeidsverhoudinge, 1996 (Wet No. 42 van 1996), bepaal ek hierby dat al die bepalings van die Wet wat nog nie in werking gestel is nie en die Wysigingswet op **11 November 1996** in werking tree.

Gegee onder my Hand en die Seël van die Republiek van Suid-Afrika te Kaapstad, op hede die Sestiende dag van Oktober Eenduisend Negehonderd Ses-en-negentig.

N. R. MANDELA

President

Op las van die President-in-Kabinet:

T. T. MBOWENI

Minister van die Kabinet

GOEWERMENTSKENNISGEWINGS

No. R. 1734

1 November 1996

DEPARTEMENT VAN ARBEID

WET OP ARBEIDSVERHOUDINGE, 1995

WYSIGING VAN BYLAE 7

Kragtens die bevoegdhede my verleen by artikel 207 (1) van die Wet op Arbeidsverhoudinge, 1995 (Wet No. 66 van 1995), wysig ek hierby Bylae 7 by daardie Wet deur die aanbring van die byvoegings en veranderings soos in die Aanhangsel uiteengesit.

T. T. MBOWENI

Minister van Arbeid

AANHANGSEL

WYSIGING VAN BYLAE 7 BY DIE WET OP ARBEIDSVERHOUDINGE

- Item 5 van Bylae 7 by die Wet op Arbeidsverhoudinge, 1995 (Wet No. 66 van 1995), word hierby gewysig deur subitem (1) deur die volgende subitem te vervang:

“(1) 'n *Vakbond of werkgewersorganisasie* wat, onmiddellik voor die inwerkingtreding van *hierdie Wet*, geregistreer was of geag was geregistreer te gewees het ingevolge die arbeidsverhoudingswette, word geag 'n geregistreeerde *vakbond* of geregistreeerde *werkgewersorganisasie* ingevolge *hierdie Wet* te wees en gaan voort om 'n regs persoon te wees.”.
- Item 7 van daardie Bylae (hieronder Bylae 7 genoem), word hierby gewysig deur subitem (1) deur die volgende subitem te vervang:

“(1) 'n *Nywerheidsraad* wat onmiddellik voor die inwerkingtreding van *hierdie Wet* geregistreer was of geag was geregistreer te gewees het ingevolge die *Wet op Arbeidsverhoudinge*, word geag 'n *bedingingsraad* ingevolge *hierdie Wet* te wees en gaan voort om 'n regs persoon te wees.”.

3. Die volgende item word hierby in Bylae 7 ingevoeg na item 8:

“8A. Hangende ondersoek deur nywerheidsregistrator

Enige hangende ondersoek deur die nywerheidsregistrator kragtens artikel 12 (3) van die Wet op Arbeidsverhoudinge ingestel, word na die inwerkingtreding van *hierdie Wet* deur dieselfde persoon ingevolge die Wet op Arbeidsverhoudinge voortgesit en hanteer asof dit nie herroep was nie.”.

4. Item 12 van Bylae 7 word hierby gewysig—

(a) deur subitem (1) deur die volgende subitem te vervang:

“(1) (a) Enige ooreenkoms afgekondig ingevolge artikel 48, enige toekenning bindend ingevolge artikels 49 en 50, en enige order gemaak ingevolge artikel 51A, van die Wet op Arbeidsverhoudinge en van krag onmiddellik voor die inwerkingtreding van *hierdie Wet*, bly, behoudens paragrawe (b) en (c) van hierdie subitem, en subitem (5B), van krag vir 'n tydperk van 18 maande ná die inwerkingtreding van *hierdie Wet* of totdat daardie ooreenkoms, toekenning of order verstryk, watter tydperk ook al die kortste is, in alle opsigte asof die Wet op Arbeidsverhoudinge nie herroep was nie.

(b) Op versoek van enige raad wat by item 7 (1) geag word 'n *bedingingsraad* te wees, kan 'n ooreenkoms bedoel in paragraaf (a) wat in daardie raad aangegaan is—

(i) indien dit voor die einde van die 18-maandetydperk bedoel in paragraaf (a) verstryk, ooreenkomstig die bepalings van subartikel (4) (a) (i) van artikel 48 van die Wet op Arbeidsverhoudinge verleng word vir 'n tydperk wat voor of by die verstryking van daardie 18-maandetydperk ten einde loop, welke bepalings, asook enige ander bepalings van die Wet op Arbeidsverhoudinge wat betrekking het op nywerheidsraadooreenkomste ingevolge daardie subartikel verleng, van toepassing is, saamgelees met die veranderinge wat in die konteks nodig is, met betrekking tot enige ooreenkoms wat op gesag van hierdie subparagraaf verleng word, in alle opsigte asof daardie verskeie bepalings nie herroep was nie;

(ii) in die geheel of gedeeltelik ooreenkomstig die bepalings van subartikel (5) van artikel 48 van die Wet op Arbeidsverhoudinge ingetrek word, welke bepalings, asook enige ander bepalings van die Wet op Arbeidsverhoudinge wat betrekking het op nywerheidsraadooreenkomste in die geheel of gedeeltelik ingevolge daardie subartikel ingetrek, van toepassing is, saamgelees met die veranderinge wat in die konteks nodig is, met betrekking tot enige ooreenkoms wat op gesag van hierdie subparagraaf in die geheel of gedeeltelik ingetrek word, in alle opsigte asof daardie verskeie bepalings nie herroep was nie.

(c) 'n Ooreenkoms bedoel in paragraaf (a) wat aangegaan is deur partye by 'n versoeningsraad—

(i) indien dit voor die einde van die 18-maandetydperk bedoel in paragraaf (a) verstryk, kan, op versoek van die partye wat op daardie versoeningsraad verteenwoordig was op die tydstip toe daardie ooreenkoms aangegaan is, verleng word ooreenkomstig en op die wyse waarvoor voorsiening gemaak is in, paragraaf (b) (i), wat saamgelees met die veranderinge wat in die konteks nodig is, van toepassing is met betrekking tot ooreenkomste van dié aard;

(ii) kan, op versoek van daardie partye, in die geheel of gedeeltelik ingetrek word ooreenkomstig paragraaf (b) (ii), wat, saamgelees met die veranderinge wat in die konteks nodig is, van toepassing is met betrekking tot ooreenkomste van dié aard.”;

(b) deur na subitem (1) die volgende subitem in te voeg:

“(1A) (a) 'n Ooreenkoms bedoel in subitem (1) wat aangegaan is in 'n raad wat by item 7 (1) geag word 'n *bedingingsraad* te wees, kan gewysig of uitgebrei word deur 'n verdere ooreenkoms wat in daardie *bedingingsraad* aangegaan en ooreenkomstig die bepalings van subartikels (1) en (2) van artikel 48 van die Wet op Arbeidsverhoudinge afgekondig is, welke bepalings vir die doeleindes van hierdie paragraaf van toepassing is, saamgelees met die veranderinge wat in die konteks nodig is, in alle opsigte asof dit nie herroep was nie.

- (b) Subitem (1) (b), (3) en (8) (a) is van toepassing op enige verdere ooreenkoms wat op gesag van paragraaf (a) van hierdie subitem aangegaan en afgekondig word, in alle opsigte asof dit 'n ooreenkoms bedoel in subitem (1) (a) was.”;
- (c) deur na subitem (5) die volgende subitem in te voeg:
- “(5A) Enige vrystelling van 'n ooreenkoms of toekenning, of van 'n order, bedoel in subitem (1), wat onmiddellik voor die inwerkingtreding van *hierdie Wet* van krag was, bly van krag vir 'n tydperk van 18 maande na die inwerkingtreding van *hierdie Wet* of totdat die tydperk waarvoor die vrystelling verleen is, verstryk, watter tydperk ook al die kortste is, asof die Wet op Arbeidsverhoudinge nie herroep was nie.
- (5B) Een of meer van of al die bepalings van 'n order bedoel in subitem (1) (a) kan deur die *Minister* ooreenkomstig die bepalings van artikel 51A (4) (a) van die Wet op Arbeidsverhoudinge ingetrek, opgeskort of gewysig word, welke bepalings vir die doeleindes van hierdie subitem van toepassing is asof dit nie herroep was nie.”;
- (d) deur subitem (6) deur die volgende subitem te vervang:
- “(6) Enige hangende aansoek om 'n vrystelling van almal of enigeen van die bepalings van enige ooreenkoms of toekenning wat ingevolge subitem (1) van krag bly, of om 'n vrystelling van enige bepaling van enige order wat ingevolge dié subitem van krag bly, word—
- (a) in die geval van dié ooreenkoms of toekenning, hanteer ingevolge die bepalings van artikel 51 en, waar van toepassing, enige ander tersaaklike bepalings, van die Wet op Arbeidsverhoudinge, saamgelees met die veranderinge wat in die konteks nodig is, in alle opsigte asof die betrokke bepalings nie herroep was nie;
- (b) in die geval van dié order, hanteer ingevolge die bepalings van artikel 51A en, waar van toepassing, enige ander tersaaklike bepalings, van die Wet op Arbeidsverhoudinge asof die betrokke bepalings nie herroep was nie.”; en
- (e) deur na subitem 7 die volgende subitem by te voeg:
- “(8) Na die inwerkingtreding van *hierdie Wet* en ondanks die herroeping van die Wet op Arbeidsverhoudinge—
- (a) kan enige persoon of klas persone gebonde aan 'n ooreenkoms of toekenning wat ingevolge subitem (1) van krag bly, ooreenkomstig die bepalings van artikel 51 van die Wet op Arbeidsverhoudinge aansoek doen om 'n vrystelling van almal of enigeen van die bepalings van dié ooreenkoms of toekenning (na gelang van die geval). Enige aansoek aldus gedoen, word hanteer ingevolge die bepalings van artikel 51 en, waar van toepassing, enige ander tersaaklike bepalings, van die Wet op Arbeidsverhoudinge, in alle opsigte asof die betrokke bepalings nie herroep was nie;
- (b) kan enige persoon gebonde aan 'n order wat ingevolge subitem (1) van krag bly, ooreenkomstig die bepalings van artikel 51A van die Wet op Arbeidsverhoudinge aansoek doen om 'n vrystelling van enige bepaling van dié order. Enige aansoek aldus gedoen, word hanteer ingevolge die bepalings van artikel 51A en, waar van toepassing, enige ander tersaaklike bepalings, van die Wet op Arbeidsverhoudinge, in alle opsigte asof die betrokke bepalings nie herroep was nie.”.

5. Die volgende item word hierby in Bylae 7 ingevoeg ná item 12:

“12A. Aangewese agente

- (1) Enige persoon kragtens artikel 62 van die Wet op Arbeidsverhoudinge aangestel as 'n aangewese agent van 'n nywerheidsraad wat by item 7 (1) geag word 'n *bedingingsraad* te wees, en wat onmiddellik voor die inwerkingtreding van *hierdie Wet* dié amp beklee, word geag 'n aangewese agent te wees wat kragtens artikel 33 van *hierdie Wet* vir daardie *bedingingsraad* aangestel is.
- (2) Die aanstellingsertifikaat wat ingevolge artikel 62 (2) van die Wet op Arbeidsverhoudinge aan daardie aangewese agent uitgereik is, word geag ingevolge artikel 33 (2) van *hierdie Wet* uitgereik te gewees het.”.

6. Die volgende item word hierby in Bylae 7 ingevoeg ná item 21:

"21A. Geskilbeslegting deur rade voor hul akkreditering00

- (1) Ondanks die bepalings van artikel 52 mag 'n *raad*—
- (a) poog om 'n *geskil* wat voor 1 Desember 1996 ingevolge *hierdie Wet* na hom verwys word, deur versoening te besleg; en
 - (b) indien die *raad* voor 1 Desember 1996 aansoek gedoen het om akkreditering ingevolge artikel 127 van *hierdie Wet*, ook poog om enige geskil deur versoening te besleg wat aldus na hom verwys is n'n 1 Desember 1996 maar voordat die beheerliggaam van die Kommissie ingevolge artikel 127 (5) van *hierdie Wet* 'n besluit oor dié aansoek geneem het.
- (2) Vir die doeleindes van subitem (1) is enige persoon wat deur 'n *raad* aangestel word om namens hom die geskilbeslegtingswerkzaamheid bedoel in daardie subitem te verrig, geregtig om enige van die bevoegdhede wat by artikel 142 van *hierdie Wet* aan 'n kommissaris verleen word, uit te oefen, behalwe die bevoegdhede beoog in subartikel (1) (c) en (d) van daardie artikel. By die toepassing van daardie artikel vir die doeleindes van *hierdie* subitem, moet daardie artikel saamgelees word met die veranderinge wat in die konteks nodig is, en word enige verwysing in dié artikel na die *direkteur* gelees as 'n verwysing na die sekretaris van die *raad*.
- (3) 'n *Raad* verwys vir arbitrasie na die Kommissie enige *geskil* wat—
- (a) op gesag van subitem (1) na die *raad* ingevolge *hierdie Wet* verwys is; en
 - (b) onbesleg bly nadat die *raad* gepoog het om dit deur versoening te besleg; en
 - (c) volgens voorskrif van *hierdie Wet* deur arbitrasie besleg moet word."

7. Item 22 van Bylae 7 word hierby gewysig—

(a) deur na subitem (2) die volgende subitems in te voeg:

"(2A) Die reëls wat onmiddellik voor die inwerkingtreding van *hierdie Wet* van krag was kragtens die bepalings van paragraaf (c) of (d) van artikel 17 (22) van die Wet op Arbeidsverhoudinge is, behoudens subitem (2B), van toepassing met betrekking tot enige verrigtinge wat ingevolge *hierdie* Bylae in die nywerheidshof aanhangig gemaak of voortgesit word.

(2B) Die *Minister*, na oorleg met die president van die nywerheidshof, kan reëls ooreenkomstig die bepalings van paragraaf (c) van artikel 17 (22) van die Wet op Arbeidsverhoudinge uitvaardig, en kan, ooreenkomstig die bepalings van paragraaf (d) van daardie artikel, enige reël herroep of verander wat aldus uitgevaardig is asook enige van die reëls beoog in subitem (2A), asook daardie bepalings nie herroep was nie en die *Minister* die Raad beoog in daardie bepalings was."; en

(b) deur na subitem (5) die volgende subitem by te voeg:

"(6) Ondanks enige ander wetsbepaling maar behoudens die Grondwet, word geen appèl toegelaat teen 'n vonnis of bevel wat deur die Arbeidsappèlhof, ingestel by *hierdie Wet*, gegee of gemaak is by die beslissing van 'n appèl wat ingevolge subitem (5) aanhangig gemaak is nie."

8. Bylae 7 word hierby gewysig deur die volgende Deel by te voeg:

"DEEL G: NOODSAAKLIKE DIENSTE

24. Noodsaaklike dienste in die staatsdiens

'n Noodsaaklike diens beoog in artikel 20 (1) van die Wet op Arbeidsverhoudinge vir die Staatsdiens word geag ingevolge *hierdie Wet* as 'n noodsaaklike diens aangewys te gewees het vir 'n tydperk van ses maande vanaf die inwerkingtreding van *hierdie Wet*.

25. Noodsaaklike dienste waarvoor in Wet op Arbeidsverhoudinge voorsiening gemaak is

Die dienste waarmee werkgewers bedoel in paragrawe (a) en (b) van artikel 46 (1) van die Wet op Arbeidsverhoudinge en werknemers bedoel in paragrawe (e) en (f) van daardie artikel gemoed is, asook enige diens beoog in paragraaf (a) of (b) van artikel 46 (1) van daardie Wet waarmee die werkgewers en werknemers op wie 'n kennisgewing ingevolge laasgenoemde artikel onmiddellik voor die inwerkingtreding van *hierdie Wet* van toepassing was, gemoed is, word geag ingevolge *hierdie Wet* as noodsaaklike dienste aangewys te gewees het vir 'n tydperk van ses maande vanaf die inwerkingtreding van *hierdie Wet*."

No. R. 1735**1 November 1996**

WET OP ARBEIDSVERHOUDINGE, 1995 (WET No. 66 VAN 1995)

INTREKKING VAN REGULASIES

Die Minister van Arbeid trek hierby die regulasies gemaak ingevolge artikel 208 van die Wet op Arbeidsverhoudinge, 1995 (Wet No. 66 van 1995), soos gepubliseer by Goewermentskennisgewing No. R. 1497 van 13 September 1996 met ingang van 11 November 1996 in.

No. R.1736

1 November 1996

WET OP ARBEIDSVERHOUDINGE, 1955 (WET No. 66 VAN 1995)

KOMMISSIE VIR VERSOENING, BEMIDDELING EN ARBITRASIE

TARIEF VAN GELDE

Die beheerliggaam van die Kommissie vir Versoening, Bemiddeling en Arbitrasie het ingevolge artikel 123 (3) van die Wet op Arbeidsverhoudinge, 1995 (Wet No. 66 van 1995), die tarief van gelde in die Bylae vasgestel.

Bylae

Die Kommissie kan geld vorder in ooreenstemming met die tarief aangedui in Kolom 3 van Tabel KVBA1 vir 'n doel gelys in Kolom 2 van daardie tabel.

TABEL KVBA1 - TARIEF VAN GELDE

1	2	3
ARTIKEL	DIENS	TARIEF VAN GELDE
Advies en Opleiding		
115(3)	Gee advies of verskaf opleiding aan werknemers, werkgewers, geregistreerde vakbonde, geregistreerde werkgewersorganisasies, federasies van vakbonde, federasies van werkgewersorganisasies of rade in verband met die hoofogmerke van die Wet op Arbeidsverhoudinge.	R750.00 - R1,500.00 vir elke dag of gedeelte daarvan
Stemmings per stembrief en Verkiesings		
123(1)(b)	Die hou van enige verkiesing of stemming per stembrief van 'n geregistreerde vakbond of geregistreerde werkgewersorganisasie, of die toesighouding daaroor of nagaan daarvan.	R750.00 - R1,500.00 vir elke dag of gedeelte daarvan
Prosedureel Onbillike Ontslag		
140(2)	Indien 'n kommissaris wat aangestel is om 'n ontslaggeskil deur arbitrasie te besleg, bevind dat die ontslag onbillik is alleenlik omdat die werkgewer nie 'n billike prosedure gevolg het nie.	R750.00 vir elke dag van die arbitrasie of gedeelte daarvan
Geskilbeslegting in Buitengewone Omstandighede		
147(1)	Die beslegting van 'n geskil oor die interpretasie of toepassing van 'n kollektiewe ooreenkoms indien - (i) die kollektiewe ooreenkoms nie 'n prosedure bepaal vir die beslegting van geskille deur versoening en arbitrasie nie; (ii) die prosedure wat in die kollektiewe ooreenkoms bepaal is, nie in werking is nie; of (iii) 'n party by 'n kollektiewe ooreenkoms die beslegting van die geskil gedwarsboom het.	R750.00 - R2,000.00 vir elke dag of gedeelte daarvan
147(2)	Die beslegting van 'n geskil tussen partye by 'n raad indien die raad se geskilbeslegtingsprosedure nie in werking is nie.	R750.00 - R2,000.00 vir elke dag of gedeelte daarvan
147(3)	Die beslegting van 'n geskil tussen partye wat binne die geregistreerde bestek van 'n raad val indien die raad se geskilbeslegtingsprosedures nie in werking is nie.	R750.00 - R2,000.00 vir elke dag of gedeelte daarvan
147(5)	Die beslegting van 'n geskil tussen partye by 'n kollektiewe ooreenkoms wat voorsiening maak vir die beslegting van daardie geskil deur 'n geakkrediteerde agentskap, indien die geakkrediteerde agentskap se geskilbeslegtingsprosedures nie in werking is nie.	R750.00 - R2,000.00 vir elke dag of gedeelte daarvan

No. R. 1737

1 November 1996

WET OP ARBEIDSVERHOUDINGE, 1995 (WET No. 66 VAN 1995)

REGULASIES

Die Minister van Arbeid het kragtens artikel 208 van die Wet op Arbeidsverhoudinge, 1995 (Wet No. 66 van 1995), en na oorlegpleging met NEOAR, die regulasies in die Bylae uitgevaardig.

INHOUD VAN REGULASIES

A.	INDEKS VAN ALGEMENE ADMINISTRATIEWE REGULASIES	<i>Bladsy</i>
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B. INDEKS VAN VORMS AANGEHEG BY DIE REGULASIES**1. Ingedeel ooreenkomstig die volgorde van die wet**

Hoofstuk 1 Doel, Toepassing en Interpretasie		Geen vorms
Hoofstuk 2 Vryheid van Assosiasie en Algemene Beskerming		Geen vorms
Hoofstuk 3 Kollektiewe Bedinging		
W A V- Vorm 3.1	Gewetensbeswaarde versoek dat agentskapsgeld aan Departement betaal word	Artikel 25(4)(b)
W A V- Vorm 3.2	Lys van aftrekkings van gewetensbeswaardes se lone	Artikel 25(4)(b)
W A V- Vorm 3.3	Aansoek om registrasie van 'n bedingingsraad	Artikel 29(1)
W A V- Vorm 3.4	Registrasiesertifikaat van bedingingsraad	Artikel 29(15)(a)
W A V- Vorm 3.5	Bedingingsraad versoek uitbreiding van kollektiewe ooreenkoms na nie-partye	Artikel 32(1)
W A V- Vorm 3.6	Versoek om tydperk van kollektiewe ooreenkoms wat na nie-partye uitgebrei is, te verleng of ooreenkoms te hernu	Artikel 32(6)(a)
W A V- Vorm 3.7	Bedingingsraad versoek intrekking van kollektiewe ooreenkoms wat na nie-partye uitgebrei is	Artikel 32(7)
W A V- Vorm 3.8	Raad versoek aanstelling van aangewese agent	Artikel 33(1) en 43(3)
W A V- Vorm 3.9	Sertifikaat van aanstelling as aangewese agent van Raad	Artikel 33(2)
W A V- Vorm 3.10	Dagvaarding deur aangewese agent	Artikel 33(3) wat artikel 142(1)(a) en (b) toepas

W A V- Vorm 3.11	Amalgamerende bedingingsraad doen aansoek om registrasie	Artikel 34(2)
W A V- Vorm 3.12	Verwysing van Staatsdiensjurisdiksiegeskille vir versoening	Artikel 38(3) en (5)
W A V- Vorm 3.13	Verwysing van Staatsdiensjurisdiksiegeskille vir arbitrasie	Artikel 38(6)
W A V- Vorm 3.14	Vakbond doen aansoek om instelling van 'n statutêre raad	Artikel 39(2)
W A V- Vorm 3.15	Werkgewersorganisasie doen aansoek om instelling van 'n statutêre raad	Artikel 39(2)
W A V- Vorm 3.16	Registrasiesertifikaat van 'n statutêre raad	Artikel 42(a)
W A V- Vorm 3.17	Voorlegging van 'n kollektiewe ooreenkoms van statutêre raad aan Minister vir afkondiging as 'n vasstelling	Artikel 44(1) en 44(2)
W A V- Vorm 3.18	Statutêre raad versoek Minister om vasstelling te wysig of die tydperk van die vasstelling te verleng	Artikel 44(5)
W A V- Vorm 3.19	Statutêre raad doen aansoek om as bedingingsraad te registreer	Artikel 48(1)
W A V- Vorm 3.20	Raad lê besonderhede van verteenwoordigendheid voor	Artikel 49(2)(b)
W A V- Vorm 3.21	Sertifikaat van verteenwoordigendheid van raad	Artikel 49(2)(c)
W A V- Vorm 3.22	Raad doen aansoek om wysiging van geregistreerde bestek	Artikel 58
W A V- Vorm 3.23	Aansoek aangaande afbakeningsgeskil	Artikel 62(1)

Hoofstuk 4 Stakings en uitsluitings

W A V- Vorm 4.1	Versoek om partye by te staan om 'n ooreenkoms te bewerkstellig oor reëls vir betooglinievorming	Artikel 69(4)
W A V- Vorm 4.2	Verwysing van 'n geskil oor die vasstelling van noodsaaklike dienste	Artikel 73(1)
W A V- Vorm 4.3	Werkgewer doen aansoek om vasstelling van instandhoudingsdiens	Artikel 75(2)
W A V- Vorm 4.4	Kennisgewing aan NEOAR oor moontlike protesoptrede	Artikel 77(1)(b)
W A V- Vorm 4.5	Kennisgewing aan NEOAR van voorneme om met protesoptrede voort te gaan	Artikel 77(1)(d)

Hoofstuk 5 Werkplekforums

W A V- Vorm 5.1	Verteenwoordigende Vakbond doen aansoek om die instelling van 'n werkplekforum	Artikel 80(2)
W A V- Vorm 5.2	Verteenwoordigende Vakbond doen aansoek om die instelling van 'n Vakbondgefundeerde werkplekforum	Artikel 81(1)

Hoofstuk 6 Vakbonde en werkgewersorganisasies

W A V- Vorm 6.1	Registrasie van 'n Vakbond	Artikel 96(1)
W A V- Vorm 6.2	Registrasie van 'n Werkgewersorganisasie	Artikel 96(1)
W A V- Vorm 6.3	Registrasiesertifikaat van 'n Vakbond	Artikel 96(7)(a)
W A V- Vorm 6.4	Registrasiesertifikaat van 'n Werkgewersorganisasie	Artikel 96(7)(a)

W A V- Vorm 6.5	Lys van lede wat deur 'n Vakbond gehou moet word	Artikel 99(a)
W A V- Vorm 6.6	Lys van lede wat deur 'n Werkgewersorganisasie gehou moet word	Artikel 99(a)
W A V- Vorm 6.7	Getal Vakbondlede	Artikel 100(a)
W A V- Vorm 6.8	Getal Werkgewersorganisasielede	Artikel 100(a)
W A V- Vorm 6.9	Aansoek deur amalgamerende Vakbonde om registrasie	Artikel 102(2)
W A V- Vorm 6.10	Aansoek deur amalgamerende Werkgewersorganisasie om registrasie	Artikel 102(2)
Hoofstuk 7 Geskilbeslegting		
W A V- Vorm 7.1	Raad doen aansoek om akkreditering	Artikel 127(1)
W A V- Vorm 7.2	Private Agentskap doen aansoek om akkreditering	Artikel 127(1)
W A V- Vorm 7.3	Akkrediteringsertifikaat van raad	Artikel 127(5)(a)(ii)
W A V- Vorm 7.4	Akkrediteringsertifikaat van Private Agentskap	Artikel 127(5)(a)(ii)
W A V- Vorm 7.5	Raad of Private Agentskap doen aansoek om wysiging van akkreditering	Artikel 129(1)
W A V- Vorm 7.6	Raad doen aansoek om hernuwing van akkreditering	Artikel 131(1)

W A V- Vorm 7.7	Private Agentskap doen aansoek om hernuwing van akkreditering	Artikel 131(1)
W A V- Vorm 7.8	Raad doen aansoek om subsidie	Artikel 132(1)
W A V- Vorm 7.9	Private Agentskap doen aansoek om subsidie	Artikel 132(1)
W A V- Vorm 7.10	Raad of Private Agentskap doen aansoek om hernuwing van subsidie	Artikel 132(8)(a)
W A V- Vorm 7.11	Verwysing van 'n geskil na die KVBA vir versoening	Artikel 135
W A V- Vorm 7.12	Sertifikaat van uitslag van 'n geskil wat vir versoening verwys is	Artikels 64(1)(a), 135(5)(a), 136(1)(a)
W A V- Vorm 7.13	Versoek om arbitrasie	Artikel 136
W A V- Vorm 7.14	Kennisgewing van beswaar teen arbitrasie deur dieselfde Kommissaris	Artikel 136(3)
W A V- Vorm 7.15	Aansoek aan die Direkteur om 'n Senior Kommissaris aan te stel om te arbitreer	Artikel 137(1)
W A V- Vorm 7.16	Dagvaarding deur Kommissaris	Artikel 142(1)(a), (b) en (c)
Hoofstuk 8 Onbillike ontslag		Geen vorms
Hoofstuk 9 Algemene bepalings		
W A V- Vorm 9.1	Werkgewers se rekord van werknemers se verdienste, aftrekkings en tyd gewerk	Artikel 205(1)
W A V- Vorm 9.2	Rekord van staking, uitsluiting of protesoptrede	Artikel 205(3)(a)

2. Ingedeel ooreenkomstig aktiwiteite en organisasies

Arbitrasie

Verwysing van Staatsdiensjurisdiksiegeskille vir arbitrasie	Artikel 38(6)	W A V- Vorm 3.13
Versoek om arbitrasie	Artikel 136	W A V- Vorm 7.13
Kennisgewing van beswaar teen arbitrasie deur dieselfde Kommissaris	Artikel 136(3)	W A V- Vorm 7.14
Aansoek aan die Direkteur om 'n Senior Kommissaris aan te stel om te arbitreer	Artikel 137	W A V- Vorm 7.15

Bedingingsraad

Aansoek om registrasie van 'n bedingingsraad	Artikel 29(1)	W A V- Vorm 3.3
Registrasiesertifikaat van bedingingsraad	Artikel 29(15)(a)	W A V- Vorm 3.4
Bedingingsraad versoek uitbreiding van kollektiewe ooreenkoms na nie-partye	Artikel 32(1)	W A V- Vorm 3.5
Versoek om tydperk van kollektiewe ooreenkoms wat na nie-partye uitgebrei is, te verleng of ooreenkoms te hernu	Artikel 32(6)(a)	W A V- Vorm 3.6
Bedingingsraad versoek intrekking van kollektiewe ooreenkoms wat na nie-partye uitgebrei is	Artikel 32(7)	W A V- Vorm 3.7
Raad versoek aanstelling van aangewese agent	Artikel 33(1) en 43(3)	W A V- Vorm 3.8
Sertifikaat van aanstelling as aangewese agent van Raad	Artikel 33(2)	W A V- Vorm 3.9

Dagvaarding deur aangewese agent	Artikel 33(3) soos toegepas by artikel 142(1)(a) en (b)	W A V-Vorm 3.10
Amalgamerende bedingingsraad doen aansoek om registrasie	Artikel 34(2)	W A V-Vorm 3.11
Statutêre raad doen aansoek om as bedingingsraad te registreer	Artikel 48(1)	W A V-Vorm 3.19
Raad lê besonderhede van verteenwoordigendheid voor	Artikel 49(2)(b)	W A V-Vorm 3.20
Sertifikaat van verteenwoordigendheid van raad	Artikel 49(2)(c)	W A V-Vorm 3.21
Raad doen aansoek om wysiging van geregistreerde bestek	Artikel 58	W A V-Vorm 3.22
Raad doen aansoek om akkreditering	Artikel 127(1)	W A V-Vorm 7.1
Private Agentskap doen aansoek om akkreditering	Artikel 127(1)	W A V-Vorm 7.2
Akkrediteringsertifikaat van raad	Artikel 127(5)(a)(ii)	W A V-Vorm 7.3
Raad of Private Agentskap doen aansoek om wysiging van akkreditering	Artikel 129(1)	W A V-Vorm 7.5
Raad doen aansoek om hernuwing van akkreditering	Artikel 131(1)	W A V-Vorm 7.6
Raad doen aansoek om subsidie	Artikel 132(1)	W A V-Vorm 7.8

Raad of Private Agentskap doen aansoek om hernuwing van subsidie	Artikel 132(8)(a)	W A V-Vorm 7.10
K V B A		
Verwysing van Staatsdiensjurisdiksiegeskille vir versoening	Artikel 38(3)	W A V-Vorm 3.12
Verwysing van Staatsdiensjurisdiksiegeskille vir arbitrasie	Artikel 38(6)	W A V-Vorm 3.13
Aansoek aangaande afbakeningsgeskil	Artikel 62(1)	W A V-Vorm 3.23
Versoek om partye by te staan om 'n ooreenkoms te bewerkstellig oor reëls vir betooglinievorming	Artikel 69(4)	W A V-Vorm 4.1
Verwysing van 'n geskil oor die vasstelling van noodsaaklike dienste	Artikel 73(1)	W A V-Vorm 4.2
Werkgewer doen aansoek om vasstelling van 'n instandhoudingsdiens	Artikel 75(2)	W A V-Vorm 4.3
Verteenwoordigende Vakbond doen aansoek om die instelling van 'n werkplekforum	Artikel 80(2)	W A V-Vorm 5.1
Verteenwoordigende Vakbond doen aansoek om die instelling van 'n Vakbondgefundeerde werkplekforum	Artikel 81(1)	W A V-Vorm 5.2
Raad doen aansoek om akkreditering	Artikels 51(1) en 127(1)	W A V-Vorm 7.1
Private Agentskap doen aansoek om akkreditering	Artikel 127(1)	W A V-Vorm 7.2
Akkrediteringsertifikaat van raad	Artikel 127(5)(a)(ii)	W A V-Vorm 7.3

Akkrediteringsertifikaat van Private Agentskap	Artikel 127(5)(a)(ii)	W A V- Vorm 7.4
Raad of Private Agentskap doen aansoek om wysiging van akkreditering	Artikel 129(1)	W A V- Vorm 7.5
Raad doen aansoek om hernuwing van akkreditering	Artikel 131(1)	W A V- Vorm 7.6
Private Agentskap doen aansoek om hernuwing van akkreditering	Artikel 131(1)	W A V- Vorm 7.7
Raad doen aansoek om subsidie	Artikel 132(1)	W A V- Vorm 7.8
Private Agentskap doen aansoek om subsidie	Artikel 132(1)	W A V- Vorm 7.9
Raad of Private Agentskap doen aansoek om hernuwing van subsidie	Artikel 132(8)(a)	W A V- Vorm 7.10
Verwysing van 'n geskil na die KVBA vir versoening	Artikel 135	W A V- Vorm 7.11
Sertifikaat van uitslag van 'n geskil wat vir versoe- ning verwys is	Artikels 64(1)(a), 135(5)(a), 136(1)(a)	W A V- Vorm 7.12
Versoek om arbitrasie	Artikel 136	W A V- Vorm 7.13
Kennisgewing van beswaar teen arbitrasie deur dieselfde Kommissaris	Artikel 136(3)	W A V- Vorm 7.14
Aansoek aan die Direkteur om 'n Senior Kommissaris aan te stel om te arbitreer	Artikel 137	W A V- Vorm 7.15
Dagvaarding deur Kommissaris	Artikel 142(1)	W A V- Vorm 7.16

Kollektiewe ooreenkomste

Bedingingsraad versoek uitbreiding van kollektiewe ooreenkoms na nie-partye	Artikel 32(1)	W A V-Vorm 3.5
Versoek om tydperk van kollektiewe ooreenkoms wat na nie-partye uitgebrei is, te verleng of ooreenkoms te hernu	Artikel 32(6)(a)	W A V-Vorm 3.6
Bedingingsraad versoek intrekking van kollektiewe ooreenkoms wat na nie-partye uitgebrei is	Artikel 32(7)	W A V-Vorm 3.7

Versoening

Verwysing van Staatsdiensjurisdiksiesegeskillen vir versoening	Artikel 38(3) en (5)	W A V-Vorm 3.12
Verwysing van 'n geskil na die KVBA vir versoening	Artikel 135	W A V-Vorm 7.11
Sertifikaat van uitslag van 'n geskil wat vir versoening verwys is	Artikel 64(1)(a), 135(5)(a), 136(1)(a)	W A V-Vorm 7.12

Gewetensbeswaardes

Gewetensbeswaarde versoek dat agentskapsgeld aan Departement betaal word	Artikel 25(4)(b)	W A V-Vorm 3.1
Lys van aftrekkings van gewetensbeswaardes se lone	Artikel 25(4)(b) soos toegepas by artikel 26(8)	W A V-Vorm 3.2

Werkgewers

Werkgewer se rekord van werknemers se verdienste, aftrekkings en tyd gewerk	Artikel 205(1)	W A V-Vorm 9.1
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Werkgewersorganisasie

Aansoek om registrasie van 'n bedingingsraad	Artikel 29(1)	W A V-Vorm 3.3
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Werkgewersorganisasie doen aansoek om instelling van 'n statutêre raad	Artikel 39(2)	W A V-Vorm 3.15
Registrasie van 'n Werkgewersorganisasie	Artikel 96(1)	W A V-Vorm 6.2
Registrasiesertifikaat van 'n Werkgewersorganisasie	Artikel 96(7)(a)	W A V-Vorm 6.4
Lys van lede wat deur 'n Werkgewersorganisasie gehou moet word	Artikel 99(a)	W A V-Vorm 6.6
Getal Werkgewersorganisasielede	Artikel 100(a)	W A V-Vorm 6.8
Aansoek deur amalgamerende Werkgewersorganisasie om registrasie	Artikel 102(2)	W A V-Vorm 6.10
Noodsaaklike diens		
Verwysing van 'n geskil oor die vasstelling van noodsaaklike dienste	Artikel 73(1)	W A V-Vorm 4.2
Instandhoudingsdiens		
Werkgewer doen aansoek om vasstelling van instandhoudingsdiens	Artikel 75(2)	W A V-Vorm 4.3
NEOAR		
Kennisgewing aan NEOAR oor moontlike protesoptrede	Artikel 77(1)(b)	W A V-Vorm 4.4
Kennisgewing aan NEOAR van voorneme om met protesoptrede voort te gaan	Artikel 77(1)(d)	W A V-Vorm 4.5
Betooglinievorming		
Versoek om partye by te staan om 'n ooreenkoms te bewerkstellig oor reëls vir betooglinievorming	Artikel 69(4)	W A V-Vorm 4.1

Private agentskap

Private Agentskap doen aansoek om akkreditering	Artikel 127(1)	W A V- Vorm 7.2
Akkrediteringsertifikaat van Private Agentskap	Artikel 127(5)(a)(ii)	W A V- Vorm 7.4
Raad of Private Agentskap doen aansoek om wysiging van akkreditering	Artikel 129(1)	W A V- Vorm 7.5
Private Agentskap doen aansoek om hernuwing van akkreditering	Artikel 131(1)	W A V- Vorm 7.7
Private Agentskap doen aansoek om subsidie	Artikel 132(1)	W A V- Vorm 7.9
Raad of Private Agentskap doen aansoek om hernuwing van subsidie	Artikel 132(8)(a)	W A V- Vorm 7.10

Protesoptrede

Kennisgewing aan NEOAR oor moontlike protesoptrede	Artikel 77(1)(b)	W A V- Vorm 4.4
Kennisgewing aan NEOAR van voorneme om met protesoptrede voort te gaan	Artikel 77(1)(d)	W A V- Vorm 4.5
Rekord van staking, uitsluiting of protesoptrede	Artikel 205(3)(a)	W A V- Vorm 9.2

Staatsdiens

Verwysing van Staatsdiensjurisdiksiegeskille vir versoening	Artikel 38(3) en (5)	W A V- Vorm 3.12
Verwysing van Staatsdiensjurisdiksiegeskille vir arbitrasie	Artikel 38(6)	W A V- Vorm 3.13

Statutêre Raad

Vakbond doen aansoek om instelling van 'n statutêre raad	Artikel 39(2)	W A V- Vorm 3.14
Werkgewersorganisasie doen aansoek om instelling van 'n statutêre raad	Artikel 39(2)	W A V- Vorm 3.15
Registrasiesertifikaat van 'n statutêre raad	Artikel 42(a)	W A V- Vorm 3.16
Voorlegging van 'n kollektiewe ooreenkoms van statutêre raad aan Minister vir afkondiging as 'n vasstelling	Artikel 44(1) en 44(2)	W A V- Vorm 3.17
Statutêre raad versoek Minister om vasstelling te wysig of die tydperk van die vasstelling te verleng	Artikel 44(5)	W A V- Vorm 3.18
Statutêre raad doen aansoek om as bedingingsraad te registreer	Artikel 48(1)	W A V- Vorm 3.19
Raad lê besonderhede van verteenwoordigendheid voor	Artikel 49(2)(b)	W A V- Vorm 3.20
Sertifikaat van verteenwoordigendheid van raad	Artikel 49(2)(c)	W A V- Vorm 3.21
Raad doen aansoek om akkreditering	Artikel 127(1)	W A V- Vorm 7.1
Akkrediteringsertifikaat van Raad	Artikel 127(5)(a)(ii)	W A V- Vorm 7.3
Raad of Private Agentskap doen aansoek om wysiging van akkreditering	Artikel 129(1)	W A V- Vorm 7.5
Raad doen aansoek om hernuwing van akkreditering	Artikel 131(1)	W A V- Vorm 7.6

Raad doen aansoek om subsidie	Artikel 132(1)	W A V- Vorm 7.8
Raad of Private Agentskap doen aansoek om hernuwing van subsidie	Artikel 132(8)(a)	W A V- Vorm 7.10
Staking		
Rekord van staking, uitsluiting of protesoptrede	Artikel 205(3)(a)	W A V- Vorm 9.2
Subsidie		
Raad doen aansoek om subsidie	Artikel 132(1)	W A V- Vorm 7.8
Private Agentskap doen aansoek om subsidie	Artikel 132(1)	W A V- Vorm 7.9
Raad of Private Agentskap doen aansoek om hernuwing van subsidie	Artikel 132(8)(a)	W A V- Vorm 7.10
Vakbonde		
Verteenwoordigende Vakbond doen aansoek om instelling van 'n statutêre raad	Artikel 39(2)	W A V- Vorm 3.14
Verteenwoordigende Vakbond doen aansoek om die instelling van 'n werkplekforum	Artikel 80(2)	W A V- Vorm 5.1
Verteenwoordigende Vakbond doen aansoek om die instelling van 'n Vakbondgefundeerde werkplekforum	Artikel 81(1)	W A V- Vorm 5.2
Registrasie van 'n Vakbond	Artikel 96(1)	W A V- Vorm 6.1
Registrasiesertifikaat van 'n Vakbond	Artikel 96(7)(a)	W A V- Vorm 6.3

Lys van lede wat deur 'n Vakbond gehou moet word	Artikel 99(a)	W A V-Vorm 6.5
Getal Vakbondlede	Artikel 100(a)	W A V-Vorm 6.7
Aansoek deur amalgamerende Vakbonde om registrasie	Artikel 102(2)	W A V-Vorm 6.9
Werkplekforum		
Verteenwoordigende Vakbond doen aansoek om die instelling van 'n werkplekforum	Artikel 80(2)	W A V-Vorm 5.1
Verteenwoordigende Vakbond doen aansoek om die instelling van 'n Vakbondgefundeerde werkplekforum	Artikel 81(1)	W A V-Vorm 5.2

ALGEMENE REGULASIES

Bylae

1. Woordomskrywing

In hierdie regulasies het enige uitdrukking wat in die Wet omskryf is, daardie betekenis en, tensy uit die samehang anders blyk, beteken -

“bylae” ’n dokument aangeheg aan hierdie regulasies;

“die Grondwet” die Grondwet van die Republiek van Suid-Afrika, 1993 (Wet No. 200 van 1993); en

“die Wet” die Wet op Arbeidsverhoudinge, 1995 (Wet No. 66 van 1995).

2. Betekening

Wanneer 'n party die Kommissie of die Registrateur moet oortuig dat 'n afskrif van 'n verwysing, beswaar of ander dokument aan 'n ander party beteken is, moet daardie party die Kommissie of Registrateur voorsien van -

- (a) 'n afskrif van die bewys van die pos van die verwysing, beswaar of ander dokument per geregistreerde pos aan die ander party;
- (b) 'n afskrif van die telegram, teleks of telefaks wat die verwysing, beswaar of ander dokument aan die ander party kommunikeer;
- (c) 'n afskrif van 'n ontvangsbewys onderteken deur die ander party of namens daardie party indien die afskrif van die verwysing, beswaar of ander dokument per hand afgelewer is; of
- (d) 'n verklaring wat betekening bevestig, onderteken deur die persoon wat 'n afskrif van die verwysing, beswaar of ander dokument aan die ander party afgelewer het.

3. Dagvaardings

(1) 'n Dagvaarding uitgereik ingevolge die Wet moet beteken word -

- (a) deur 'n afskrif daarvan persoonlik aan die persoon wat gedagvaar word, af te lewer;
- (b) deur 'n afskrif daarvan per geregistreerde pos te versend aan die gedagvaarde persoon se -
 - (i) woonadres;
 - (ii) plek van besigheid of diens; of

- (iii) posbus- of privaatsaknommer; of
- (c) deur 'n afskrif daarvan by die gedagvaarde persoon se woning of plek van besigheid of diens te laat by 'n persoon wat oënskynlik -
 - (i) minstens sestien jaar oud is; en
 - (ii) daar woon of in diens is.
- (2) 'n Dagvaarding uitgereik ingevolge artikel 142(1) van die Wet moet in die vorm van bylae WAV 7.16, wees.
- (3) 'n Dagvaardiging uitgereik ingevolge artikel 142(1) soos toegepas by artikel 33(1) van die Wet moet in die vorm van bylae WAV 3.10 wees.

4. Getuiegeld

- (1) Die geld betaalbaar aan 'n getuie ingevolge artikel 142(7) van die Wet is die totaal van -
 - (i) R100 vir elke dag of deel van 'n dag waartydens die getuie by enige verrigting teenwoordig moet wees; en
 - (ii) redelike gemotiveerde reis- en verblyfkooste aangegaan deur die getuie ten einde by daardie verrigtinge teenwoordig te wees.
- (2) Ondanks subregulasie (1) mag geen getuiegeld betaal word aan 'n persoon wat ten tyde van die betrokke verrigtinge heelyds in diens van die Staat of 'n lid van enige wetgewer genoem in die Grondwet is nie.

5. Toegang tot dokumente

Enige persoon kan te eniger tyd op Maandae tot Vrydae tussen 8:30 en 12:00 en tussen 13:30 en 15:30 by die kantoor van die Registrateur in Pretoria insae hê in enige dokument wat die Wet toelaat.

6. Gelde vir dokumente

- (1) Wanneer 'n werkgewer aan 'n werknemer 'n afskrif gee van 'n kollektiewe ooreenkoms, arbitrasietoekenning of Loonwet-vasstelling ingevolge artikel 204(c)(i) van die Wet, kan die werkgewer 'n geld van hoogstens R0,50 vir elke bladsy van daardie afskrif vorder.
- (2) Die Registrateur kan 'n geld vorder soos in kolom 3 van Tabel WAV 1 aangedui vir die diens in kolom 2 van daardie Tabel gelys.
- (3) Alle gelde bedoel in subregulasie (2) moet vooraf in inkomsteseëls betaal word.

Tabel WAV 1 - Tabel van Dokumentgelde

1 - Artikel	2 - Diens	3 - Geld
Enige artikel	Insae in dokument	R1
Enige artikel	Kopieer van dokument	R1
Enige artikel	Verskaffing 'n gewaarmerkte afskrif van 'n dokument	R1 vir elke afskrif, plus R0,50 vir elke bladsy van die dokument
25(6)	Verskaffing van 'n gewaarmerkte uittreksel uit 'n ouditeursverslag	R0,50 vir elke bladsy van die uittreksel
71(4)	Verskaffing van 'n gewaarmerkte afskrif van of uittreksel uit 'n geskrewe vertoë	
110(2)	Verskaffing van 'n gewaarmerkte afskrif van of uittreksel uit 'n dokument in a110(1) vermeld	
110(4)	Verskaffing van 'n gewaarmerkte afskrif van of uittreksel uit 'n dokument in a110(3) vermeld	
127(7)(b)	Verskaffing van 'n gewaarmerkte afskrif van of uittreksel uit 'n dokument in a127(7)(a) vermeld	
132(6)(b)	Verskaffing van 'n gewaarmerkte afskrif van of uittreksel uit 'n kennisgewing in a 132(6)(a) vermeld	

7. Vorm van Versoeke en Aansoeke

- (1) Wanneer 'n versoek of aansoek vereis word ingevolge 'n artikel van die Wet, getoon in kolom 1 van Tabel WAV 2 vir 'n doel gelys in kolom 2 van daardie Tabel, moet die dokument in die vorm wees van die bylae in kolom 3 van daardie Tabel teenoor daardie artikelnommer gelys, en moet dit verskaf word behoudens enige voorwaardes in kolom 4 van daardie Tabel teenoor daardie artikelnommer gelys.
- (2) Die Registrateur het die bevoegdheid om 'n beamppte aan te wys om aan die hand van die lidmaatskaplyste die syfers te verifieer wat verstrekk is ten opsigte van verteenwoordigendheid in 'n nywerheid of sektor.

Tabel WAV 2 - Tabel van versoeke en aansoeke

1 - Artikel	2 - Doel	3 - Bylae	4 - Voorwaardes
25(4)(b)	Gewetensbeswaarde versoek dat agentskapsgelde aan die Departement van Arbeid betaal word	WAV 3.1	Agentskapsgelde afgetrek kragtens die versoek moet met bylae WAV 3.2 gestuur word
26(8), wat 25(4)(b) toepas	Gewetensbeswaarde versoek dat agentskapsgelde aan die Departement van Arbeid betaal word	WAV 3.1	Agentskapsgelde afgetrek kragtens die versoek moet met bylae WAV 3.2 gestuur word
29(1)	Aansoek om 'n bedingingsraad te registreer	WAV 3.3	1. Dien twee eksemplare in 2. Dien in by die Registrateur, p/a die Provinsiale Direkteur van die Departement van Arbeid
32(1)	Bedingingsraad versoek om 'n kollektiewe ooreenkoms na nie-partye uit te brei	WAV 3.5	1. Dien twee eksemplare in 2. Moet vergesel gaan van 'n geldige sertifikaat van verteenwoordigendheid in die vorm van bylae WAV 3.21 3. Dien in by die Minister, p/a die Provinsiale Direkteur van die Departement van Arbeid
32(6)(A)	Versoek om die tydperk van 'n kollektiewe ooreenkoms wat na nie-partye uitgebrei is, te verleng of die ooreenkoms te hernieu	WAV 3.6	1. Dien twee eksemplare in 2. Moet vergesel gaan van 'n geldige sertifikaat van verteenwoordigendheid in die vorm van bylae WAV 3.21 3. Dien in by die Minister, p/a die Provinsiale Direkteur van die Departement van Arbeid
32(7)	Bedingingsraad versoek dat kollektiewe ooreenkoms na nie-partye uitgebrei, ingetrek word	WAV 3.7	1. Dien twee eksemplare in 2. Dien in by die Minister, p/a die Provinsiale Direkteur van die Departement van Arbeid
33(1)	Bedingingsraad versoek aanstelling van aangewese agent	WAV 3.8	1. Dien twee eksemplare in 2. Dien in by die Minister, p/a die Provinsiale Direkteur van die Departement van Arbeid
43(3) wat 33(1) toepas	Statutêre raad versoek aanstelling van aangewese agent	WAV 3.8	1. Dien twee eksemplare in 2. Dien in by die Minister, p/a die Provinsiale Direkteur van die Departement van Arbeid

1 - Artikel	2 - Doel	3 - Bylae	4 - Voorwaardes
34(2)	Amalgamerende bedingingsraad doen aansoek om registrasie	WAV 3.11	<ol style="list-style-type: none"> 1. Dien twee eksemplare in 2. Moet vergesel gaan van 'n geldige sertifikaat van verteenwoordigheid in die vorm van bylae WAV 3.21 3. Dien in by die Registrateur, p/a die Provinsiale Direkteur van die Departement van Arbeid.
38(6)	Verwysing van 'n geskil oor jurisdiksie in die Staatsdiens vir arbitrasie	WAV 3.13	<ol style="list-style-type: none"> 1. Bewys van betekening aan die ander party. 2. Dien in by die Geskilbeslegtingskomitee, p/a die Kommissie
39(2)	Vakbond doen aansoek om instelling van 'n statutêre raad	WAV 3.14	<ol style="list-style-type: none"> 1. Dien twee eksemplare in 2. Dien in by die Registrateur, p/a die Provinsiale Direkteur van die Departement van Arbeid
39(2)	Werkgewersorganisasie doen aansoek om instelling van 'n statutêre raad	WAV 3.15	<ol style="list-style-type: none"> 1. Dien twee eksemplare in. 2. Dien in by die Registrateur, p/a Provinsiale Direkteur van die Departement van Arbeid
48(1)	Statutêre raad doen aansoek om as 'n bedingingsraad te registreer	WAV 3.19	<ol style="list-style-type: none"> 1. Dien twee eksemplare in 2. Dien in by die Registrateur, p/a die Provinsiale Direkteur van die Departement van Arbeid
58	Raad doen aansoek om die geregistreerde bestek te wysig	WAV 3.22	Dien in by die Registrateur, p/a die Provinsiale Direkteur van die Departement van Arbeid
62(1)	Aansoek oor afbakeningsgeskil	WAV 3.23	<ol style="list-style-type: none"> 1. Bewys van betekening aan ander party 2. Dien in by Provinsiale Kantoor van die Kommissie
69(4)	Versoek om partye by te staan om ooreenkoms te bewerkstellig oor betooglinievormingsreëls	WAV 4.1	<ol style="list-style-type: none"> 1. Stuur 'n afskrif van versoek aan ander party 2. Dien in by Provinsiale Kantoor van die Kommissie
75(2)	Werkgewer doen aansoek om vasstelling van instandhoudingsdiens	WAV 4.3	<ol style="list-style-type: none"> 1. Bewys van betekening aan ander party 2. Dien in by Komitee vir Noodsaaklike Dienste, p/a die Kommissie

1 - Artikel	2 - Doel	3 - Bylae	4 - Voorwaardes
80(2)	Verteenwoordigende vakbond doen aansoek om werkplekforum in te stel	WAV 5.1	<ol style="list-style-type: none"> 1. Bewys van betekening aan ander party 2. Dien in by die Registrateur in die Provinsiale Kantoor van die Kommissie
81(1)	Verteenwoordigende vakbond doen aansoek om vakbond-gefundeerde werkplekforum in te stel	WAV 5.2	<ol style="list-style-type: none"> 1. Bewys van betekening aan ander party 2. Dien in by die Registrateur in die Provinsiale Kantoor van die Kommissie
96(1)	Registrasie van 'n vakbond	WAV 6.1	<ol style="list-style-type: none"> 1. Dien twee eksemplare in 2. Dien in by die Registrateur, p/a die Provinsiale Direkteur van die Departement van Arbeid
96(1)	Registrasie van 'n werkgewersorganisasie	WAV 6.2	<ol style="list-style-type: none"> 1. Dien twee eksemplare in 2. Dien in by die Registrateur, p/a die Provinsiale Direkteur van die Departement van Arbeid
99(a)	Lys van lede wat deur 'n vakbond gehou moet word	WAV 6.5	
99(a)	Lys van lede wat deur 'n werkgewersorganisasie gehou moet word	WAV 6.6	
102(2)	Aansoek deur amalgamerende vakbonde om registrasie	WAV 6.9	<ol style="list-style-type: none"> 1. Dien twee eksemplare in 2. Dien in by die Registrateur, p/a die Provinsiale Direkteur van die Departement van Arbeid
102(2)	Aansoek deur amalgamerende werkgewersorganisasie om registrasie	WAV 6.10	<ol style="list-style-type: none"> 1. Dien twee eksemplare in 2. Dien in by die Registrateur, p/a die Provinsiale Direkteur van die Departement van Arbeid
127(1)	Raad doen aansoek om akkreditering	WAV 7.1	<ol style="list-style-type: none"> 1. Heg 'n afskrif van die registrasiesertifikaat, raadsgedragskode en die motivering vir akkreditering aan die vorm 2. Dien in by die Beheerliggaam van die Kommissie
127(1)	Private agentskap doen aansoek om akkreditering	WAV 7.2	<ol style="list-style-type: none"> 1. Heg 'n afskrif van die agentskap se gedragskode en die motivering vir akkreditering aan die vorm 2. Dien in by die Beheerliggaam van die Kommissie

1 - Artikel	2 - Doel	3 - Bylae	4 - Voorwaardes
129(1)	Raad of private agentskap doen aansoek om sy akkreditering te wysig	WAV 7.5	1. Heg 'n afskrif van huidige akkreditering-sertifikaat aan 2. Dien in by die Beheerliggaam van die Kommissie
131(1)	Raad doen aansoek om sy akkreditering te hernu	WAV 7.6	1. Heg 'n afskrif van huidige akkreditering-sertifikaat aan 2. Dien in by die Beheerliggaam van die Kommissie
131(1)	Private agentskap doen aansoek om sy akkreditering te hernu	WAV 7.7	1. Heg 'n afskrif van huidige akkreditering-sertifikaat aan 2. Dien in by die Beheerliggaam van die Kommissie
132(1)	Raad doen aansoek om subsidie	WAV 7.8	1. Heg 'n afskrif van huidige akkreditering-sertifikaat aan (indien van toepassing) 2. Dien in by die Beheerliggaam van die Kommissie
132(1)	Private agentskap doen aansoek om subsidie	WAV 7.9	1. Heg 'n afskrif van huidige akkreditering-sertifikaat aan (indien van toepassing) 2. Dien in by die Beheerliggaam van die Kommissie
132(8)(a)	Raad of private agentskap doen aansoek om 'n subsidie te hernu	WAV 7.10	1. Heg 'n afskrif van huidige akkreditering-sertifikaat aan 2. Dien in by die Beheerliggaam van die Kommissie
136	Aansoek om arbitrasie	WAV 7.13	1. Bewys van betekening aan ander party 2. Dien in by die Registrateur in die Provinsiale Kantoor van die Kommissie
137(1)	Aansoek aan die Direkteur om 'n senior kommissaris aan te stel om te arbitreer	WAV 7.15	1. Bewys van betekening aan ander party 2. Dien in by die Direkteur of die Kommissaris

8. Vorm van Sertifikate of Besonderhede

- (1) 'n Sertifikaat deur die Kommissie uitgereik ingevolge artikels 64(1)(a)(i), 135(5)(a) of 136(1)(a) van die Wet moet in die vorm van bylae WAV 7.12 wees.
- (2) Wanneer 'n sertifikaat of verklaring van besonderhede vereis word ingevolge 'n artikel van die Wet wat getoon word in kolom 1 van Tabel WAV 3 vir 'n doel

gelys in kolom 2 van daardie Tabel, moet die dokument in die vorm wees van die bylae teenoor daardie artikelnummer in kolom 3 van daardie Tabel gelys, en moet dit verskaf word behoudens enige voorwaardes in kolom 4 van daardie Tabel teenoor daardie artikelnummer gelys.

Tabel WAV 3 - Tabel van Sertifikate en Besonderhede

1 - Artikel	2 - Doel	3 - Bylae	4 - Voorwaardes
29(15)(a)	Registrasiesertifikaat van 'n bedingingsraad	WAV 3.4	Moet die amptelike seël van die Registrateur dra.
33(2)	Sertifikaat van aanstelling as 'n aangewese agent van 'n raad	WAV 3.9	Moet die amptelike seël van die Raad dra.
42(a)	Registrasiesertifikaat van 'n statutêre raad	WAV 3.16	Moet die amptelike seël van die Registrateur dra.
49(2)(b)	Raad lê besonderhede van verteenwoordigendheid voor	WAV 3.20	1. Dien twee eksemplare in 2. Dien in by die Registrateur, p/a die Provinsiale Direkteur van die Departement van Arbeid
49(2)(c)	Sertifikaat van verteenwoordigendheid van raad	WAV 3.21	Moet die amptelike seël van die Registrateur dra.
135(5)(a) 64(1)(a)(i) 136(1)(a)	Sertifikaat van uitslag van geskil na versoening verwys	WAV 7.12	Moet die amptelike seël van die Kommissie, raad of agentskap dra
96(7)(a)	Registrasiesertifikaat van 'n vakbond	WAV 6.3	Moet die amptelike seël van die Registrateur dra.
96(7)(a)	Registrasiesertifikaat van 'n werkgewersorganisasie	WAV 6.4	Moet die amptelike seël van die Registrateur dra
127(5)(a)(ii)	Akkrediteringsertifikaat van raad	WAV 7.3	1. Moet akkrediteringsvoorwaardes insluit. 2. Moet die amptelike seël van die Kommissie dra
127(5)(a)(ii)	Akkrediteringsertifikaat van private agentskap	WAV 7.4	1. Moet akkrediteringsvoorwaardes insluit. 2. Moet die amptelike seël van die Kommissie dra

9. Vorm van Kennisgewings, Eise en Appèlle

Wanneer 'n Kennisgewing, Eis of Appèl vereis word ingevolge 'n artikel van die Wet wat getoon word in kolom 1 van Tabel WAV 4 vir 'n doel in kolom 2 van daardie Tabel gelys, moet die dokument in die vorm wees van die bylae wat teenoor daardie artikelnommer in kolom 3 van die Tabel gelys word, en moet dit verskaf word behoudens enige voorwaardes teenoor daardie artikelnommer in kolom 4 van daardie Tabel gelys.

Tabel WAV 4 - Tabel van Kennisgewings, Eise en Appèlle

1 - Artikel	2 - Doel	3 - Bylae	4 - Voorwaardes
77(1)(b)	Kennisgewing aan NEOAR van moontlike protesoptrede	WAV 4.4	Lê voor aan die Uitvoerende Direkteur van NEOAR
77(1)(d)	Kennisgewing aan NEOAR van die voorneme om voort te gaan met protesoptrede	WAV 4.5	1. Lê voor aan die Uitvoerende Direkteur van NEOAR 2. Moet ontvang word minstens 14 dae voor die aanvang van protesoptrede
136(3)	Kennisgewing van beswaar teen arbitrasie deur dieselfde Kommissaris	WAV 7.14	1. Bewys van betekening aan ander party 2. Dien in by Registrateur in die Provinsiale Kantoor van die Kommissie
33(3) wat 142(1) toepas	Dagvaardiging deur aangewese agent	WAV 3.10	
142(1)	Dagvaarding deur Kommissaris	WAV 7.16	

10. Vorms van Rekords, Verslae, Verklarings, Lyste en Registers

Wanneer 'n Rekord, Verslag, Verklaring, Lys of Register vereis word ingevolge 'n artikel van die Wet wat getoon word in kolom 1 van Tabel WAV 5 vir 'n doel in kolom 2 van daardie Tabel gelys, moet die dokument in die vorm wees van die bylae wat teenoor daardie artikelnommer in kolom 3 van die Tabel gelys word, en moet dit verskaf word behoudens enige voorwaardes teenoor daardie artikelnommer in kolom 4 van daardie Tabel gelys.

Tabel WAV 5 - Tabel van Rekords, Verslae, Verklarings, Lyste en Registers

1 - Artikel	2 - Doel	3 - Bylae	4 - Voorwaardes
25(4)(b)	Lys van aftrekkings van gewetensbeswaarde	WAV 3.2	<ol style="list-style-type: none"> 1. Agentskappelde afgetrek, moet saam met hierdie vorm oorbetaal word. 2. Dien twee eksemplare in 3. Dien in by die Provinsiale Direkteur van die Departement van Arbeid
26(8), wat 25(4)(b) toepas	Lys van aftrekkings van gewetensbeswaarde	WAV 3.2	<ol style="list-style-type: none"> 1. Agentskappelde afgetrek, moet saam met hierdie vorm oorbetaal word. 2. Dien twee eksemplare in. 3. Dien in by die Provinsiale Direkteur van die Departement van Arbeid
44(1) en 44(2)	Voorlegging van kollektiewe ooreenkoms van statutêre raad aan Minister vir afkondiging as 'n vasstelling	WAV 3.17	<ol style="list-style-type: none"> 1. Dien twee eksemplare in 2. Dien in by Minister, p/a die Direkteur-generaal van die Departement van Arbeid
100(a)	Getal Vakbondlede	WAV 6.7	<ol style="list-style-type: none"> 1. Dien in by Registrateur van Arbeidsverhoudinge 2. Moet Registrateur teen 31 Maart bereik
100(a)	Getal Werkgewersorganisasielede	WAV 6.8	<ol style="list-style-type: none"> 1. Dien in by Registrateur van Arbeidsverhoudinge 2. Moet Registrateur teen 31 Maart bereik
205(1)	Werkgewersrekord van werknemers se verdienste, aftrekkings en tyd gewerk	WAV 9.1	
205(3)(a)	Rekords van staking, uitsluiting en protesoptrede	WAV 9.2	Moet aan die Direkteur-generaal van die Departement van Arbeid voorgelê word binne twee maande na die einde van die staking, uitsluiting of protesoptrede.

11. Vorm van Voorstelle, Resolusies en Verwysings

- (1) 'n Versoek aan die Kommissaris om 'n geskil deur arbitrasie te besleg ingevolge artikel 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(4), 191(5)(a) of 196(9) of item 3(4)(b) van Deel B van Bylae 7 van die Wet moet gedoen word in die vorm van bylae WAV 7.13.

- (2) 'n Verwysing van 'n geskil na die Kommissie vir versoening ingevolge artikel 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), 74(1), 86(4)(b), 89(3), 94(1), 134, 191(1) of 196(6) of item 3(1)(b) van Deel B van Bylae 7 van die Wet deur die Kommissie moet gedoen word in die vorm van bylae WAV 7.11.
- (3) Wanneer 'n voorstel, resolusie of verwysing vereis word ingevolge 'n artikel van die Wet wat getoon word in kolom 1 van Tabel WAV 6 vir 'n doel in kolom 2 van daardie Tabel gelys, moet die dokument in die vorm wees van die bylae wat teenoor daardie artikelnummer in kolom 3 van die Tabel gelys word, en moet dit verskaf word behoudens enige voorwaardes teenoor daardie artikelnummer in kolom 4 van daardie Tabel gelys.

Tabel WAV 6 - Tabel van Voorstelle, Resolusies en Verwysings

1 - Artikel	2 - Doel	3 - Bylae	4 - Voorwaardes
38(3)	Verwysing van 'n jurisdiksie-geskil in die Staatsdiens vir versoening	WAV 3.12	1. Bewys van betekening aan ander party 2. Dien in by die Geskilbeslegtingskomitee, p/a die Kommissie
44(5)	Statutêre raad versoek die Minister om die tydperk van 'n vasstelling te wysig of te verleng	WAV 3.18	1. Dien twee eksemplare in 2. Dien in by Minister, p/a Direkteur-generaal van die Department van Arbeid
73(1)	Aansoek om vasstelling van noodsaaklike diens	WAV 4.2	1. Bewys van betekening aan ander party 2. Dien in by die Komitee vir Noodsaaklike Dienste, p/a die Kommissie
135	Verwysing van 'n geskil na die Kommissie vir versoening	WAV 7.11	Dien in by die Provinsiale Kantoor van die Kommissie

12. Arbeidshof

Die eed of plegtige verklaring wat afgelê moet word voor die Regter-president van die Arbeidshof ingevolge artikel 154(6) van die Wet deur 'n persoon wat aangestel is as 'n regter van die Arbeidshof en wat nie 'n regter van die Hooggeregshof is nie, moet in die volgende vorm wees:

“Ek,, sweer hierby / verklaar hierby plegtig dat, as 'n Regter van die Arbeidshof, ek getrou sal wees aan die Republiek van Suid-Afrika, die Grondwet sal handhaaf en beskerm en aan almal reg sal laat geskied sonder vrees, begunstiging of vooroordeel, ooreenkomstig die Grondwet en die reg.” (In die geval van die eed: So help my God.)

13. Provinsiale Direkteure: Departement van Arbeid

Telkens wanneer die Wet of 'n regulasie vereis dat 'n dokument aan die Provinsiale Direkteur van die Departement van Arbeid binne 'n bepaalde regsgebied afgelewer moet word, moet enige dokument ten opsigte van 'n aangeleentheid binne 'n geografiese regsgebied gelys in kolom 1 van Tabel WAV 7 afgelewer word aan die Provinsiale Direkteur, Departement van Arbeid, by die adres teenoor daardie regsgebied in kolom 2 van daardie Tabel getoon.

Tabel WAV 7 - Tabel van Provinsiale Direkteurs

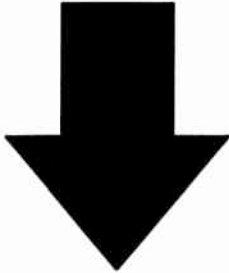
1 - Geografiese regsgebied	2 - Adres
Die Provinsie KwaZulu/Natal	Posbus 940, Durban, 4000
Die Provinsie Noord-Kaap	Privaatsak X5012, Kimberley, 8300
Die Noordelike Provinsie	Privaatsak X9368, Pietersburg, 0700
Die Provinsie Noordwes	Privaatsak X2040, Mmabatho, 8681
Die Provinsie Oos-Kaap	Privaatsak X9005, Oos-Londen, 5200
Die Provinsie Mpumalanga	Privaatsak X7263, Witbank, 0135
Die Provinsie Vrystaat	Posbus 522, Bloemfontein, 9300
Die Provinsie Gauteng, Gauteng-Suid, in die Landdrosdistrikte Alberton, Boksburg, Brakpan, Germiston, Heidelberg, Johannesburg, Kempton Park, Oberholzer, Randburg, Roodepoort, Vanderbijlpark, Vereeniging en Westonaria	Posbus 4560, Johannesburg, 2000
Die Provinsie Gauteng, Gauteng-Noord, in die Landdrosdistrikte Benoni, Bronkhorstspuit, Cullinan, Krugersdorp, Nigel, Pretoria, Randfontein, Soshanguve 1, Soshanguve 2, Springs en Wonderboom	Posbus 393, Pretoria, 0001
Die Provinsie Wes-Kaap	Posbus 872, Kaapstad, 8000

14. Kort titel en inwerkingtreding

- (a) Hierdie regulasies heet die Regulasies op Arbeidsverhoudinge.
- (b) Hierdie regulasies tree in werking op 11 November 1996.

WAV-Vorm 3.1
Wet op
Arbeidsverhoudinge, 1995

LEES EERS HIER



**WAT IS DIE DOEL VAN
HIERDIE VORM?**

Hierdie vorm versoek 'n werkgewer om 'n bedrag van 'n gewetensbeswaarde se loon afgetrek, in 'n fonds wat deur die Departement van Arbeid geadministreer word, in te betaal.

**WIE MOET HIERDIE
VORM INVUL?**

Die werknemer wat 'n gewetensbeswaarde is.

**AAN WIE WORD DIE
VORM GESTUUR?**

Aan die werkgewer.

ANDER INSTRUKSIES

Die bedrag afgetrek moet tesame met WAV-Vorm 3.2 deur die werkgewer aan die Provinsiale Direkteur, Departement van Arbeid, gestuur word. Kyk Tabel WAV 7 in die regulasies vir die toepaslike adres.

**GEWETENSBSWAARDE VERSOEK DAT
AGENTS-KAPSGELD AAN DEPARTEMENT
OORBETAAL WORD**

VERSOEK DEUR WERKNEMER WAT 'N GEWETENSBSWAARDE IS,
AAN WERKGEWER INGEVOLGE ARTIKEL 25(4)(b) OM
AGENTS-KAPSGELDE AAN DEPARTEMENT VAN ARBEID TE BETAAL

1) BESONDERHEDE VAN WERKNEMER

Ek,.....
(Naam van gewetensbeswaarde)

het gewetensbeswaar om te behoort aan of geld by te dra tot 'n vakbond. My gewetensgronde is:

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

(redes)

Ek versoek dat my werkgewer die bedrag wat as agentskaps-geld afgetrek is, aan die Departement van Arbeid stuur vir inbetaling in 'n fonds deur die Departement geadministreer.

Handtekening:

Datum:

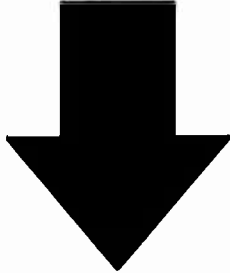
2) BESONDERHEDE VAN WERKGEWER

Naam en adres van werkgewer:

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

WAV-Vorm 3.2
Wet op
Arbeidsverhoudinge, 1995

LEES EERS HIER



**WAT IS DIE DOEL VAN
HIERDIE VORM?**

Hierdie vorm lys die name van gewetensbeswaardes en die bedrag deur die werkgewer afgetrek vir die Departement van Arbeid.

**WIE MOET HIERDIE
VORM INVUL?**

Die werkgewer.

**AAN WIE WORD DIE
VORM GESTUUR?**

Aan die Provinsiale
Direkteur, Departement van
Arbeid

ANDER INSTRUKSIES

Die werkgewer moet twee ingevulde eksemplare van hierdie vorm met die agentskapsgelde wat afgetrek is, aan die Provinsiale Direkteur stuur. Kyk Tabel WAV 7 in die regulasies vir die toepaslike adres.

Indien u meer ruimte benodig om die inligting in te skryf, gebruik nog 'n vel papier en heg dit aan hierdie vorm.

LYS VAN AFTREKKINGS VAN GEWETENSBSWAARDES SE LONE

ORBETALING VAN BEDRAE AFGETREK VAN WERKNEMERS SE LONE
INGEVOLGE ARTIKEL 25(4)(b) AAN DEPARTEMENT VAN ARBEID

1) BESONDERHEDE VAN GEWETENSBSWAARDES

Name van werknemers	Bedrag
1.
2.
3.
4.
5.
6.
7.
TOTAAL:

2) BESONDERHEDE VAN WERKGEWER

Naam en adres van werkgewer:

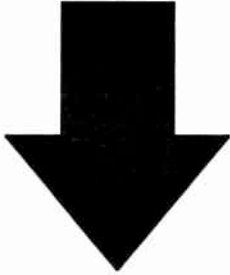
.....

.....

.....

WAV-Vorm 3.3
Wet op
Arbeidsverhoudinge, 1995

LEES EERS HIER



**WAT IS DIE DOEL VAN
 HIERDIE VORM?**

Hierdie vorm is 'n aansoek om registrasie van 'n bedingingsraad.

**WIE MOET HIERDIE VORM
 INVUL?**

Die vakbonde en werkgewersorganisasies wat gesamentlik ooreengekom het om die raad te stig.

**AAN WIE WORD DIE VORM
 GESTUUR?**

Die Registrateur, p/a die Provinsiale Direkteur van die Departement van Arbeid. Kyk Tabel WAV 7 in die regulasies vir die toepaslike adres.

ANDER INSTRUKSIES

- Twee ingevulde eksemplare van hierdie vorm moet aan die Registrateur gestuur word.
- Elke werkgewersorganisasie wat 'n party by die Bedingingsraad is, moet bladsy 2 invul.
- Elke vakbond wat 'n party by die Bedingingsraad is, moet bladsy 3 invul.
- Drie afskrifte van die registrasiesertifikaat van die partye by die Bedingingsraad moet by hierdie vorm aangeheg word.
- 'n Afskrif van die konstitusie van hierdie Bedingingsraad moet by die vorm aangeheg word.
- 'n Gemagtigde verteenwoordiger van elke party moet hierdie vorm onderteken.
- As daar onvoldoende spasie op hierdie vorm is, gebruik 'n aparte vel papier.

AANSOEK OM REGISTRASIE VAN 'N BEDINGINGSRAAD

**AANSOEK INGEVOLGE ARTIKEL 29(1) OM REGISTRASIE VAN 'N
 BEDINGINGSRAAD**

1) NAAM VAN BEDINGINGSRAAD

.....

2) ADRES

.....

3) PARTYE

Werkgewersorganisasies

.....

Vakbonde

.....

4) VOORGESTELDE BESTEK

Beskrif die aard van die sektor

.....

Gebied

.....

...Blaai asseblief om→

VERTEENWOORDIGENDHEID VAN WERKGEWERSORGANISASIE

Naam van werkgewersorganisasie

Gebied (meld elke gebied apart, en dui aan hetsy landdrosdistrik, provinsie of ander)	Getal werkgewers in die sektor wat lede is van die werkgewersorganisasie	Getal van hulle werknemers in die sektor in diens

...Blaai asseblief om→

VERTEENWOORDIGENDHEID VAN WERKGEWERSORGANISASIE

Naam van werkgewersorganisasie

Gebiede (meld elke gebied apart, en dui aan hetsy landdrosdistrik, provinsie of ander)	Getal vakbondlede in diens van die sektor

...Blaai asseblief om→

5) VERTEENWOORDIGENDHEID VAN DIE BEDINGINGSRAAD

Totale getal werknemers wat binne die voorgestelde bestek van die Bedingingsraad ressorteer en wat aan vakbonde behoort wat party by die Raad is:

.....

Totale getal werkgewers wat binne die voorgestelde bestek van die Bedingingsraad ressorteer en wat aan werkgewersorganisasies behoort wat party by die Raad is:

.....

Totale getal werknemers in diens by die werkgewers binne die voorgename bestek van die Bedingingsraad wat lede is van die werkgewersorganisasies wat partye by die Raad is:

.....

Totale getal werkgewers binne voorgestelde bestek van die Raad:

.....

Totale getal werknemers in diens binne die voorgestelde bestek van die Raad:

.....

6) ONDERTEKENAARS

Werkgewersorganisasie

Vakbonde

Naam

Naam

Hoedanigheid

Hoedanigheid

Handtekening

Handtekening

Datum

Datum

Tel

Tel

Faks

Faks

MAAK SEKER!

Het u die konstitusie van die Bedingingsraad aangeheg?

Het al die werkgewersorganisasies bladsy 2 ingevul?

Het al die vakbonde bladsy 3 ingevul?

*WAV-Vorm 3.3
Aansoek om registrasie van 'n Bedingingsraad
Bladsy 5 van 5*

BESONDERHEDE VAN DEPARTEMENT VAN ARBEID

Ek,, het die inligting nagegaan.
(naam van Provinsiale Direkteur)

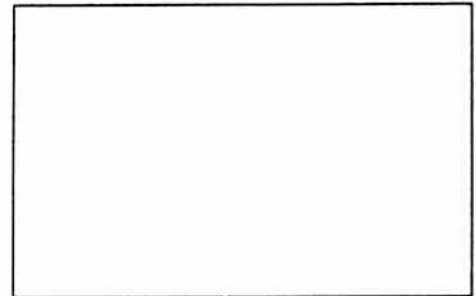
Ek is oortuig dat dit wesenlik korrek was op die datum toe die aansoek by my ingedien is.

Hierdie datum was

.....

Handtekening:

Vandag se datum:



Amptelike stempel van Provinsiale Direkteur

REGISTRASIESERTIFIKAAT VAN BEDINGINGSRAAD

Hierby word gesertifiseer dat die

.....

.....

(Naam van Bedingingsraad)

ingevolge artikel 29(15)(a) van die Wet op Arbeidsverhoudinge, 1995, as 'n Bedingingsraad geregistreer

is met ingang van

(datum)

Die geregistreerde bestek van die Bedingingsraad is

.....

.....

.....

.....

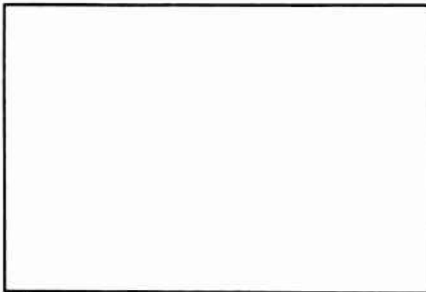
.....

(Sektor)

in

.....

(Gebied)



(Amptelike stempel van Registrateur)

Datum:

Verwysingsnommer:

.....
Registrateur van Arbeidsverhoudinge

WAV-Vorm 3.5
Wet op
Arbeidsverhoudinge, 1995

LEES EERS HIER



**WAT IS DIE DOEL VAN
HIERDIE VORM?**

Hierdie vorm versoek die Minister om 'n kollektiewe ooreenkoms na nie-partye uit te brei.

**WIE MOET HIERDIE VORM
INVUL?**

Die Sekretaris van die Bedingingsraad.

**AAN WIE WORD DIE VORM
GESTUUR?**

Aan die Minister, p/a die Provinsiale Direkteur, Departement van Arbeid. Kyk Tabel WAV 7 in die regulasies vir die toepaslike adres.

VERDERE INSTRUKSIES

Twee ingevulde eksemplare van hierdie vorm moet aan die Departement van Arbeid gestuur word.

Drie ondertekende afskrifte van die kollektiewe ooreenkoms en 'n gewaarmerkte afskrif van die Sertifikaat van Verteenwoordigheid moet hierdie vorm vergesel.

Indien die partye by die kollektiewe ooreenkoms nie al die partye by die Raad insluit nie of indien die Bedingingsraad nie binne die afgelope 12 maande van 'n sertifikaat van verteenwoordigheid voorsien is nie, moet elke party by die kollektiewe ooreenkoms óf bladsy 3 óf bladsy 4 van hierdie vorm invul.

Alvorens 'n kollektiewe ooreenkoms uitgebrei kan word, moet die ooreenkoms self aan die bepalings van artikel 32 voldoen.

BEDINGINGSRAAD VERSOEK UITBREIDING VAN KOLLEKTIEWE OOREENKOMS NA NIE-PARTYE

VERSOEK AAN MINISTER DEUR BEDINGINGSRAAD INGEVOLGE
ARTIKEL 32(1) OM KOLLEKTIEWE OOREENKOMS NA NIE-PARTYE UIT
TE BREI

1) BESONDERHEDE VAN BEDINGINGSRAAD

Naam:

Adres:

.....

.....

Tel.: Faks:

2) UITBREIDING VAN KOLLEKTIEWE OOREENKOMS NA NIE-PARTYE

Ons sluit drie afskrifte van 'n kollektiewe ooreenkoms gedateer
..... in.

Die partye by die kollektiewe ooreenkoms is:

.....

.....

.....

(name)

Die Bedingingsraad versoek dat die bepalings van klousules

..... van die kollektiewe ooreenkoms
(nommers)

bindend word vir die ander werkgewers en werknemers in die

.....

.....

.....

.....

(sektor of subsektor)

...Blaai asseblief om→

..... en

.....

.....

.....

.....

(gebied/e)

Die volgende geregistreerde vakbonde het ten gunste van die uitbreiding gestem:

.....

.....

.....

.....

.....

.....

(name van vakbonde)

Hulle lede maak die meerderheid uit van die vakbondlede wat partye by die Bedingingsraad is.

Die volgende geregistreerde werkgewersorganisasies het ten gunste van die uitbreiding gestem:

.....

.....

.....

.....

.....

.....

(name van werkgewersorganisasies)

Hulle het in diens die meerderheid van die werknemers in diens by die lede van die werkgewersorganisasies wat partye by die Bedingingsraad is.

...Blaai asseblief om→

*WAV-Vorm 3.5
Bedingsraad versoek uitbreiding van kollektiewe ooreenkoms na nie-partye
Bladsy 5 van 5*

3) VERTEENWOORDIGENDHEID

Die totale getal werknemers wat binne die bestek van die kollektiewe ooreenkoms in diens is by die werkgewers wat lede van die werkgewersorganisasie is wat 'n party by die kollektiewe ooreenkoms is:

.....
(getal)

Die totale getal werknemers wat binne die bestek van die kollektiewe ooreenkoms in diens is en wat lede van die vakbonde is wat partye by die kollektiewe ooreenkoms is:

.....
(getal)

Die totale getal werknemers in diens binne die bestek van die kollektiewe ooreenkoms:

.....
(getal)

Handtekening van Sekretaris van Raad:

Naam:

Datum:

MAAK SEKER!

Het u die volgende gereed:

- * drie afskrifte van die kollektiewe ooreenkoms?
- * 'n gewaarmerkte afskrif van die sertifikaat van verteenwoordigendheid of die verteenwoordigendheidstabelle op bladsye 3 en 4?

BESONDERHEDE VAN DEPARTEMENT VAN ARBEID

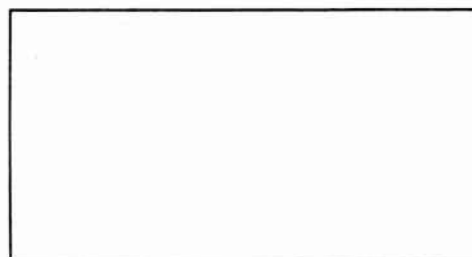
Ek,, het die inligting nagegaan en
(Provinsiale Direkteur)

sertifiseer dat dit weselik korrek is en voldoen aan artikel 32(3)(a), (b), (c) en (d) of alternatiewelik artikel 32(5)(a) van die Wet.

Handtekening:

Datum:

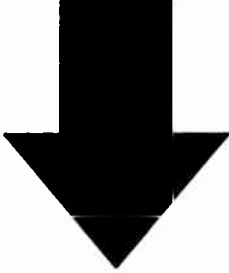
Plek:



(Amptelike stempel van Provinsiale Direkteur)

WAV-Vorm 3.6
Wet op
Arbeidsverhoudinge, 1995

LEES EERS HIER



**WAT IS DIE DOEL VAN
HIERDIE VORM?**

Hierdie vorm versoek die Minister om die tydperk van 'n kollektiewe ooreenkoms wat na nie-partye uitgebrei is, te verleng of die ooreenkoms te hernu.

**WIE MOET HIERDIE
VORM INVUL?**

Die Sekretaris van die Bedingingsraad.

**AAN WIE WORD DIE
VORM GESTUUR?**

Aan die Minister, p/a die Provinsiale Direkteur, Departement van Arbeid. Kyk Tabel WAV 7 in die regulasies vir die toepaslike adres.

VERDERE INSTRUKSIES

Twee ingevulde eksemplare van hierdie vorm moet aan die Departement van Arbeid gestuur word.

'n Afskrif van die Sertifikaat van Verteenwoordigheid moet hierdie vorm vergesel.

Indien die partye by kollektiewe ooreenkoms nie al die partye by die Raad insluit nie of die Bedingingsraad nie binne die afgelope 12 maande van 'n Sertifikaat van Verteenwoordigheid voorsien is nie, moet elke party by die kollektiewe ooreenkoms óf bladsy 3 óf bladsy 4 van hierdie vorm invul.

VERSOEK OM TYDPERK VAN KOLLEKTIEWE OOREENKOMS WAT NA NIE-PARTYE UITGEBREI IS, TE VERLENG OF OOREENKOMS TE HERNU

VERSOEK AAN MINISTER DEUR BEDINGINGSRAAD INGEVOLGE ARTIKEL 32(6)(a) OM TYDPERK VAN WERKING VAN KOLLEKTIEWE OOREENKOMS TE VERLENG OF OOREENKOMS TE HERNU

1) BESONDERHEDE VAN BEDINGINGSRAAD

Naam:

Adres:

.....

.....

Faks: Tel:

2) VERLENGING VAN TYDPERK OF HERNUWING VAN KOLLEKTIEWE OOREENKOMS UITGEBREI NA NIE-PARTYE

Op is 'n kollektiewe ooreenkoms
(datum)

ingevolge artikel 32 na nie-partye uitgebrei in Staatskoerant

..... van
(nommer) (datum)

Die ooreenkoms verstryk / verval op
(datum)

Die Bedingingsraad versoek die Minister om die kollektiewe

ooreenkoms te vir die tydperk
(verleng of hernu)

..... tot
(datum) (datum)

Die volgende geregistreerde vakbonde het ten gunste van die verlenging of hernuwing gestem:

.....

.....

.....
(name van vakbonde)

Hulle lede maak die meerderheid uit van die lede van die vakbonde wat partye by die kollektiewe ooreenkoms is.

...Blaai asseblief om→

WAV-Vorm 3.6
Versoek om kollektiewe ooreenkoms wat na nie-partye uitgebrei is, te verleng of te hernu
Bladsy 2 van 5

Die volgende geregistreerde werkgewersorganisasies het ten gunste van verlenging van die tydperk of die hernuwing gestem:

.....

.....

.....

.....

.....

.....

.....

.....

.....

(name van werkgewersorganisasies)

Hulle het in diens die meerderheid van die werknemers wat in diens is by die lede van die werkgewersorganisasies wat partye by die kollektiewe ooreenkoms is.

....Blaai asseblief om→

VERTEENWOORDIGENDHEID VAN VAKBOND WAT 'N PARTY BY DIE KOLLEKTIEWE OOREENKOMS IS

Naam van vakbond

Gebiede (noem elke gebied afsonderlik, en dui aan landdrosdistrik, provinsie of ander)	Getal persone in diens binne die bestek van die kollektiewe ooreenkoms wat lede is van die verteenwoordigende vakbond

...Blaai asseblief om →

VERTEENWOORDIGENDHEID VAN WERKGEWERSORGANISASIE WAT 'N PARTY BY DIE KOLLEKTIEWE OOREENKOMS IS

Naam van Werkgewersorganisasie

Gebiede (noem elke gebied afsonderlik, en dui aan landdrostrik, provinsie of ander)	Getal werkgewers in die bestek van die kollektiewe ooreenkoms wat lede van die werkgewersorganisasie is	Getal van hulle werknemers in diens in die bestek van die kollektiewe ooreenkoms

... Blaai asseblief om →

3. VERTEENWOORDIGENDHEID

Die totale getal werknemers wat binne die bestek van die kollektiewe ooreenkoms in diens is by werkgewers wat lede is van die werkgewersorganisasie wat partye by die kollektiewe ooreenkoms is:

.....
(getal)

Die totale getal werknemers wat binne die bestek van die kollektiewe ooreenkoms in diens is en wat lede van die vakbonde is wat partye by die kollektiewe ooreenkoms is.

.....
(getal)

Die totale getal werknemers in diens binne die bestek van die kollektiewe ooreenkoms:

.....
(getal)

Handtekening van Sekretaris van Raad

.....

Naam:

Datum:

MAAK SEKER!
Het u die volgende gereed:

* 'n afskrif van die Sertifikaat van Verteenwoordigheid, of
* die verteenwoordigheidtabelle op bladsye 3 en 4?

BESONDERHEDE VAN DEPARTEMENT VAN ARBEID

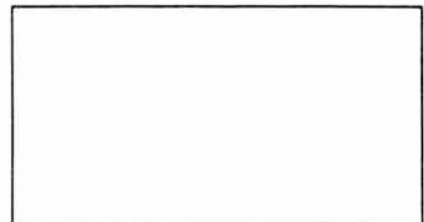
Ek,, het die inligting nagegaan en sertifiseer
(Provinsiale Direkteur)

dat dit wesenlik korrek is.

Hantekening:

Datum:

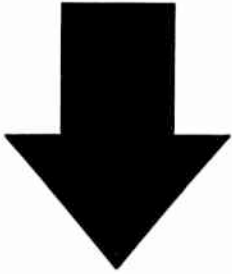
Plek:



(Ampelike stempel van Provinsiale Direkteur)

WAV-Vorm 3.7
Wet op
Arbeidsverhoudinge, 1995

LEES EERS HIER



**WAT IS DIE DOEL VAN
HIERDIE VORM?**

Hierdie vorm versoek die Minister om die geheel of enige gedeelte van 'n kollektiewe ooreenkoms wat na nie-partye uitgebrei is, in te trek.

**WIE MOET HIERDIE
VORM INVUL?**

Die Sekretaris van die Bedingingsraad.

**AAN WIE WORD DIE
VORM GESTUUR?**

Aan die Minister, p/a die Provinsiale Direkteur, Departement van Arbeid. Kyk Tabel WAV 7 in die regulasies vir die toepaslike adres.

VERDERE INSTRUKSIES

Twee ingevulde eksemplare van hierdie vorm moet aan die Provinsiale Direkteur gestuur word.

BEDINGINGSRAAD VERSOEK INTREK- KING VAN KOLLEKTIEWE OOREENKOMS WAT NA NIE-PARTYE UITGEBREI IS

VERSOEK AAN MINISTER DEUR BEDINGINGSRAAD INGEVOLGE
ARTIKEL 32(7) OM DIE GEHEEL OF ENIGE GEDEELTE VAN 'N KOLLEK-
TIEWE OOREENKOMS WAT NA NIE-PARTYE UITGEBREI IS, IN TE TREK

1) BESONDERHEDE VAN BEDINGINGSRAAD

Naam:

Adres:

.....

.....

Tel.: Faks:

2) INTREKKING VAN KOLLEKTIEWE OOREENKOMS WAT NA NIE-PARTYE UITGEBREI IS

Die Bedingingsraad versoek die Minister om 'n kennisgewing in die *Staatskoerant* te publiseer wat óf:

- die bepalinge in klousule(s)
(nommer)

van die kollektiewe ooreenkoms gepubliseer in *Staatskoerant*

..... van
(nommer) (datum)

met ingang van intrek; óf
(datum van beoogde intrekking)

- die hele kollektiewe ooreenkoms gepubliseer in *Staatskoerant*
..... van
(nommer) (datum)

met ingang van intrek.
(datum van beoogde intrekking)

Sekretaris van Raad

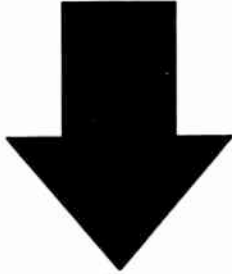
Handtekening:

Naam:

Datum:

WAV-Vorm 3.8
Wet op
Arbeidsverhoudinge, 1995

LEES EERS HIER



**WAT IS DIE DOEL VAN
HIERDIE VORM?**

Hierdie vorm versoek die Minister om 'n agent aan te stel om die Raad behulpsaam te wees om sy kollektiewe ooreenkomste af te dwing.

**WIE MOET HIERDIE
VORM INVUL?**

Die Sekretaris van die Raad.

**AAN WIE WORD DIE
VORM GESTUUR?**

Aan die Minister, p/a die Provinsiale Direkteur, Departement van Arbeid. Kyk Tabel WAV 7 in die regulasies vir die toepaslike adres.

VERDERE INSTRUKSIES

Twee ingevulde eksemplare van hierdie vorm moet aan die Provinsiale Direkteur gestuur word.

RAAD VERSOEK AANSTELLING VAN AANGEWESSE AGENT

VERSOEK AAN MINISTER DEUR RAAD INGEVOLGE ARTIKEL 33(1) OM 'N PERSOON AS 'N AANGEWESSE AGENT VAN RAAD AAN TE STEL

1) BESONDERHEDE VAN RAAD

Naam:

Adres:

.....

.....

Tel.: Faks:

2) BESONDERHEDE VAN AANGEWESSE AGENT

Die Minister word versoek om die persoon wie se besonderhede volg, as aangewese agent van die Raad aan te stel.

Naam:

ID:

Adres:

.....

.....

Ondervinding en kwalifikasies:

.....

.....

Termyn van diens by Raad:

.....

Vorm ingedien deur:

Handtekening van Sekretaris.....

Naam:

Datum:

WAV-Vorm 3.9
Wet op Arbeidsverhoudinge, 1995
Artikel 33(2)

SERTIFIKAAT VAN AANSTELLING AS AANGEWESSE AGENT VAN RAAD

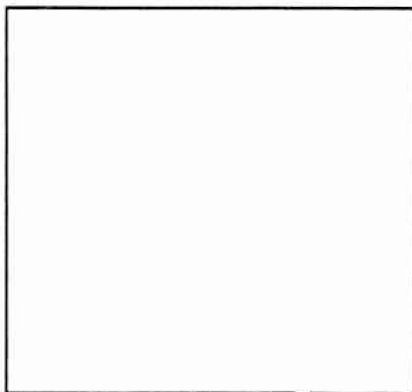
Hierby word gesertifiseer dat
(naam van aangewese agent)

identiteitsnommer, ingevolge artikel 33(1) van die

Wet op Arbeidsverhoudinge, 1995, deur die Minister van Arbeid as 'n aangewese agent van die

.....
.....
.....
(naam van Raad)

aangestel is.



(Amptelike stempel van Raad)

Sekretaris:

Naam:

Handtekening:

Datum:

Departement van Arbeid se
verwysingsnommer:

WAV-Vorm 3.10
Wet op Arbeidsverhoudinge, 1995

DAGVAARDING DEUR AANGEWESSE AGENT

DAGVAARDING KRAGTENS ARTIKEL 33(3) WAT ARTIKEL 142(1)(a) en (b) TOEPAS

Aan:
.....
.....
.....

(naam en adres van persoon gedagvaar)

U moet persoonlik voorverskyn
(naam van aangewese agent)

by
.....
(adres)

op om..... en op enige daaropvolgende dae waarna die
(datum) (tyd)
verrigtinge of ondersoek uitgestel kan word.

U word hierby vereis om persoonlik te verskyn om:

getuienis te lewer aangaande
.....
.....
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.....

met u saam te bring en voor te lê die boeke, dokumente of dinge hieronder gelys:
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Handtekening van Sekretaris van die Raad

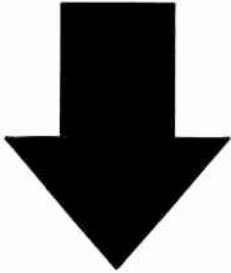
Naam:

Datum:

Plek:

WAV-Vorm 3.11
Wet op
Arbeidsverhoudinge, 1995

LEES EERS HIER



**WAT IS DIE DOEL VAN
HIERDIE VORM?**

Hierdie vorm is 'n aansoek om registrasie deur bedingingsrade wat wil amalgameer (saamsmelt). Na registrasie van die nuwe raad trek die Registrateur elk van die afsonderlike bedingingsrade se registrasie in.

**WIE MOET HIERDIE
VORM INVUL?**

Sekretarisse van die amalgameerende bedingingsrade.

**AAN WIE WORD DIE
VORM GESTUUR?**

Aan die Registrateur, p/a Provinsiale Direkteur, Departement van Arbeid. Kyk Tabel WAV 7 in die regulasies vir die toepaslike adres.

VERDERE INSTRUKSIES

Twee ingevulde eksemplare van hierdie vorm moet aan die Departement van Arbeid gestuur word.

Die Sekretaris van elke Bedingingsraad wat gaan amalgameer moet óf sy sertifikaat van verteenwoordigendheid aanheg óf die tabel op bladsy 3 invul.

Indien u meer ruimte benodig om inligting neer te skryf, gebruik 'n ekstra vel papier en heg dit aan hierdie vorm.

**AMALGAMERENDE BEDINGINGSRAAD
DOEN AANSOEK OM REGISTRASIE**

AANSOEK BY REGISTRATEUR INGEVOLGE ARTIKEL 34(2) OM REGISTRASIE VAN GEAMALGAMEERDE BEDINGINGSRAAD

**1) BESONDERHEDE VAN AMALGAMERENDE
BEDINGINGSRADE**

Name en adresse van Bedingingsrade:

.....
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2) AANSOEK

Ons doen aansoek om die registrasie van 'n geamalgameerde bedingingsraad vir die volgende voorgestelde bestek:

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(sektor)

...Blaai asseblief om →

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(gebied)

3) NAAM EN ADRES

Die naam van die Raad sal wees:

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.....

Die adres van die Raad sal wees:

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

Datum:

...Blaai asseblief om→

VERTEENWOORDIGENDHEID VAN BEDINGINGSRAAD

Naam:

Gebiede (noem elke gebied afsonderlik, en dui aan landdrosdistrik, provinsie of ander)	Getal werkgewers wat lede is van die werkgewers- organisasie wat 'n party by die Raad is	Getal van hulle werknemers in diens binne die bestek van die Raad	Getal werknemers wat lede is van die vakbond wat 'n party by die Raad is

...Blaai asseblief om →

4) VERTEENWOORDIGENDHEID VAN DIE BEDINGINGSRAAD

Totale getal werknemers wat binne die voorgestelde bestek van die Bedingingsraad val en wat aan die vakbonde behoort wat partye by die Raad is:

.....

Totale getal werkgewers wat binne die voorgestelde bestek van die Bedingingsraad val en wat aan die werkgewersorganisasies behoort wat partye by die Raad is:

.....

Totale getal werknemers in diens binne die voorgestelde bestek van die Bedingingsraad by werkgewers wat aan die werkgewersorganisasies behoort wat partye by die Raad is:

.....

Totale getal werkgewers binne die voorgestelde bestek van die Raad:

.....

Totale getal werknemers in diens binne die voorgestelde bestek van die Raad:

.....

5) ONDERTEKENAARS**Werkgewersorganisasie****Vakbond**

Naam van organisasie

Naam van vakbond

.....

.....

Handtekening

Handtekening

Naam

Naam.....

Datum

Datum.....

Tel

Tel

Faks

Faks

*WAV-Vorm 3.11
Amalgamerende Bedingingsraad doen aansoek om registrasie
Bladsy 5 van 5*

BESONDERHEDE VAN DEPARTEMENT VAN ARBEID

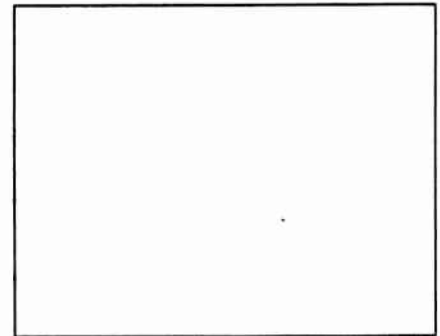
Ek,, het die inligting nagegaan.
(Provinsiale Direkteur)

Ek is oortuig dat dit wesenlik korrek is vir die datum waarop die aansoek by my ingedien is.

Hierdie datum was

Handtekening:

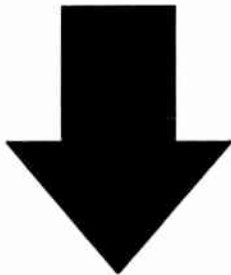
Vandag se datum:



(Amptelike stempel van Provinsiale Direkteur)

WAV-Vorm 3.12
Artikel 38(3) en (5)
Wet op
Arbeidsverhoudinge, 1995

LEES EERS HIER



**WAT IS DIE DOEL VAN
HIERDIE VORM?**

Indien daar 'n geskil tussen die Koördinerende Staatsdiensbedingingsraad en 'n bedingingsraad in 'n bepaalde sektor in die staatsdiens of tussen bedingingsrade in die staatsdiens is, word die geskil verwys na 'n Geskilbeslegtingskomitee onder beheer van die KVBA.

**WIE MOET HIERDIE
VORM INVUL?**

Enige party by die geskil.

**AAN WIE WORD DIE
VORM GESTUUR?**

Aan die Geskilbeslegtingskomitee, p/a KVBA
Privaatsak X94
Marshalltown
2107

VERDERE INSTRUKSIES

'n Afskrif van hierdie vorm moet aan die ander bedingingsrade by die geskil gestuur word.

Bewys dat hierdie ingevulde vorm aan die ander party gestuur is, moet aangeheg word.

Bewys dat 'n afskrif van hierdie vorm gestuur is, kan wees:

- * 'n afskrif van 'n registrasiestrokie van die Poskantoor;
- * 'n afskrif van 'n getekende ontvangsbewys indien per hand afgelewer;
- * 'n ondertekende verklaring wat betekening deur die persoon wat die vorm aflewer, bevestig; of
- * 'n afskrif van 'n faksbevestigingsstrokie.

VERWYSING VAN STAATSDIENSJURISDIKSIEGESKILLE VIR VERSOENING

1) PARTY WAT DIE GESKIL VERWYS

Naam:

.....

Adres:

.....

.....

.....

.....

Tel: Faks:

Kontakpersoon:

Verwysingsnommer:

2) ANDER PARTY(E)

Naam:

.....

Adres:

.....

.....

.....

.....

Tel: Faks:

Kontakpersoon en verwysingsnommer:

KVBA-verwysingsnommer

WAV-Vorm 3.12
Verwysing van staatsdiensjurisdiksiegeskille vir versoening
Bladsy 2 van 2

3) AARD VAN DIE GESKIL

.....

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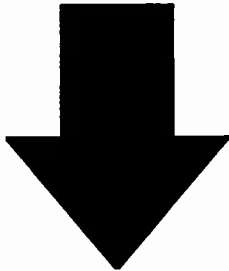
MAAK SEKER!

Het u 'n afskrif van hierdie ingevulde vorm aan die ander party gestuur?

Het u bewys (dat u die afskrif aan die ander party gestuur het) by hierdie vorm ingesluit?

WAV-Vorm 3.13
Artikel 38(6)
Wet op
Arbeidsverhoudinge, 1995

LEES EERS HIER



**WAT IS DIE DOEL VAN
HIERDIE VORM?**

Indien 'n juridiksiegeskil tussen rade in die staatsdiens na versoening verwys is en onbesleg bly, kan enige party die Geskilbeslegtingskomitee wat onder beheer van KVBA staan, versoek om die geskil te arbitreer.

**WIE MOET HIERDIE
VORM INVUL?**

Enige party by die geskil.

**AAN WIE WORD DIE
VORM GESTUUR?**

Aan die Geskilbeslegtingskomitee, p/a KVBA
Privaatsak X94
Marshalltown
2107

VERDERE INSTRUKSIES

Indien meer as een party die geskil verwys, moet hulle besonderhede op 'n afsonderlike bladsy aangedui word.

U beskrywing van die geskil en die uitkoms wat verlang word, bind u nie. Dit is 'n riglyn vir die Geskilbeslegtingskomitee.

Bewys dat hierdie ingevulde vorm aan die ander party by die geskil gestuur is, moet aangeheg word.

**VERWYSING VAN STAATSDIENS-
JURIDIKSIEGESKILLE VIR ARBITRASIE**

1) PARTY WAT DIE GESKIL VERWYS

Naam:

.....

Adres:

.....

.....

.....

Tel.: Faks:

Kontakpersoon:

Verwysingsnommer:

2) ANDER PARTY(E)

Naam:

.....

Adres:

.....

.....

.....

Tel.: Faks:

Kontakpersoon en verwysingsnommer:

KVBA-verwysingsnommer

WAV-Vorm 3.13

Verwysing van staatsuiensjurisdiksiegeskille vir arbitrasie

Bladsy 2 van 2

Bewys dat 'n afskrif van hierdie vorm gestuur is, kan wees -

- * 'n afskrif van 'n registrasie-strokie van die Poskantoor;
- * 'n afskrif van 'n getekende ontvangsbewys indien per hand afgelewer;
- * 'n ondertekende verklaring wat betekening deur die persoon wat die vorm aflewer, bevestig; of
- * 'n afskrif van 'n faksbevestigingstrokie.

3) AARD VAN DIE GESKIL

.....

.....

.....

.....

(Beskryf die kwessies betrokke)
(Gebruik ekstra papier indien nodig)

4) UITKOMS VERLANG

.....

.....

.....

.....

(Sit die bedinge van die toekenning wat u wil hê, uiteen)
(Gebruik ekstra papier indien nodig)

MAAK SEKER!

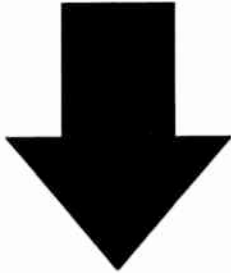
Het u 'n afskrif van hierdie ingevulde vorm aan die ander party gestuur?

Het u bewys (dat u 'n afskrif aan die ander party gestuur het) by hierdie vorm ingesluit?

Het u enige dokumentasie of ekstra inligting by hierdie vorm aangeheg?

WAV-Vorm 3.14
Wet op
Arbeidsverhoudinge, 1995

LEES EERS HIER



**WAT IS DIE DOEL VAN
HIERDIE VORM?**

Hierdie vorm is 'n aansoek deur 'n verteenwoordigende vakbond wat 'n statutêre raad wil laat instel. 'n Verteenwoordigende vakbond beteken 'n geregistreerde vakbond, of twee of meer geregistreerde vakbonde wat gesamentlik optree en wie se lede minstens 30% van die werknemers in 'n sektor en gebied uitmaak. Daar mag geen ander raad vir daardie sektor of gebied geregistreer wees nie.

**WIE MOET HIERDIE
VORM INVUL?**

Die Sekretaris van die vakbond.

**AAN WIE WORD DIE
VORM GESTUUR?**

Aan die Minister, p/a die Provinsiale Direkteur, Departement van Arbeid. Kyk Tabel WAV 7 in die regulasies vir die toepaslike adres.

VERDERE INSTRUKSIES

Twee ingevulde eksemplare van hierdie vorm moet aan die Provinsiale Direkteur gestuur word.

**VAKBOND DOEN AANSOEK OM
INSTELLING VAN 'N STATUTÊRE RAAD**

AANSOEK DEUR VERTEENWOORDIGENDE VAKBOND BY
REGISTRATEUR INGEVOLGE ARTIKEL 39(2) OM DIE INSTELLING VAN
'N STATUTÊRE RAAD

1) BESONDERHEDE VAN VAKBOND

Naam en adres:

.....

.....

Tel.:Faks:

2) VOORGESTELDE BESTEK

Beskryf die aard van die
sektor:.....

.....

.....

.....

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.....

.....

Gebied.....

.....

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...Blaai asseblief om→

VERTEENWOORDIGENDHEID VAN VAKBOND

Naam van vakbond

Gebiede (noem elke gebied afsonderlik, en dui aan landdrosdistrik, provinsie of ander)	Getal werknemers in diens in die voorgestelde bestek van die statutêre raad wat lede van die vakbond is	Getal werknemers in diens in die voorgestelde bestek van die statutêre raad

Handtekening van Sekretaris van vakbond

Naam

Datum

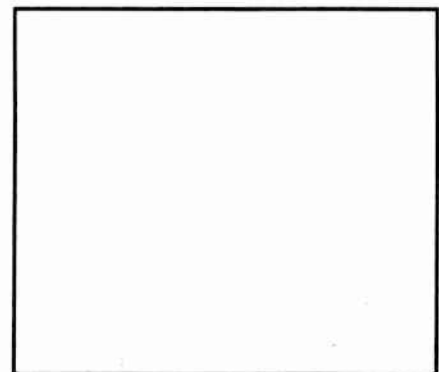
BESONDERHEDE VAN DEPARTEMENT VAN ARBEID

Ek,, het die inligting nagegaan.
(Provinsiale Direkteur)

Ek is oortuig dat dit wesenlik korrek was vir die datum waarop die aansoek by my ingedien is. Hierdie datum was

Handtekening:

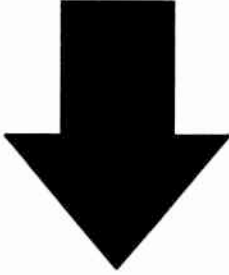
Vandag se datum:



(Amptelike stempel van Provinsiale Direkteur)

WAV-Vorm 3.15
Wet op
Arbeidsverhoudinge, 1995

LEES EERS HIER



**WAT IS DIE DOEL VAN
HIERDIE VORM?**

Hierdie vorm is 'n aansoek deur 'n verteenwoordigende werkgewersorganisasie wat 'n statutêre raad wil laat instel. 'n Verteenwoordigende werkgewersorganisasie beteken 'n geregistreeerde werkgewersorganisasie, of twee of meer geregistreeerde werkgewersorganisasies wat gesamentlik optree en waarvan die gekombineerde werknemers minstens 30% van die werknemers in 'n sektor en gebied uitmaak. Daar mag geen ander raad vir daardie sektor of gebied geregistreeer wees nie.

**WIE MOET HIERDIE
VORM INVUL?**

Die Sekretaris van die werkgewersorganisasie.

**AAN WIE WORD DIE
VORM GESTUUR?**

Aan die Registrateur, p/a die Provinsiale Direkteur, Departement van Arbeid. Kyk Tabel WAV 7 in die regulasies vir toepaslike adres.

VERDERE INSTRUKSIES

Twee ingevulde eksemplare van hierdie vorm moet aan die Provinsiale Direkteur gestuur word.

**WERKGEWERSORGANISASIE DOEN
AANSOEK OM INSTELLING VAN 'N
STATUTÊRE RAAD**

AANSOEK DEUR VERTEENWOORDIGENDE
WERKGEWERSORGANISASIE BY REGISTRATEUR INGEVOLGE
ARTIKEL 39(2) OM DIE INSTELLING VAN 'N STATUTÊRE RAAD

1) BESONDERHEDE VAN WERKGEWERSORGANISASIE

Naam en adres:
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.....
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Tel: Faks:

2) VOORGESTELDE BESTEK

Beskryf die aard van die sektor:
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Gebied:
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....Blaai asseblief om→

WAV-Vorm3.15
Werkgewersorganisasie doen aansoek om instelling van 'n statutêre raad
Bladsy 3 van 3

Handtekening van Sekretaris van die werkgewersorganisasie

Naam

Datum

BESONDERHEDE VAN DEPARTEMENT VAN ARBEID

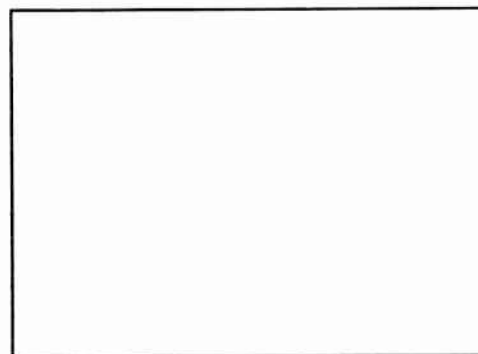
Ek,, het die inligting nagegaan.
(Provinsiale Direkteur)

Ek is oortuig dat dit wesenlik korrek was vir die datum waarop die aansoek by my ingedien is.

Hierdie datum was.....

Hantekening:

Vandag se datum:



(Amptelike stempel van Provinsiale Direkteur)

REGISTRASIESERTIFIKAAT VAN 'N STATUTÊRE RAAD

Hiermee word gesertifiseer dat die

.....

.....

(naam van statutêre raad)

ingevolge artikel 42(a) van die Wet op Arbeidsverhoudinge, 1995, met ingang van

..... as 'n statutêre raad geregistreer is. Die bestek van die statutêre raad
is

(datum)

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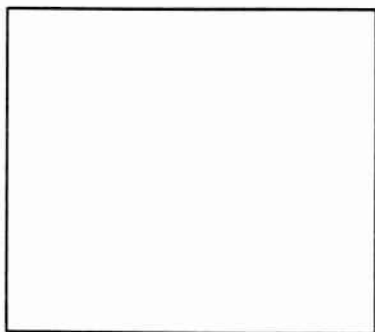
(Sektor)

in

.....

.....

(Gebied)



(Amptelike stempel van Registrateur)

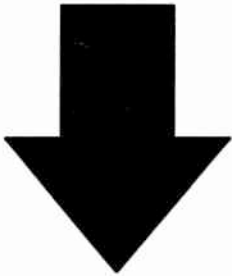
Datum:

Verwysingsnommer:

.....
Registrateur van Arbeidsverhoudinge

WAV-Vorm 3.17
Wet op
Arbeidsverhoudinge, 1995

LEES EERS HIER



**WAT IS DIE DOEL VAN
HIERDIE VORM?**

'n Statutêre raad wat binne sy geregistreerde bestek nie voldoende verteenwoordigend is nie, kan 'n kollektiewe ooreenkoms as 'n aanbeveling aan die Minister voorlê vir afkondiging as 'n vasstelling ingevolge die Loonwet.

**WIE MOET HIERDIE VORM
INVUL?**

Die Sekretaris van 'n statutêre raad.

**AAN WIE WORD DIE VORM
GESTUUR?**

Die Minister, p/a die Direkteur-
generaal
Departement van Arbeid
Privaatsak X117
Pretoria
0001

VERDERE INSTRUKSIES

Twee ingevulde eksemplare van hierdie vorm moet aan die Departement van Arbeid gestuur word.

Bewys van voldoening aan artikels 7 en 9 van die Loonwet moet by hierdie vorm aangeheg word.

Artikel 7 - noem aangeleenthede wat die Loonraad moet oorweeg voor hy 'n aanbeveling doen.

Artikel 9 - bespreek verhoë aan die Loonraad deur belanghebbende persone

Drie afskrifte van die kollektiewe ooreenkoms moet saam met hierdie vorm gestuur word.

**VOORLEGGING VAN 'N KOLLEKTIEWE
OOREENKOMS VAN STATUTÊRE RAAD AAN
MINISTER VIR AFKONDIGING AS 'N
VASSTELLING**

VOORLEGGING DEUR STATUTÊRE RAAD WAT NIE VOLDOENDE VERTEENWOORDIGEND BINNE SY GEREJISTREERDE BESTEK IS NIE, VAN KOLLEKTIEWE OOREENKOMS AAN MINISTER INGEVOLGE ARTIKEL 44(1) VIR AFKONDIGING INGEVOLGE ARTIKEL 44(2)

BESONDERHEDE VAN STATUTÊRE RAAD

Ons,
(naam van statutêre raad)

lê die volgende kollektiewe ooreenkoms aangegaan op

..... aan die Minister voor vir afkondiging as
(datum)

'n vasstelling ingevolge die Loonwet. Ons het aan artikels 7 en 9 van die Loonwet, 1957, voldoen.

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(beskryf besonderhede van voldoening)

Handtekening van Sekretaris:

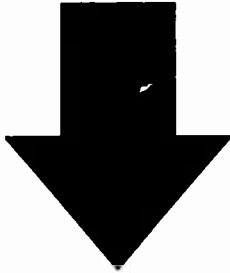
Naam:

Datum:

MAAK SEKER!
Het u die bewys van voldoening aan artikels 7 en 9 van die Loonwet, 1957, gereed?
Het u afskrifte van die kollektiewe ooreenkoms gereed?

WAV-Vorm 3.18
Wet op
Arbeidsverhoudinge, 1995

LEES EERS HIER



**WAT IS DIE DOEL VAN
HIERDIE VORM?**

'n Statutêre raad kan 'n voorstel aan die Minister voorlê om enige vasstelling te wysig of die tydperk daarvan te verleng. Voorbeelde van 'n vasstelling is 'n opvoedkundige opleiding-skema, 'n voorsorgfonds of ander kollektiewe ooreenkoms aangegaan tussen die verteenwoordigers of partye by die statutêre raad. Die Minister kan die verandering by kennisgewing in die *Staatskoerant* aanbring.

**WIE MOET HIERDIE
VORM INVUL?**

Die Sekretaris van die statutêre raad.

**AAN WIE WORD DIE
VORM GESTUUR?**

Die Minister, p/a die Direkteur-
generaal
Departement van Arbeid
Privaatsak X117
Pretoria
0001

VERDERE INSTRUKSIES

Twee ingevulde eksemplare van hierdie vorm moet aan die Minister gestuur word.

STATUTÊRE RAAD VERSOEK MINISTER OM VASSTELLING TE WYSIG OF DIE TYDPERK VAN DIE VASSTELLING TE VERLENG

VOORLEGGING VAN VOORSTEL DEUR STATUTÊRE RAAD INGEVOLGE
ARTIKEL 44(5) OM VASSTELLING TE WYSIG OF DIE TYDPERK VAN DIE
VASSTELLING TE VERLENG

1) BESONDERHEDE VAN STATUTÊRE RAAD

Naam en adres:

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

Tel: Faks:

2) VOORLEGGING

Ons,
(naam)

lê die volgende voorstel aan die Minister voor om die vasstelling te wysig of die tydperk daarvan te verleng. Die vasstelling is gepubliseer in *Staatskoerant*
(verw)

op
(datum)

Besonderhede van die voorstel:

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

Ons versoek dat die Minister hierdie wysiging of verlenging in die *Staatskoerant* publiseer.

Handtekening van Sekretaris van Raad:

Naam:

Datum:

VERTEENWOORDIGENDHEID VAN DIE VAKBOND

Naam van Vakbond

Gebiede (Noem elke gebied apart, en dui aan of dit 'n landdrostrik, provinsie of ander is)	Getal persone in diens in die sektor wat lede van die verteenwoordigende vakbond is

...Blaai asseblief om→

3) VERTEENWOORDIGENDHEID

Totale getal werknemers wat binne die bestek van die Raad val en wat aan vakbonde behoort wat partye by die Raad is:

.....

Totale getal werkgewers wat binne die bestek van die Raad val en wat aan werkgewersorganisasies behoort wat partye by die Raad is:

.....

Totale getal werknemers in diens by die werkgewers wat aan die werkgewersorganisasies behoort wat partye by die Raad is:

.....

Totale getal werkgewers betrokke binne die bestek van die Raad:

.....

Totale getal werknemers in diens binne die bestek van die Raad:

.....

Handtekening Naam Datum

MAAK SEKER!
Het u hierdie vorm in tweevoud ingevul?
Het u drie afskrifte van die voorgestelde konstitusie van die Bedingingsraad aangeheg?
Het u die verteenwoordigheidstabelle ingevul?

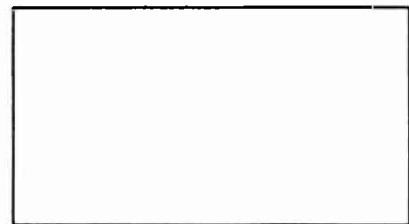
BESONDERHEDE VAN DEPARTEMENT VAN ARBEID

Ek,, het die inligting nagegaan.
(naam van Provinsiale Direkteur)

Ek is oortuig dat dit korrek is vir die datum waarop die aansoek by my ingedien is. Hierdie datum was

Handtekening:

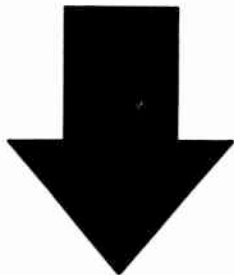
Vandag se datum:



(Amptelike stempel van Provinsiale Direkteur)

WAV-Vorm 3.20
Wet op
Arbeidsverhoudinge, 1995

LEES EERS HIER



**WAT IS DIE DOEL VAN
HIERDIE VORM?**

Hierdie vorm voorsien die Registrateur van inligting sodat hy kan besluit of die Raad verteenwoordigend is al dan nie.

**WIE MOET HIERDIE
VORM INVUL?**

Die Sekretaris van die Raad.

**AAN WIE WORD
HIERDIE VORM
GESTUUR?**

Registrateur van Arbeidsverhoudinge
Departement van Arbeid
Privaatsak X117
Pretoria
0001

VERDERE INSTRUKSIES

Twee ingevulde eksemplare van hierdie vorm moet aan die Registrateur gestuur word.

Elke werkgewersorganisasie wat 'n party by die Raad is, moet bladsy 2 invul.

Elke vakbond wat 'n party by die Raad is, moet bladsy 3 invul.

**RAAD Lê BESONDERHEDE VAN
VERTEENWOORDIGENDHEID VOOR**

BESONDERHEDE VAN VERTEENWOORDIGENDHEID VAN RAAD MOET AAN REGISTRATEUR VOORGELê WORD VIR DIE DOEL OM JAARLIKS HERSIENING VAN VERTEENWOORDIGENDHEID INGEVOLGE ARTIKEL 49(2)(b) TE DOEN

1) BESONDERHEDE VAN DIE RAAD

Naam en adres:

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

Tel: Faks:

2) VERTEENWOORDIGENDHEID

Totale getal werknemers wat binne die geregistreerde bestek van die raad val en wat aan die vakbonde behoort wat partye by daardie raad is:

.....

Totale getal werkgewers wat binne die geregistreerde bestek van die raad val en wat aan die werkgewersorganisasies behoort wat partye by daardie raad is:

.....

Totale getal werknemers wat binne die geregistreerde bestek van die raad in diens is van lede van die werkgewersorganisasies wat partye by daardie raad is:

.....

Totale getal werknemers wat binne die geregistreerde bestek van die raad in diens is:

.....

Totale getal werkgewers wat binne die geregistreerde bestek van die raad bedrywig is:

.....

....Blaai assebief om→

WAV-Vorm 3.22
Raad doen aansoek om wysiging van geregisteerde bestek
Bladsy 3 van 4

VERTEENWOORDIGENDHEID VAN VAKBOND

Naam van vakbond:

Gebiede (noem elke gebied afsonderlik, en dui aan of dit 'n landdrostdistrik, provinsie of ander is)	Getal werknemers in diens in die nuwe bestek van die raad wat lede van die verteenwoordigende vakbond is

...Blaai asseblief om→

WAV-Vorm 3.22

Raad doen aansoek om wysiging van geregistreerde bestek

Bladsy 4 van 4

3) VERTEENWOORDIGENDHEID VAN DIE RAAD

Totale getal werknemers wat binne die nuwe bestek van die Raad val en wat aan die vakbonde behoort wat partye by die Raad is:

.....

Totale getal werkgewers wat binne die nuwe bestek van die Raad val en wat aan die werkgewersorganisasies behoort wat partye by die Raad is:

.....

Totale getal werknemers in diens in die nuwe bestek van die Raad by die werkgewers wat aan die werkgewersorganisasies behoort wat partye by die Raad is:

.....

Totale getal werkgewers binne die nuwe bestek van die Raad:

.....

Totale getal werknemers in diens binne die nuwe bestek van die Raad:

.....

Handtekening van Sekretaris:

Naam:

Datum:

BESONDERHEDE VAN DEPARTEMENT VAN ARBEID

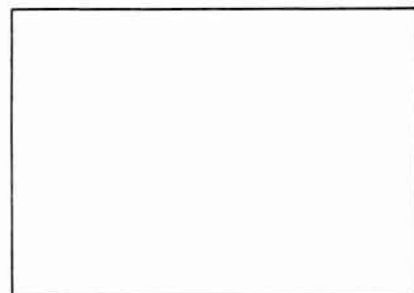
Ek,, is oortuig dat die inligting
(naam van Provinsiale Direkteur)

op
(datum van besonderhede van raad)

wesenlik korrek was.

Vandag se datum:

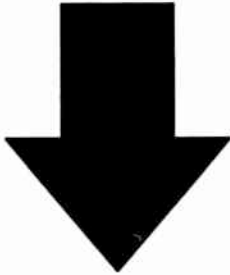
Plek:



(Amptelike stempel van Provinsiale Direkteur)

WAV-Vorm 3.23
Artikel 62(1)
Wet op
Arbeidsverhoudinge, 1995

LEES EERS HIER



**WAT IS DIE DOEL VAN
HIERDIE VORM?**

Hierdie vorm is 'n aansoek by die KVBA om 'n afbakeningsgeskil te besleg. Die afbakeningsgeskil kan wees (a) of enige werknemers of werkgewers in 'n sektor of gebied werk, of (b) of enige bepalings in 'n arbitrasietoekenning, kollektiewe ooreenkoms of loonvasstelling vir enige werknemers of werkgewers bindend is of was.

**WIE MOET HIERDIE
VORM INVUL?**

Enige geregistreerde vakbond, werknemer, werkgewer, geregistreerde werkgewersorganisasie of raad.

**AAN WIE WORD HIERDIE
VORM GESTUUR?**

Die KVBA-kantoor in u provinsie. Kyk asseblief die laaste bladsy vir besonderhede.

**AANSOEK AANGAANDE AFBAKENINGS-
GESKIL**

1) BESONDERHEDE VAN AANSOEKER

Naam:

.....

Adres (pos- en straatadres):

.....

.....

Tel.: Faks:

Kontakpersoon:

Verwysingsnommer:

2) BESONDERHEDE VAN ANDER PARTYE

Naam:

.....

Adres (pos- en straatadres)

.....

.....

Tel.: Faks:

Kontakpersoon:

Naam:

.....

Adres (pos- en straatadres)

.....

Tel.: Faks:

Kontakpersoon:

KVBA-verwysingsnommer

...Blaai asseblief om →

VERDERE INSTRUKSIES

Die aansoeker moet bewys aanheg dat 'n afskrif van hierdie vorm aan die ander party gestuur is.

Bewys dat 'n afskrif van hierdie vorm gestuur is, kan wees -

- * 'n afskrif van 'n registrasiestrokke van die Poskantoor;
- * 'n afskrif van 'n getekende ontvangsbewys indien per hand afgelewer;
- * 'n ondertekende verklaring wat betekening deur die persoon wat die vorm aflewer, bevestig; of
- * 'n afskrif van 'n faksbevestigingstrokke.

3) BESONDERHEDE VAN SEKTOR(E) EN GEBIED(E) BETROKKE BY HIERDIE AFBAKENINGSAANSOEK

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4) BESKRYWING VAN VRAAGSTUK(KE) IN GESKIL

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...Blaai asseblief om→

5) AFBAKENING WAT AANGEVRA WORD

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6) MOTIVERING VIR AFBAKENING WAT AANGEVRA WORD

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(gebruik bykomende papier indien nodig)

Vorm ingedien deur:

Naam:

Handtekening:

Posisie:

Datum:

*WAV-Vorm 3.23
Aansoek aangaande afbakeningsgeskil
Bladsy 4 van 4*

**PROVINSIALE
KANTORE VAN
DIE KVBA**

KVBA OOS-KAAP

Registrateur
Mainstraat 107
Port Elizabeth

Privaatsak X22500

Port Elizabeth
6000

Tel: (041) 56-4466
Faks: (041) 56-4585

KVBA VRYSTAAT

Registrateur
NBS-Gebou
h/v Elizabeth- en Wesburgerstraat
Bloemfontein

Privaatsak X20705

Bloemfontein
9300

Tel: (051) 448-3650
Faks: (051) 448-4468/9

KVBA GAUTENG

Registrateur
Andersonstraat 20
Johannesburg

Privaatsak X94

Marshalltown
2107

Tel: (011) 377-6600
Faks: (011) 834-7331

KVBA KWAZULU/NATAL

Registrateur
Garlicks Chambers
Wesstraat 375
Durban

Privaatsak X54363

Durban
4000

Tel: (031) 306-5454
Faks: (031) 306-5401

KVBA MPUMALANGA

Registrateur
Foschini Sentrum
Eadestraat
Witbank

Privaatsak X7290

Witbank
1035

Tel: (0135) 656-2800
Faks: (0135) 656-2885/6

KVBA NOORDWES

Registrateur
Siddlestraat 47-51
Klerksdorp

Privaatsak X5004

Klerksdorp
2571

Tel: (018) 462-3137
Faks: (018) 462-4126

KVBA NOORD-KAAP

Registrateur
Beanstraat 1A
Kimberley

Privaatsak X6100

Kimberley
8300

Tel: (0531) 81-6780
Faks: (0531) 81-5947/8

KVBA NOORDELIKE PROVINSIE

Registrateur
Hans van Rensburgstraat 104
Pietersburg

Privaatsak X9512

Pietersburg
0700

Tel: (0152) 297-5010
Faks: (0152) 297-5017

KVBA WES-KAAP

Registrateur
Darlingstraat 78
Kaapstad

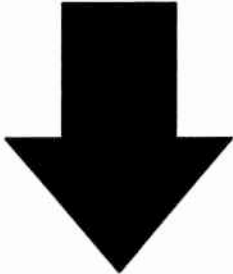
Privaatsak X9167

Kaapstad
8000

Tel: (021) 45-7000
Faks: (021) 45-7193/4

WAV-Vorm 4.1
Artikel 69(4)
Wet op
Arbeidsverhoudinge, 1995

LEES EERS HIER



**WAT IS DIE DOEL VAN
HIERDIE VORM?**

Hierdie vorm is 'n versoek deur 'n party aan die KVBA om 'n ooreenkoms te bewerkstellig oor reëls vir betooglinievorming gedurende 'n staking of uitsluiting.

**WIE MOET HIERDIE
VORM INVUL?**

'n Geregistreerde vakbond of werkgewer.

**AAN WIE WORD
HIERDIE VORM
GESTUUR?**

Die KVBA in u provinsie. Kyk asseblief die laaste bladsy vir besonderhede.

VERDERE INSTRUKSIES

U word aangeraai om 'n afskrif van hierdie versoek aan die ander party te stuur.

**VERSOEK OM PARTYE BY TE STAAN OM
'N OOREENKOMS TE BEWERKSTELLIG
OOR REËLS VIR BETOOGLINEIVORMING**

1) PARTY WAT DIE VERSOEK RIG

Naam:

Adres (pos- en straatadres):

Tel.: Faks:

Kontakpersoon:

Verwysingsnommer:

Besonderhede van versoek:

2) BESONDERHEDE VAN ANDER PARTY

Naam:

Adres (pos- en straatadres)

Tel.: Faks:

Kontakpersoon:

Verwysingsnommer:

KVBA-verwysingsnommer

....Blaai asseblief om→

WAV-Vorm 4.1
Versoek om partye by te staan om 'n ooreenkoms te bewerkstellig oor reëls vir betooglinievorming
Bladsy 2 van 3

3) DRINGENDHEID

Is die aangeleentheid dringend? Verskaf asseblief besonderhede.

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Vorm ingedien deur

Naam:

Handtekening:

Posisie:

Datum:

Plek:

**PROVINSIALE
KANTORE VAN
DIE KVBA**

KVBA OOS-KAAP
Registrateur
Mainstraat 107
Port Elizabeth

Privaatsak X22500
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6000
Tel: (041) 56-4466
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h/v Elizabeth- en Wesburgerstraat
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Faks: (051) 448-4468/9

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Marshalltown
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Faks: (011) 834-7331

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Registrateur
Foschini Sentrum
Eadestraat
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Klerksdorp
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Tel: (0531) 81-6780
Faks: (0531) 81-5947/8

KVBA NOORDELIKE PROVINSIE
Registrateur
Hans van Rensburgstraat 104
Pietersburg

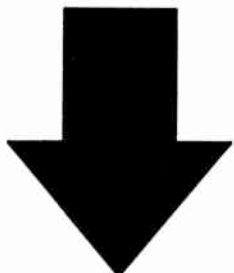
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0700
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Faks: (0152) 297-5017

KVBA WES-KAAP
Registrateur
Darlingstraat 78
Kaapstad

Privaatsak X9167
Kaapstad
8000
Tel: (021) 45-7000
Faks: (021) 45-7193/4

WAV-Vorm 4.2
 Artikel 73(1)
 Wet op
 Arbeidsverhoudinge, 1995

LEES EERS HIER



WAT IS DIE DOEL VAN HIERDIE VORM?

Hierdie vorm is 'n aansoek aan die KVBA vir 'n vasstelling dat 'n diens 'n noodsaaklike diens is of dat 'n persoon in 'n noodsaaklike diens werksaam is. 'n Noodsaaklike diens beteken 'n diens waarvan 'n onderbreking die lewe of gesondheid van mense in gevaar sal stel. Parlementêre dienste en die Suid-Afrikaanse Polisie diens word ook as noodsaaklike dienste omskryf.

WIE MOET HIERDIE VORM INVUL?

Enige party by die geskil.

AAN WIE WORD HIERDIE VORM GESTUUR?

Komitee vir Noodsaaklike Dienste, p/a die KVBA.
 Privaatsak X94
 Marshalltown
 2107

VERDERE INSTRUKSIES

'n Motivering vir die vasstelling wat aangevra word, moet by hierdie vorm aangeheg word. Dit kan insluit die redes waarom die diens noodsaaklik is al dan nie, of die vraag of enige persoon in 'n noodsaaklike diens werksaam is al dan nie.

'n Afskrif van hierdie vorm moet aan die ander party gestuur word.

Bewys dat 'n afskrif van hierdie vorm gestuur is, kan wees:

- * 'n afskrif van 'n registrasiestrokie van die Poskantoor;
- * 'n afskrif van 'n getekende ontvangsbewys indien per hand afgelewer;
- * 'n ondertekende verklaring wat betekening deur die persoon wat die vorm aflewer, bevestig; of
- * 'n afskrif van 'n faksbevestigingsstrokie.

VERWYSING VAN 'N GESKIL OOR DIE VASSTELLING VAN NOODSAAKLIKE DIENSTE

1) BESONDERHEDE VAN AANSOEKER

Naam:

Adres (pos- en straatadres):

Tel.: Faks:

Kontakpersoon:

Verwysingsnommer:

2) BESONDERHEDE VAN ANDER PARTY

Naam:

Adres (pos- en straatadres):

Tel.: Faks:

Kontakpersoon:

Verwysingsnommer:

3) BESKRYWING VAN VRAAGSTUK(KE) IN GESKIL

KVBA-verwysingsnommer

...Blaai asseblief om→

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4) VASSTELLING WAT AANGEVRA WORD

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Vorm ingedien deur:

Naam:

Handtekening:

Posisie:

Datum:

Plek:

MAAK SEKER!

Het u 'n afskrif van hierdie ingevulde vorm aan die ander party gestuur?

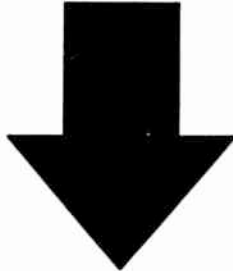
Het u bewys (dat u 'n afskrif aan die ander party gestuur het) by hierdie vorm ingesluit?

Het u enige bykomende inligting by hierdie vorm aangeheg?

Het u die motivering vir die vasstelling van noodsaaklike dienste by hierdie vorm aangeheg?

WAV-Vorm 4.3
 Artikel 75(2)
 Wet op
 Arbeidsverhoudinge, 1995

LEES EERS HIER



**WAT IS DIE DOEL VAN
 HIERDIE VORM?**

Hierdie vorm is 'n aansoek deur 'n werkgewer aan die KVBA vir vasstelling dat die geheel of 'n gedeelte van die werkgewer se besigheid 'n instandhoudingsdiens is. 'n Diens is 'n instandhoudingsdiens indien die onderbreking van daardie diens die uitwerking het van materiële, fisiese vernietiging van die werkplek, fabriek of masjinerie.

**WIE MOET HIERDIE VORM
 INVUL?**

'n Werkgewer.

**AAN WIE WORD HIERDIE
 VORM GESTUUR?**

Komitee vir Noodsaaklike Dienste, p/a
 KVBA
 Privaatsak X94
 Marshalltown
 2107

VERDERE INSTRUKSIES

Enige ander belanghebbende partye mag, binne 21 dae na ontvangs van hierdie aansoek, 'n antwoord aan die Komitee vir Noodsaaklike Dienste stuur.

Die werkgewer moet bewys aanheg dat 'n afskrif van hierdie vorm aan die ander party gestuur is.

Bewys dat 'n afskrif van hierdie vorm gestuur is, kan wees -

- * 'n afskrif van 'n registrasiestrokke van die Poskantoor;
- * 'n afskrif van 'n getekende ontvangsbewys indien per hand afgelewer;
- * 'n ondertekende verklaring wat betekening deur die persoon wat die vorm aflewer, bevestig; of
- * 'n afskrif van 'n faksbevestigingstrokke.

**WERKGEWER DOEN AANSOEK OM
 VASSTELLING VAN
 INSTANDHOUDINGSDIENS**

1) BESONDERHEDE VAN WERKGEWER

Naam:

Adres (pos- en straatadres):

Tel.:Faks:

Kontakpersoon:

Verwysingsnommer:

2) BESONDERHEDE VAN ANDER PARTY

Naam:

Adres (pos- en straatadres):

Tel.: Faks:

Kontakpersoon:

Verwysingsnommer:

(Indien daar meer as een ander party by die aangeleentheid is, verskaf asseblief hulle besonderhede op 'n aparte vel papier en heg dit by hierdie vorm aan.)

KVBA-verwysingsnommer

...Blaai asseblief om →

3) BESKRYWING VAN INSTANDHOUDINGSDIENSTE

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4) VASSTELLING WAT AANGEVRA WORD

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5) MOTIVERING VIR VASSTELLING WAT AANGEVRA WORD

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Vorm ingedien deur:

Naam:

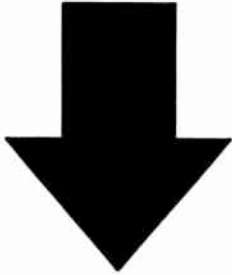
Handtekening:

Posisie:

Datum:

WAV-Vorm 4.4
Wet op
Arbeidsverhoudinge, 1995

LEES EERS HIER



**WAT IS DIE DOEL VAN
HIERDIE VORM?**

Hierdie vorm gee aan NEOAR kennis dat 'n vakbond of 'n federasie van vakbonde protesoptrede oorweeg.

**WIE MOET HIERDIE
VORM INVUL?**

Die Sekretaris van 'n vakbond of federasie van vakbonde.

**AAN WIE WORD HIERDIE
VORM GESTUUR?**

Uitvoerende Direkteur
NEOAR
Posbus 443
Auckland Park
2006

KENNISGEWING AAN NEOAR OOR MOONTLIKE PROTESOPTREDE

KENNISGEWING AAN NEOAR INGEVOLGE ARTIKEL 77(1)(b) WAARIN REDES VIR EN AARD VAN PROTESOPTREDE VERMELD WORD

1) BESONDERHEDE VAN PROTESOPTREDE

Ons,

.....
(naam van geregistreeerde vakbond of federasie van vakbonde)

is van voorneme om te protesteer omdat

.....
(gee redes)

Ons sal protesteer deur

.....
(beskryf aard van protes)

Die protes is gerig teen

.....
(naam en adres van ander party)

2) ALGEMEEN

Adres van vakbond/federasie

Tel: Faks:

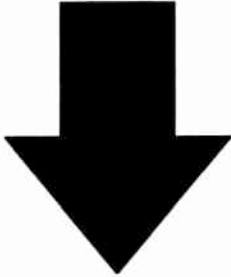
Handtekening van Sekretaris:

Naam:

Datum:

WAV-Vorm 4.5
Wet op
Arbeidsverhoudinge, 1995

LEES EERS HIER



**WAT IS DIE DOEL VAN
HIERDIE VORM?**

Hierdie vorm stel NEOAR in kennis dat 'n vakbond of 'n federasie van vakbonde van voorneme is om met protesoptrede voort te gaan.

**WIE VUL HIERDIE VORM
IN?**

Die Sekretaris van 'n vakbond of federasie van vakbonde

**AAN WIE WORD HIERDIE
VORM GESTUUR?**

Uitvoerende Direkteur
NEOAR
Posbus 443
Auckland Park
2006

VERDERE INSTRUKSIES

NEOAR moet hierdie vorm minstens 14 dae voor die begin van die protesoptrede ontvang.

KENNISGEWING AAN NEOAR VAN VOORNEME OM MET PROTESOPTREDE VOORT TE GAAN

KENNISGEWING AAN NEOAR INGEVOLGE ARTIKEL 77(1)(d) VAN
VOORNEME OM MET PROTESOPTREDE VOORT TE GAAN

1) BESONDERHEDE VAN PROTESOPTREDE

Ons,.....

.....
(naam van vakbond of federasie van vakbonde)

is van voorneme om voort te gaan met die protesoptrede waarvan

kennis aan NEOAR beteken is op
(datum)

Die protesoptrede sal begin te
(plek)

op die om
(datum) (tyd)

2) ALGEMEEN

Adres van vakbond/federasie.....

.....

Tel:Faks:

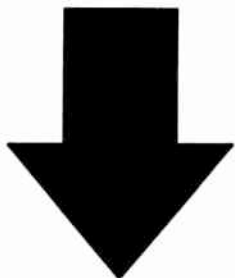
Handtekening van Sekretaris:

Naam:

Posisie:

WAV-Vorm 5.1
 Artikel 80(2)
 Wet op
 Arbeidsverhoudinge, 1995

LEES EERS HIER



**WAT IS DIE DOEL VAN
 HIERDIE VORM?**

Hierdie vorm is 'n aansoek deur een of meer verteenwoordigende vakbonde om die instelling van 'n werkplekforum. 'n Werkplekforum kan in enige werkplek met meer as 100 werknemers ingestel word. Hierdie getal sluit senior bestuurswerknemers uit.

'n Aansoek kan net gedoen word as daar nie 'n bestaande forum is wat ingevolge die Wet ingestel is nie.

**WIE MOET HIERDIE VORM
 INVUL?**

Die verteenwoordigende vakbond.

**AAN WIE WORD HIERDIE
 VORM GESTUUR?**

Die Registrateur
 Provinsiale Kantoor van die KVBA.
 Kyk asseblief die laaste bladsy vir besonderhede.

VERDERE INSTRUKSIES

Heg bewys aan dat 'n afskrif van hierdie vorm aan die werkgewer gestuur is.

Bewys dat 'n afskrif van hierdie vorm gestuur is, kan wees -

- * 'n afskrif van 'n registrasiestrokke van die Poskantoor;
- * 'n afskrif van 'n getekende ontvangsbewys indien per hand afgelewer;
- * 'n ondertekende verklaring wat betekening deur die persoon wat die vorm aflewer, bevestig; of
- * 'n afskrif van 'n faksbevestiging-strokke.

Indien meer as een vakbond aansoek doen, skryf die bykomende name en besonderhede op 'n afsonderlike vel papier neer.

**VERTEENWOORDIGENDE VAKBOND
 DOEN AANSOEK OM DIE INSTELLING VAN
 'N WERKPLEKFORUM**

1) BESONDERHEDE VAN VAKBOND

Naam:

.....

Adres (pos- en straatadres):

.....

.....

Tel: Faks:

Kontakpersoon:

Verwysingsnommer:

(Indien twee of meer vakbonde gesamentlik aansoek doen om die instelling van 'n werkplekforum, moet die besonderhede van die ander vakbond(e) asseblief op 'n afsonderlike vel papier verskaf word.)

2) BESONDERHEDE VAN WERKGEWER

Naam:

.....

Adres (pos- en straatadres):

.....

.....

Tel: Faks:

Kontakpersoon:

Verwysingsnommer:

KVBA-verwysingsnommer

...Blaai asseblief om →

WAV-Vorm 5.1
Verteenwoordigende vakbond doen aansoek om die instelling van 'n werkplekforum
Bladsy 2 van 3

3) **BESONDERHEDE VAN WERKPLEK**

Beskrywing en adres:

.....

Getal werknemers by die werkplek:

Getal lede van aansoekervakbonde by die werkplek:

Vorm ingedien deur:

Naam:

Handtekening:

Posisie:

Datum:

Plek:

MAAK SEKER!

Het u 'n afskrif van hierdie ingevulde vorm aan die ander party gestuur?

Het u 'n bewys (dat u 'n afskrif aan die ander party gestuur het) by hierdie vorm ingesluit?

Het u enige ekstra inligting by hierdie vorm aangeheg?

WAV-Vorm 5.1
Verteenwoordigende vakbond doen aansoek om die instelling van 'n werkplekforum
Bladsy 3 van 3

**PROVINSIALE
KANTORE VAN
DIE KVBA**

KVBA OOS-KAAP

Registrateur
Mainstraat 107
Port Elizabeth

Privaatsak X22500
Port Elizabeth
6000
Tel: (041) 56-4466
Faks: (041) 56-4585

KVBA VRYSTAAT

Registrateur
NBS-Gebou
h/v Elizabeth- en Wesburgerstraat
Bloemfontein

Privaatsak X20705
Bloemfontein
9300
Tel: (051) 448-3650
Faks: (051) 448-4468/9

KVBA GAUTENG

Registrateur
Andersonstraat 20
Johannesburg

Privaatsak X94
Marshalltown
2107
Tel: (011) 377-6600
Faks: (011) 834-7331

KVBA KWAZULU/NATAL

Registrateur
Garlicks Chambers
Wesstraat 375
Durban

Privaatsak X54363
Durban
4000
Tel: (031) 306-5454
Faks: (031) 306-5401

KVBA MPUMALANGA

Registrateur
Foschini Sentrum
Eadestraat
Witbank

Privaatsak X7290
Witbank
1035
Tel: (0135) 656-2800
Faks: (0135) 656-2885/6

KVBA NOORDWES

Registrateur
Siddlestraat 47-51
Klerksdorp

Privaatsak X5004
Klerksdorp
2571
Tel: (018) 462-3137
Faks: (018) 462-4126

KVBA NOORD-KAAP

Registrateur
Beanstraat 1A
Kimberley

Privaatsak X6100
Kimberley
8300
Tel: (0531) 81-6780
Faks: (0531) 81-5947/8

KVBA NOORDELIKE PROVINSIE

Registrateur
Hans van Rensburgstraat 104
Pietersburg

Privaatsak X9512
Pietersburg
0700
Tel: (0152) 297-5010
Faks: (0152) 297-5017

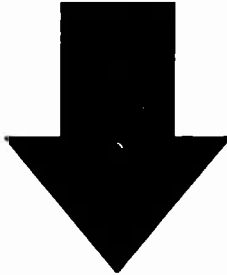
KVBA WES-KAAP

Registrateur
Darlingstraat 78
Kaapstad

Privaatsak X9167
Kaapstad
8000
Tel: (021) 45-7000
Faks: (021) 45-7193/4

WAV-Vorm 5.2
Artikel 81(1)
Wet op
Arbeidsverhoudinge, 1995

LEES EERS HIER



**WAT IS DIE DOEL VAN
HIERDIE VORM?**

Hierdie vorm is 'n aansoek deur een of meer vakbonde, wat deur 'n werkgewer erken word vir die doeleindes van kollektiewe bedinging om alle werknemers te verteenwoordig (uitgesonderd senior bestuurswerknemers) om die instelling van 'n werkplekforum. 'n Aansoek kan gedoen word slegs as daar nie 'n bestaande forum ingevolge die Wet ingestel is nie.

**WIE MOET HIERDIE VORM
INVUL?**

Gemagtigde verteenwoordiger van die vakbonde.

**AAN WIE WORD HIERDIE
VORM GESTUUR?**

Die Registrateur
Provinsiale Kantoor van die KVBA.
Kyk asseblief die laaste bladsy vir besonderhede.

VERDERE INSTRUKSIES

Die vakbond moet 'n gewaarmerkte afskrif van die kollektiewe ooreenkoms wat erkenning toon, en bewys dat 'n afskrif van hierdie vorm aan die werkgewer gestuur is, aangeheg.
Bewys dat 'n afskrif van hierdie vorm gestuur is, kan wees-

- * 'n afskrif van 'n registrasiestrokie van die Poskantoor;
- * 'n afskrif van 'n getekende ontvangsbewys indien per hand afgelewer;
- * 'n ondertekende verklaring wat betekening deur die persoon wat die vorm aflewer, bevestig; of
- * 'n afskrif van 'n faksbevestiging-strokie.

Indien meer as een vakbond aansoek doen, skryf die bykomende name en besonderhede op 'n aparte vel papier.

**VERTEENWOORDIGENDE VAKBOND
DOEN AANSOEK OM DIE INSTELLING VAN
'N VAKBONDGEFUNDEERDE WERKPLEK-
FORUM**

1) BESONDERHEDE VAN VAKBOND

Naam:

.....

Adres (pos- en straatadres):

.....

.....

Tel: Faks:

Kontakpersoon:

Verwysingsnommer:

(Indien twee of meer vakbonde gesamentlik aansoek doen om die instelling van 'n werkplekforum, verskaf asseblief besonderhede van die ander vakbonde op 'n aparte vel papier.)

2) BESONDERHEDE VAN WERKGEWER

Naam:

.....

Adres (pos- en straatadres):

.....

.....

Tel: Faks:

Kontakpersoon:

Verwysingsnommer:

KVBA-verwysingsnommer

....Blaai asseblief om→

WAV-Vorm 5.2

Verteenwoordigende vakbond doen aansoek om die instelling van 'n vakbondgefundeerde werkplekforum

Bladsy 2 van 3

3) WERKPLEKBESONDERHEDE

Beskrywing en adres:

.....

Getal werknemers (uitgesonderd senior bestuurswerknemers) by die werkplek:

Getal lede in die werkplek van die vakbonde wat aansoek doen:

Ingedien deur:

Naam:

Handtekening:

Posisie:

Datum:

Plek:

MAAK SEKER!

Het u 'n afskrif van hierdie ingevulde vorm aan die ander party gestuur?

Het u 'n bewys (dat u 'n afskrif aan die ander party gestuur het) by hierdie vorm ingesluit?

Het u enige ekstra inligting by hierdie vorm aangeheg?

Het u 'n gewaarmerkte afskrif van die kollektiewe ooreenkoms wat aantoon dat die vakbond erken is, aangeheg?

**PROVINSIALE
KANTORE VAN
DIE KVBA**

KVBA OOS-KAAP

Registrateur
Mainstraat 107
Port Elizabeth

Privaatsak X22500

Port Elizabeth
6000
Tel: (041) 56-4466
Faks: (041) 56-4585

KVBA VRYSTAAT

Registrateur
NBS-Gebou
h/v Elizabeth- en Wesburgerstraat
Bloemfontein

Privaatsak X20705

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Registrateur
Andersonstraat 20
Johannesburg

Privaatsak X94

Marshalltown
2107
Tel: (011) 377-6600
Faks: (011) 834-7331

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Registrateur
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Foschini Sentrum
Eadestraat
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Privaatsak X5004

Klerksdorp
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Registrateur
Beanstraat 1A
Kimberley

Privaatsak X6100

Kimberley
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Faks: (0531) 81-5947/8

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Hans van Rensburgstraat 104
Pietersburg

Privaatsak X9512

Pietersburg
0700
Tel: (0152) 297-5010
Faks: (0152) 297-5017

KVBA WES-KAAP

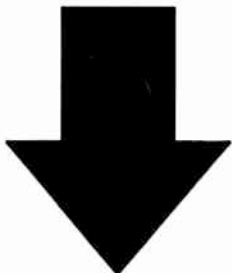
Registrateur
Darlingstraat 78
Kaapstad

Privaatsak X9167

Kaapstad
8000
Tel: (021) 45-7000
Faks: (021) 45-7193/4

WAV-Vorm 6.1
Wet op
Arbeidsverhoudinge, 1995

LEES EERS HIER



WAT IS DIE DOEL VAN
HIERDIE VORM?

Hierdie vorm is 'n aansoek deur 'n vakbond om registrasie by die Departement van Arbeid.

WIE MOET HIERDIE
VORM INVUL?

Die Sekretaris van die vakbond.

AAN WIE WORD DIE
VORM GESTUUR?

Aan die Registrateur, p/a die Provinsiale Direkteur, Departement van Arbeid. Kyk Tabel WAV 7 in die regulasies vir die toepaslike adres.

VERDERE INSTRUKSIES

Twee afskrifte van hierdie vorm en drie afskrifte van die konstitusie van die vakbond (vyf dokumente altesaam) moet aan die Provinsiale Direkteur gestuur word.

Elke afskrif van die konstitusie moet deur die Sekretaris en die Voorsitter onderteken word as synde ware afskrifte.

REGISTRASIE VAN 'N VAKBOND

AANSOEK INGEVOLGE ARTIKEL 96(1) OM REGISTRASIE VAN 'N VAKBOND

BESONDERHEDE VAN VAKBOND

Ons,.....,
 (naam van vakbond)

doen aansoek om registrasie van hierdie vakbond.

Die posisies, name en adresse van die beamptes van die vakbond is:

POSISIE	NAAM	POSADRES
VOORSITTER		

Ons het lede.

Ons adres is

.....

.....

.....

...Blaai asseblief om→

Handtekening van Sekretaris

Naam:

Datum:

MAAK SEKER!
Het u twee afskrifte van hierdie vorm gemaak?
Het u drie ondertekende afskrifte van die vakbond se konstitusie gemaak?

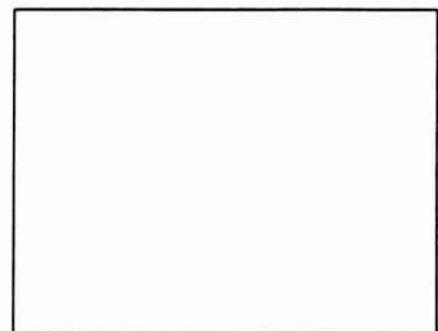
BESONDERHEDE VAN DEPARTEMENT VAN ARBEID

Ek,, is daarvan oortuig dat die besonderhede
(naam van Provinsiale Direkteur)

weselik korrek is. Die aansoek is op die by my ingedien.
(datum)

Vandag se datum:

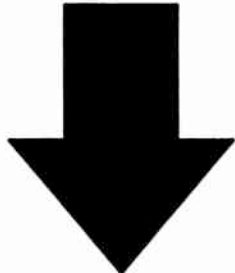
Plek:



(Ampelike sstempel van Provinsiale Direkteur)

WAV-Vorm 6.2
Wet op
Arbeidsverhoudinge, 1995

LEES EERS HIER



WAT IS DIE DOEL VAN
HIERDIE VORM?

Hierdie vorm is 'n aansoek deur 'n werkgewersorganisasie om registrasie by die Departement van Arbeid.

WIE MOET HIERDIE
VORM INVUL?

Die Sekretaris van die werkgewersorganisasie.

AAN WIE WORD DIE
VORM GESTUUR?

Aan die Registrateur, p/a die Provinsiale Direkteur, Departement van Arbeid. Kyk Tabel WAV 7 in die regulasies vir die toepaslike adres.

VERDERE INSTRUKSIES

Twee afskrifte van hierdie vorm en drie afskrifte van die konstitusie van die werkgewersorganisasie (vyf dokumente altesaam) moet aan die Provinsiale Direkteur gestuur word.

Elke afskrif van die konstitusie moet deur die Sekretaris en die Voorsitter onderteken word as synde ware afskrifte.

REGISTRASIE VAN 'N WERKGEWERS-ORGANISASIE

AANSOEK INGEVOLGE ARTIKEL 96(1) OM REGISTRASIE VAN 'N WERKGEWERSORGANISASIE

BESONDERHEDE VAN WERKGEWERSORGANISASIE

Ons,,
 (naam van werkgewersorganisasie)

doen aansoek om registrasie van hierdie werkgewersorganisasie.

Die posisies, name en adresse van die nasionale ampsdraers en beamptes van die organisasie is:

POSISIE	NAAM	POSADRES
VOORSITTER		

Ons het lede wat
 (getal) (getal)
 werknemers in diens het.

Ons adres is:

...Blaai asseblief om →

Handtekening van Sekretaris:

Naam:

Datum:

MAAK SEKER!

Het u twee afskrifte van hierdie vorm gemaak?

Het u drie ondertekende afskrifte van die konstitusie gemaak?

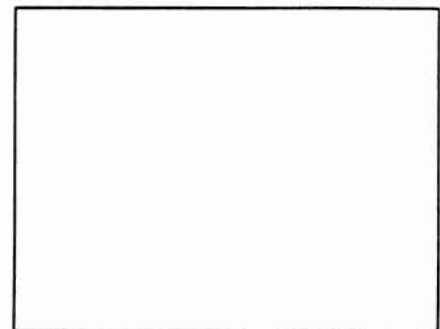
BESONDERHEDE VAN DEPARTEMENT VAN ARBEID

Ek,, is daarvan oortuig dat die besonderhede
(naam van Provinsiale Direkteur)

wesenlik korrek is. Die aansoek is op die by my ingedien.
(datum)

Vandag se datum:

Plek:



(Amptelike stempel van Provinsiale Direkteur)

WAV-Vorm 6.3
Wet op Arbeidsverhoudinge, 1995
Artikel 96(7)(a)

REGISTRASIESERTIFIKAAT VAN 'N VAKBOND

Hierby word verklaar dat

.....

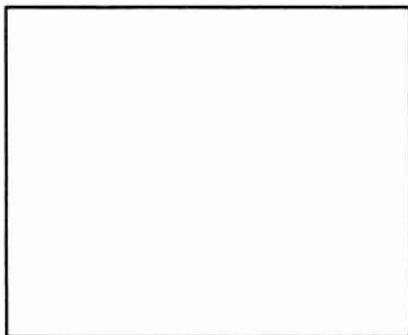
.....

(naam van vakbond)

ingevolge artikel 96(7)(a) van die Wet op Arbeidsverhoudinge, 1995, as 'n vakbond geregistreer is met

ingang van

(datum).



(Amptelike stempel van Registrateur)

Datum:

Verwysingsnommer:

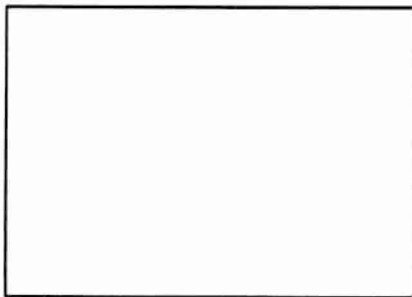
.....
Registrateur van Arbeidsverhoudinge

REGISTRASIESERTIFIKAAT VAN 'N WERKGEWERSORGANISASIE

Hierby word verklaar dat

.....
.....
(naam van werkgewersorganisasie)

ingevolge artikel 96(7)(a) van die Wet op Arbeidsverhoudinge, 1995, as 'n werkgewersorganisasie
geregistreer is met ingang van
(datum)



(Amptelike stempel van Registrateur)

Datum:

Verwysingsnommer:

.....
Registrateur van Arbeidsverhoudinge

WAV-Vorm 6.5
Wet op Arbeidsverhoudinge, 1995
Artikel 99(a)

LYS VAN LEDE WAT DEUR 'N VAKBOND GEHOU MOET WORD

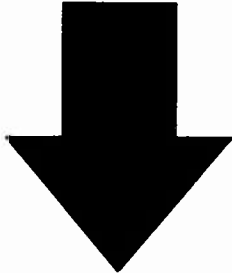
(a) Volle naam:	
(b) Kaartnommer (indien wel):	
(c) Sektor waar in diens:	
(d) Naam van werkgewer:	
(e) Adres van werkgewer:

LYS VAN LEDE WAT DEUR 'N WERKGEWERSORGANISASIE GEHOU MOET WORD

(a) Volle naam en adres van werkgewer
(b) Naam en telefoonnommer van kontakpersoon
(c) Sektor(e) waar betrokke
(d) Getal werknemers in elke sektor

WAV-Vorm 6.7
Wet op
Arbeidsverhoudinge, 1995

LEES EERS HIER



WAT IS DIE DOEL VAN
HIERDIE VORM?

Dit is elke geregistreerde vakbond se plig om 'n rekord van sy lede te hou.

WIE MOET HIERDIE
VORM INVUL?

Die Sekretaris van die vakbond.

AAN WIE MOET HIERDIE
VORM GESTUUR WORD?

Die Registrateur van Arbeids-
 verhoudinge
 Departement van Arbeid
 Privaat Sak X117
 Pretoria
 0001

Hierdie vorm moet die Regi-
 strateur teen 31 Maart bereik.

GETAL VAKBONDLEDE

STAAT WAT INGEVOLGE ARTIKEL 100(a) DEUR DIE VAKBOND AAN DIE
REGISTRATEUR VOORSIEN MOET WORD

BESONDERHEDE VAN VAKBOND

Naam

.....

Adres (pos- en straatadres):

.....

.....

.....

Die getal lede van die vakbond op 31 Desember in elke sektor was:
 (jaar)

SEKTOR	GETAL
TOTAAL:	

Ek,....., sertifiseer dat die inligting
 (naam van sekretaris)

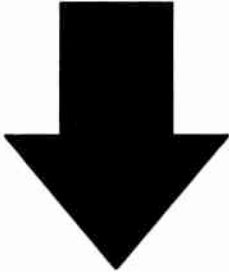
in hierdie vorm ooreenstem met die rekords van die vakbond.

Handtekening:

Datum:

WAV-Vorm 6.8
Wet op
Arbeidsverhoudinge, 1995

LEES EERS HIER



**WAT IS DIE DOEL VAN
HIERDIE VORM?**

Dit is elke geregistreerde werkgewersorganisasie se plig om 'n rekord van sy lede te hou.

**WIE MOET HIERDIE
VORM INVUL?**

Die Sekretaris van die werkgewersorganisasie

**AAN WIE MOET HIERDIE
VORM GESTUUR WORD?**

Die Registrateur van Arbeids-
verhoudinge
Departement van Arbeid
Privaat Sak X117
Pretoria
0001

Hierdie vorm moet die Registrateur teen 31 Maart bereik.

**GETAL WERKGEWERSORGANISASIE-
LEDE**

STAAT WAT INGEVOLGE ARTIKEL 100(a) DEUR DIE WERKGEWERS-
ORGANISASIE AAN DIE REGISTRATEUR VOORSIEN MOET WORD

BESONDERHEDE VAN WERKGEWERSORGANISASIE

Naam:.....

Adres (pos- en straatadres):

Die getal lede van die werkgewersorganisasie op 31 Desember
(jaar)

in elke sektor was:

SEKTOR	GETAL
TOTAAL:	

Ek,, sertifiseer dat die inligting
(naam van Sekretaris)

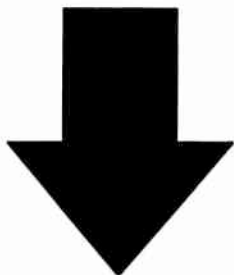
in hierdie vorm ooreenstem met die rekords van die werkgewers-
organisasie.

Handtekening:

Datum:

WAV-Vorm 6.9
Wet op
Arbeidsverhoudinge, 1995

LEES EERS HIER



**WAT IS DIE DOEL VAN
HIERDIE VORM?**

Hierdie vorm is 'n aansoek om registrasie deur vakbonde wat wil amalgameer.

**WIE MOET HIERDIE
VORM INVUL?**

Die Sekretaris van elk van die amalgameerende vakbonde.

**AAN WIE MOET HIERDIE
VORM GESTUUR WORD?**

Aan die Registrateur, p/a die Provinsiale Direkteur, Departement van Arbeid. Kyk Tabel WAV 7 in die regulasies vir die toepaslike adres.

VERDERE INSTRUKSIES

Twee afskrifte van hierdie vorm en drie afskrifte van die konstitusie van die geamalgameerde vakbond moet aan die Provinsiale Direkteur gestuur word.

Elke afskrif van die konstitusie moet deur die Sekretaris en die Voorsitter onderteken word as synde ware afskrifte.

**AANSOEK DEUR AMALGAMERENDE
VAKBONDE OM REGISTRASIE**

AANSOEK INGEVOLGE ARTIKEL 102(2) OM REGISTRASIE VAN
AMALGAMERENDE VAKBONDE

1) BESONDERHEDE VAN AMALGAMERENDE VAKBONDE

Naam:

.....

Adres (pos- en straatadres):

.....

.....

.....

Die volgende vakbonde het verkies om te amalgameer:

.....

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.....

.....

.....

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.....

.....

(name en adresse van vakbonde)

...Blaai asseblief om→

2) **AMPSDRAERS/BEAMPTES**

POSISIE	NAAM	POSADRES

Die geamalgameerde vakbond het lede.
 (getal)

Naam van vakbond: Naam van vakbond:
 Handtekening van Sekretaris: Handtekening van Sekretaris:
 Naam: Naam:
 Datum: Datum:

Naam van vakbond: Naam van vakbond:
 Handtekening van Sekretaris: Handtekening van Sekretaris:
 Naam: Naam:
 Datum: Datum:

MAAK SEKER!

Het u twee afskrifte van hierdie vorm gemaak?

Het u drie ondertekende afskrifte van die konstitusie gemaak?

*WAV-Vorm 6.9
Aansoek deur amalgamerende vakbonde om registrasie
Bladsy 3 van 3*

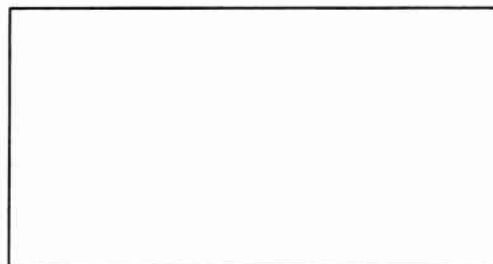
BESONDERHEDE VAN DEPARTEMENT VAN ARBEID

Ek,, is daarvan oortuig dat die besonderhede wesenlik korrek is.
(Provinsiale Direkteur)

Die aansoek is op by my ingedien.
(datum)

Vandag se datum:

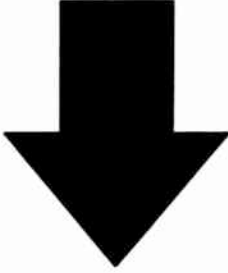
Plek:



(Amptelike stempel van Provinsiale Direkteur)

WAV-Vorm 6.10
Wet op
Arbeidsverhoudinge, 1995

LEES EERS HIER



**WAT IS DIE DOEL VAN
HIERDIE VORM?**

Hierdie vorm is 'n aansoek om registrasie deur werkgewersorganisasies wat graag wil amalgameer.

**WIE MOET HIERDIE
VORM INVUL?**

Die Sekretarisse van die amalgameerende werkgewersorganisasies

**AAN WIE WORD HIERDIE
VORM GESTUUR?**

Die Registrateur, p/a die Provinsiale Direkteur, Departement van Arbeid. Kyk Tabel WAV 7 in die regulasies vir die toepaslike adres.

VERDERE INSTRUKSIES

Twee afskrifte van hierdie vorm en drie afskrifte van die konstitusie van die geamalgameerde werkgewersorganisasie moet aan die Provinsiale Direkteur gestuur word.

Elke afskrif van die konstitusie moet deur die Sekretaris en die Voorsitter onderteken word as synde ware afskrifte.

AANSOEK DEUR AMALGAMERENDE WERKGEWERSORGANISASIE OM REGISTRASIE

AANSOEK INGEVOLGE ARTIKEL 102(2) OM REGISTRASIE VAN 'N AMALGAMERENDE WERKGEWERSORGANISASIE

1) BESONDERHEDE VAN AMALGAMERENDE WERKGEWERSORGANISASIE

Naam:

.....

Adres (pos- en straatadres):

.....

.....

.....

Hierby doen ons aansoek om registrasie van 'n geamalgameerde werkgewersorganisasie.

Die volgende werkgewersorganisasies het besluit om te amalgameer:

.....

.....

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(name en adresse van werkgewersorganisasies)

Blaai asseblief om →

WAV-Vorm 6.10
Aansoek deur amalgamerende werkgewersorganisasie om registrasie
Bladsy 2 van 3

2) **AMPSDRAERS/BEAMPTES**

POSISIE	NAAM	POSADRES

Die geamalgameerde werkgewersorganisasie het lede.
 (getal)

Naam van werkgewersorganisasie:

Naam van werkgewersorganisasie:

.....

.....

Handtekening van Sekretaris:

Handtekening van Sekretaris:

Naam:

Naam:

Datum:

Datum:

Naam van werkgewersorganisasie:

Naam van werkgewersorganisasie:

.....

.....

Handtekening van Sekretaris:

Handtekening van Sekretaris:

Naam:

Naam:

Datum:

Datum:

MAAK SEKER!

Het u twee afskrifte van hierdie vorm gemaak?

Het u drie ondertekende afskrifte van die konstitusie gemaak?

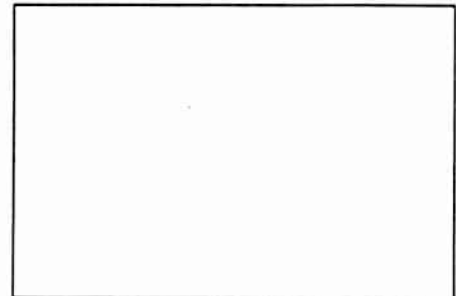
BESONDERHEDE VAN DEPARTMENT VAN ARBEID

Ek,, is daarvan oortuig dat die besonderhede wesenlik korrek
(Provinsiale Direkteur)

is. Die aansoek is op die by my ingedien.
(datum)

Vandag se datum:

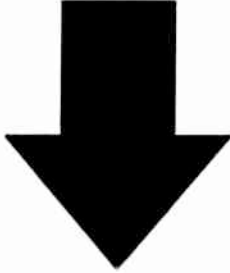
Plek:



(Amptelike stempel van Provinsiale Direkteur)

WAV-Vorm 7.1
Artikels 51(1) en 127(1)
Wet op
Arbeidsverhoudinge, 1995

LEES EERS HIER



**WAT IS DIE DOEL VAN
HIERDIE VORM?**

Hierdie vorm is 'n aansoek deur 'n raad by die Beheerliggaam van die KVBA om akkreditering om verskeie geskilbeslegtingswerk-saamhede uit te voer.

**WIE MOET HIERDIE
VORM INVUL?**

Die Sekretaris van die Raad

**AAN WIE MOET HIERDIE
VORM GESTUUR WORD?**

Die Beheerliggaam, KVBA
Privaatsak X94
Marshalltown
2107

VERDERE INSTRUKSIES

'n Afskrif van die registrasiesertifikaat, 'n motivering vir akkreditering en die Raad se gedragskode moet by hierdie vorm aangeheg word.

Maak 'n lys van die versoenings- en arbitrasiegeskilwerk-saamhede wat die Raad wil uitvoer.

Let daarop dat die Raad nie geskille wat in artikel 127(2) gelys is, mag insluit nie. Voorbeelde hiervan is geskille oor agentskapwerkplekke en geslote geleedere, betooglinievorming en die afbakening van sektore en gebiede van rade.

RAAD DOEN AANSOEK OM AKKREDITERING

1) BESONDERHEDE VAN RAAD

Naam:

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.....

Adres (pos- en straatadres).....

.....

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Tel: Faks:

Kontakpersoon:

Verwysingsnommer:

2) AKKREDITERING WORD VERLANG VIR DIE VOLGEN- DE GESKILBESLEGTINGSWERKSAAMHEDE (Geskille waarby nie-partye by die Raad betrokke is - kyk artikel 51(2))



.....

.....

.....

KVBA-Verwysingsnommer

LEES EERS HIER



Die Raad kan 'n ander agentskap aanstel om sommige van sy werksaamhede te verrig. Indien hierdie Raad 'n ander agentskap wil aanstel, moet die besonderhede van die agentskap ingesluit word.

Die bestek van die aanstelling ooreenkomstig gebied, tipe werksaamheid en kategorieë van geskil moet ook ingesluit word.



3) **BESONDERHEDE VAN GEAKKREDITEERDE AGENTSKAP AANGESTEL DEUR RAAD (indien wel)**

Naam:

.....

Adres (pos- en straatadres)

.....

.....

Tel: Faks:

Die bestek van die aanstelling, met inbegrip van kategorieë van geskil:

.....

.....

.....

4) **GETAL WERKNEMERS EN WERKGEWERS GEDEK DEUR RAAD**

	Die getal werknemers en werkgewers binne die geregistreerde bestek van die Raad	Die getal werkgewers wat nie lede van die werkgewers-organisasie in die Raad is nie en die getal werknemers in hulle diens	Die getal werknemers wat nie lede van vakbonde in die Raad is nie.
Werknemers			
Werkgewers			NVT

...Blaai asseblief om→

5) MOTIVERING

- a) Stel 'n motivering op vir die beheerliggaam van die KVBA wat die vraagstukke hanteer wat in artikel 127(4) van die WAV ter sprake is.

Sommige van hierdie vraagstukke is -

- * die standaard van dienste
- * die onafhanklikheid van diegene wat die funksies verrig waarvoor die Raad akkreditasie versoek
- * 'n aanvaarbare gedragskode
- * aanvaarbare dissiplinêre prosedures
- * of die diens oor die algemeen verteenwoordigend van die Suid-Afrikaanse samelewing is

- b) Beskryf bestuur en menslikehulpbronvermoë

Verskaf inligting oor -

die komitee of liggaam wat geskilbeslegting sal uitvoer (verskaf inligting oor die naam van die komitee/liggaam, hoe sy sake beheer sal word, hoe hulpbronne ten opsigte van administratiewe personeel, persele, ander fasiliteite, ens. verskaf sal word);

inligting in verband met die versoeners en arbiters (verskaf die name van geskilbeslegters, hulle kwalifikasies, opleiding en ondervinding; verskaf besonderhede, indien van toepassing, van die stappe wat die aansoeker doen ter bevordering van 'n diens deur praktisyns wat oor die algemeen verteenwoordigend van die Suid-Afrikaanse samelewing is);

opleiding (verskaf besonderhede van aanvanklike en voortgesette opleiding, of opleidingsgeleenthede, beskikbaar vir versoeners en arbiters); en

die mate waarin die bepalings van elke artikel van Deel C van Hoofstuk 7 van die Wet op hom van toepassing gemaak behoort te word - kyk artikel 127(6). Motiveer asseblief.

Vorm ingedien deur:

Naam:

Handtekening:

Posisie:

Datum:

Plek:

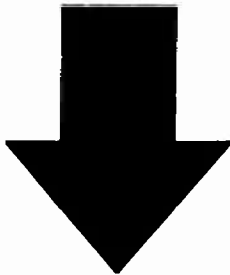
MAAK SEKER!

Het u by hierdie vorm aangeheg -

- * 'n afskrif van die registrasiesertifikaat
- * 'n motivering vir akkreditering
- * die Raad se gedragskode

WAV-Vorm 7.2
Artikel 127(1)
Wet op Arbeidsverhoudinge,
1995

LEES EERS HIER



**WAT IS DIE DOEL VAN
HIERDIE VORM?**

Hierdie vorm is 'n aansoek deur 'n private agentskap by die Beheerliggaam van die KVBA om akkreditering om verskeie geskilbeslegtingswerkzaamhede te verrig.

**WIE VUL HIERDIE VORM
IN?**

'n Gemagtigde verteenwoordiger van die private agentskap.

**AAN WIE MOET HIERDIE
VORM GESTUUR WORD?**

Die Beheerliggaam van die KVBA
Privaatsak X94
Marshalltown
2107

VERDERE INSTRUKSIES

'n Afskrif van die registrasiesertifikaat, 'n motivering vir akkreditering en die private agentskap se gedragskode moet by hierdie vorm aangeheg word.

**PRIVATE AGENTSAP DOEN AANSOEK OM
AKKREDITERING**

1) BESONDERHEDE VAN PRIVATE AGENTSAP

Naam:
.....

Regstatus (maatskappy, BK, trust, ens.):
.....

Datum van stigting:

Fisiese adres:
.....

Posadres:
.....

Tel: Faks:

Kontakpersoon:

Verwysingsnommer:

Volle name van direkteure, lede, trustees of vennote:
.....
.....
.....
.....
.....

KVBA-verwysingsnommer.....

...Blaai asseblief om→

LEES EERS HIER



Die aard van die besigheid/aktiwiteite waarmee die private agentskap gemoeid is (verskaf 'n beskrywing van die verskeidenheid dienste wat aangebied word):

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



2) **AKKREDITERING WORD VERLANG VIR HIERDIE GESKILBESLEGTINGSWERKSAAMHEDE**

Maak 'n lys van die versoenings- en arbitrasie-geskilwerkzaamhede wat die private agentskap wil verrig en ten behoeve van wie dit daardie werkzaamhede sal verrig. Dit moet die geskilbeslegting-werkzaamhede wees waarvoor die private agentskap akkreditasie verlang.

Let daarop dat die private agentskap nie geskille wat in artikel 127(2) gelys is, mag insluit nie. Voorbeelde hiervan is geskille oor agentskap-werkplekke en geslote geleedere, betooglinievorming en die afbakening van sektore en gebiede van rade.

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...Blaai asseblief om →

LEES EERS HIER



Verskaf besonderhede oor die bedryfsgebiede (sektore, provinsies, sentra en distrikte).

3) INLIGTING OOR BEDRYFSGEBIED

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

4) MOTIVERING

- a) Stel vir die beheerliggaam van die KVBA 'n motivering op oor die kwessies wat in artikel 127(4) van die WAV geopper word.

Hierdie kwessies is:

- * die standaard van dienste
- * die onafhanklikheid van diegene wat die funksies verrig waarvoor die agentskap akkreditasie verlang
- * 'n aanvaarbare gedragskode
- * aanvaarbare dissiplinêre prosedures

- b) Beskryf bestuurs- en menslikehulpbronvermoë

Verskaf inligting oor -

die komitee of liggaam wat geskilbeslegting sal verrig (verskaf inligting oor die naam van die komitee/liggaam, hoe sy sake beheer sal word, hoe hulpbronne ten opsigte van administratiewe personeel, persele, ander fasiliteite, ens. verskaf sal word);

LEES EERS HIER



inligting in verband met die versoeners en arbiters (verskaf die name van die individue wat die aansoeker van voorneme is om as geskilbeslegters te gebruik, saam met besonderhede oor elke individuele kwalifikasies, opleiding en ondervinding; verskaf besonderhede, indien van toepassing, van die stappe wat die aansoeker doen ter bevordering van 'n diens deur praktisyns wat oor die algemeen verteenwoordigend van die Suid-Afrikaanse samelewing is);

opleiding (verskaf besonderhede van aanvanklike en voortgesette opleiding, of opleidingsgeleenthede, beskikbaar vir versoeners en arbiters; en

die artikels van Deel C van Hoofstuk 7 van die Wet wat die aansoeker meen nie daarop van toepassing gemaak moet word nie, sien artikel 127(6). Verskaf asseblief redes.

c) **Verskaf inligting oor diensgebruikers:** byvoorbeeld spesifieke rade, partye in spesifieke sektore, nywerhede en dienste.

Vorm ingedien deur:

Naam:

Handtekening:

Posisie:

Datum:

Plek:

MAAK SEKER!

Het u by hierdie vorm aangeheg:

- * 'n motivering vir akkreditering
- * die agentskap se gedragskode

AKKREDITERINGSERTIFIKAAT VAN RAAD

Hierby word verklaar dat

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

(naam van aansoeker)

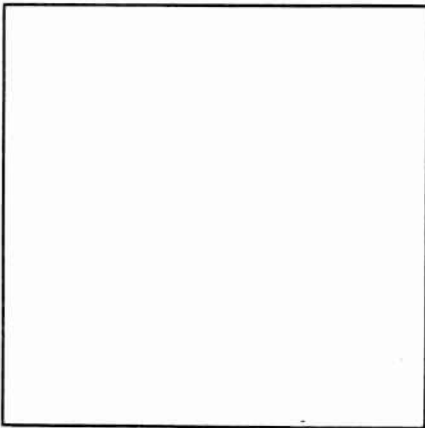
ingevolge artikel 127 van die Wet op Arbeidsverhoudinge, 1995, geakkrediteer is om
geskilbeslegtingswerkzaamhede te verrig behoudens die voorwaardes uiteengesit in die bygaande byvoegsel.

Hierdie sertifikaat is van krag vanaf

..... tot

(datum)

(datum)



(Amptelike stempel van KVBA)

Direkteur, KVBA
Privaatsak X94
Marshalltown
2107

Datum:

Verwysingsnommer:

.....

WAV-Vorm 7.4
Wet op Arbeidsverhoudinge, 1995
Artikel 127(5)(a)(ii)

AKKREDITERINGSERTIFIKAAT VAN PRIVATE AGENTSAP

Hierby word verklaar dat

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(naam van aansoeker)

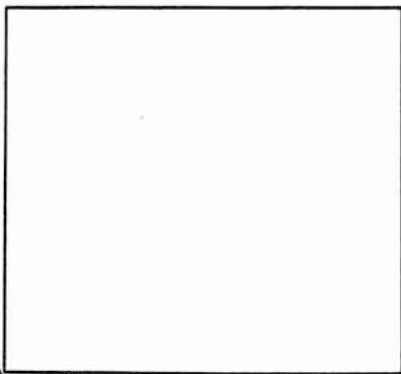
ingevolge artikel 127 van die Wet op Arbeidsverhoudinge, 1995, geakkrediteer is om
geskilbeslegtingswerkzaamhede te verrig behoudens die voorwaardes uiteengesit in die bygaande byvoegsel.

Hierdie sertifikaat is van krag vanaf

..... tot

(datum)

(datum)



(Ampelike stempel van KVBA)

Direkteur, KVBA
Privaatsak X94
Marshalltown
2107

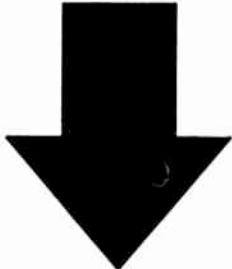
Datum:

Verwysingsnommer:

.....

WAV-Vorm 7.5
Artikel 129(1)
Wet op
Arbeidsverhoudinge, 1995

LEES EERS HIER



**WAT IS DIE DOEL VAN
HIERDIE VORM?**

Hierdie vorm is 'n aansoek deur 'n geakkrediteerde raad of geakkrediteerde private agentskap by die KVBA om sy akkreditering te wysig. Byvoorbeeld, die wysiging kan met die aard van dienste, bestek van werk of gebied verband hou.

**WIE MOET DIE VORM
INVUL?**

'n Geakkrediteerde raad of geakkrediteerde private agentskap

**AAN WIE WORD HIERDIE
VORM GESTUUR?**

Die Beheerliggaam,
KVBA
Privaatsak X94
Marshalltown
2107

VERDERE INSTRUKSIES

'n Afskrif van die aansoeker se huidige akkrediteringsertifikaat moet by hierdie vorm aangeheg wees.

**RAAD OF PRIVATE AGENTSAP DOEN
AANSOEK OM WYSIGING VAN
AKKREDITERING**

1) BESONDERHEDE VAN AANSOEKER

Naam:

.....

Adres (pos- en straatadres):

.....

.....

Tel: Faks:

**2) AKKREDITERINGSWYSIGING WAT VERLANG
WORD**

Die aansoeker verlang dat sy huidige akkreditering soos volg gewysig word:

.....

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.....

3) MOTIVERING

Verskaf asseblief inligting oor veranderinge aan bedryfsgebiede, diensgebruikers en ander sake (kyk artikel 127(4)):

.....

.....

KVBA-verwysingsnommer

...Blaai asseblief om→

WAV-Vorm 7.5
Raad of private agentskap doen aansoek om wysiging van akkreditering
Bladsy 2 van 2

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(gebruik 'n afsonderlike vel papier indien nodig)

Vorm voorgelê deur:

Naam:.....

Handtekening:.....

Posisie:.....

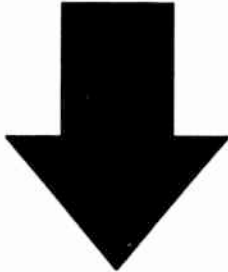
Datum:.....

Plek:.....

MAAK SEKER!
Het u u huidige akkrediteringsertifikaat aangeheg?

WAV-Vorm 7.6
Artikel 131(1)
Wet op
Arbeidsverhoudinge, 1995

LEES EERS HIER



**WAT IS DIE DOEL VAN
HIERDIE VORM?**

Hierdie vorm is 'n aansoek deur 'n geakkrediteerde raad by die KVBA om sy akkreditering óf in die huidige óf in die gewysigde vorm te hernieu.

**WIE MOET HIERDIE
VORM INVUL?**

Die geakkrediteerde raad.

**AAN WIE WORD DIE
VORM GESTUUR?**

Die Beheerliggaam
KVBA
Privaatsak X94
Marshalltown
2107

VERDERE INSTRUKSIES

'n Afskrif van die huidige akkrediteringsertifikaat moet by hierdie vorm aangeheg word.

RAAD DOEN AANSOEK OM HERNUWING VAN AKKREDITERING

1) BESONDERHEDE VAN RAAD

Naam:.....

.....

Adres (pos- en straatadres):

.....

.....

Tel:Faks:

2) HERNUWING VAN AKKREDITERING

Die Raad doen aansoek om sy akkreditering te hernu in

.....

(sy huidige of gewysigde vorm)

Indien in gewysigde vorm, verskaf motivering en besonderhede:

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KVBA-verwysingsnommer

....Blaai asseblief om→

*WAV-Vorm 7.6
Raad doen aansoek om hernuwing van akkreditering
Bladsy 2 van 2*

Beskryf veranderings (as daar is) sedert die Raad laas geakkrediteer is. Sodanige veranderings kan bedryfsgebied, diensgebruikers en ander aangeleenthede wat in artikel 127(4) geopper word, wees:

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(gebruik 'n afsonderlike vel papier indien nodig)

Vorm voorgelê deur:

Naam:

Handtekening:

Posisie:

Datum:

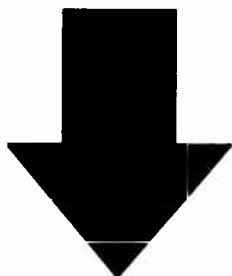
Plek:

MAAK SEKER!

Het u u huidige akkrediteringsertifikaat aangeheg?

WAV-Vorm 7.7
Artikel 131(1)
Wet op
Arbeidsverhoudinge, 1995

LEES EERS HIER



**WAT IS DIE DOEL VAN
HIERDIE VORM?**

Hierdie vorm is 'n aansoek deur
geakkrediteerde agentskap by
die KVBA om sy akkreditasie te
hernieu.

**WIE MOET HIERDIE
VORM INVUL?**

Die geakkrediteerde agentskap.

**AAN WIE WORD DIE
VORM GESTUUR?**

Die Beheerliggaam
KVBA
Privaatsak X94
Marshalltown
2107

VERDERE INSTRUKSIES

'n Afskrif van die huidige
akkrediteringsertifikaat moet by
hierdie vorm aangeheg word.

PRIVATE AGENTSKAP DOEN AANSOEK OM HERNUWING VAN AKKREDITERING

1) BESONDERHEDE VAN AGENTSKAP

Naam:.....

.....

Regstatus (maatskappy, BK, trust, ens.)

.....

Adres (pos- en straatadres)

.....

.....

Tel:Faks:

Volle name van direkteure, lede, trustees of vennote:

.....

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KVBA-verwysingsnommer

....Blaai asseblief om →

*WAV-Vorm 7.7
Private agentskap doen aansoek om hernuwing van akkreditering
Bladsy 2 van 3*

2) HERNUWING VAN AKKREDITERING

Die agentskap doen aansoek om sy akkreditering te hernieu in

.....

Indien agentskap voorwaardes wysig, verstrek besonderhede:

.....

.....

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(sy huidige vorm of gewysigde voorwaardes)

Beskryf veranderings (as daar is) sedert die agentskap laas geakkrediteer is. Hierdie veranderings kan wees operasiegebied, diensgebruikers en ander aangeleenthede in artikel 127(4) geopper:

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(gebruik 'n afsonderlike vel papier indien nodig)

...Blaai asseblief om→

WAV-Vorm 7.7
Private agentskap doen aansoek om hernuwing van akkreditering
Bladsy 3 van 3

Vorm voorgelê deur:

Naam:

Handtekening:

Posisie:

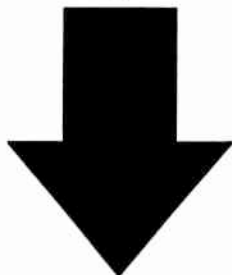
Datum:

Plek:

MAAK SEKER!
Het u u huidige akkrediteringsertifikaat aangeheg?

WAV-Vorm 7.8
 Artikel 132(1)
 Wet op
 Arbeidsverhoudinge, 1995

LEES EERS HIER



WAT IS DIE DOEL VAN HIERDIE VORM?

Hierdie vorm is 'n aansoek deur 'n raad by die Beheerliggaam van die KVBA om 'n subsidie vir die verrigting van geskilbeslegtingswerkzaamhede en vir die opleiding van persone om daardie werkzaamhede te verrig.

WIE MOET HIERDIE VORM INVUL?

'n Geakkrediteerde raad of 'n raad wat om akkreditering aansoek doen.

AAN WIE WORD DIE VORM GESTUUR?

Die Beheerliggaam, KVBA
 Privaatsak X94
 Marshalltown
 2107

VERDERE INSTRUKSIES

Die Raad moet die volgende stuur:

- * Die vorm, en
- * die huidige akkrediteringsertifikaat (indien van toepassing) asook enige bykomende inligting wat die Raad onder die aandag van die Beheerliggaam wil bring.

RAAD DOEN AANSOEK OM SUBSIDIE

1) BESONDERHEDE VAN RAAD

Naam:.....

.....

Adres (pos- en straatadres)

.....

.....

Tel:Faks:

Kontakpersoon:

Verwysingsnommer:

2) GESKILBESLEGTINGSWERKSAAMHEDE WAARVOOR DIE RAAD GEAKKREDITEER IS OF AKKREDITERING WIL Hê

Is die Raad reeds geakkrediteer om bepaalde geskilbeslegtingswerkzaamhede te verrig?

Ja

Nee

Indien ja, heg die akkrediteringsertifikaat aan.

Word enige geskilbeslegtingswerkzaamhede van die Raad deur 'n geakkrediteerde agentskap verrig?

Ja

Nee

Indien ja, meld die agentskap en beskryf die geskilbeslegtingswerkzaamhede

.....

KVBA-verwysingsnommer:

...Blaai asseblief om→

Doen die Raad tans aansoek om akkreditering om sy geskilbeslegtingswerkzaamhede te verrig?

Ja
Nee

Indien ja, heg die toepaslike akkrediteringsaansoek aan.

3) SAAKLADING VIR GESKILBESLEGTING

Watter tydperk word deur die raming gedek? (Nota: die tydperk behoort te eindig saam met die afsluiting van die KVBA se boekjaar, dws 31 Maart)

.....

Geakkrediteerde funksies

Voorsien beste ramings van die aantal sake wat die Raad verwag om te hanteer ten opsigte van sy geakkrediteerde funksies, soos volg:

Artikel	Geskil	Getal sake	Totale dae aan versoening bestee	Totale dae aan arbitrasie bestee
9(1)	Vryheid van assosiasie en ander algemene beskermings			nvt
24(1)	Interpretasie of toepassing van kollektiewe ooreenkoms			
51(2) en (3), 64(1)	Enige aangeleentheid van onderlinge belang			
74(1) en (4)	Geskil binne noodsaaklike dienste			
191(1)	Onbillike ontslag			
196(6)	Uittreeloon			
Byl 7, item 3(1)	Onbillike arbeidspraktyke			
Totaal				

WAV-Vorm 7.8
Raad doen aansoek om subsidie
Bladsy 3 van 5

Ander geskilbeslegtingsfunksies

Voorsien beste raming van die aantal sake wat die Raad verwag te hanteer ten opsigte van sy ander geskilbeslegtingsfunksies, soos volg:

Artikel	Geskil	Getal sake	Totale dae op versoening bestee	Totale dae op arbitrasie bestee	Totale dae op andere vorme van geskilbeslegting bestee (spesifiseer)
9(1)	Vryheid van assosiasie en ander algemene beskermings				
24(1)	Interpretasie of toepassing van kollektiewe ooreenkoms				
51(3) en 64(1)	Enige aangeleentheid van onderlinge belang				
74(1) en (4)	Geskille binne noodsaaklike dienste				
191(1)	Onbillike ontslag				
196(6)	Uittreeloon				
Byl 7, item 3(1)	Onbillike arbeidspraktyke				
Ander (spesifiseer)					
Totaal					

...Blaai asseblief om→

4) **BEGROTINGSOPSOMMING VIR DIE TYDPERK IN (3) HIERBO GEDEK**
(Wei uit op hierdie beramings in 'n ondersteunende bylae)

Verwagte uitgawes

Funksie	Koste per dag (geakkrediteerde funksies)	Koste per dag (ander funksies)	Totale koste	
			Geakkrediteerde funksies	Ander funksies
Versoening				
Arbitrasie				
Ander (spesifiseer)	nvt			
Opleiding	nvt	nvt		
Administratiewe en infrastruktuurkoste	nvt	nvt		
Totaal	nvt	nvt		

Groottotaal	
-------------	--

Verwagte inkomste

Die Raad se geskilbeslegtingswerk sal soos volg gefinansieer word:
(In rande en as 'n persentasie van die totale geskilbeslegtingsbegroting. Verskaf verdere besonderhede indien toepaslik.)

	Geakkrediteerde werksaamhede		Nie-geakkrediteerde werksaamhede	
	In rand	In %	In rand	In %
Heffings op werkgewers				
Heffings op werknemers				
Gebruikersheffings	A 140(2)	A 140(2)		
Kommissiesubsidie				
Ander _____				
TOTAAL				

...Blaai asseblief om →

WAV-Vorm 7.8
Raad doen aansoek om subsidie
Bladsy 5 van 5

Die heffingskoers per werknemer is soos volg:

nie-vakbondwerknemers

vakbondwerknemers

Die heffingskoers per werkgewer is soos volg:

nie-lid van partywerkgewersorganisasie

lid van partywerkgewersorganisasie

5) BESONDERHEDE VAN SUBSIDIE WAT VERLANG WORD

Verskaf 'n finansiële ontleding van subsidie wat verlang word:

.....

.....

.....

.....

.....

.....

.....

.....

6) MOTIVERING

Motiveer u aansoek. Dek verder die aangeleenthede wat in artikel 132(3) geopper word.

Dit is kortliks die volgende:

- * die behoefte aan u dienste
- * die redes waarom 'n subsidie verlang word
- * die bedrag wat vereis word
- * vermoë om finansies verantwoordelik te behartig.

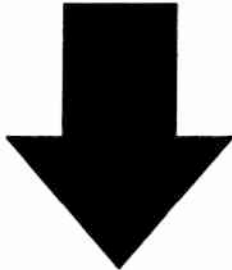
MAAK SEKER!

Het u u huidige akkrediteringsertifikaat aangeheg?

Het u u motivering aangeheg (kyk artikel 132(3))?

WAV-Vorm 7.9
Artikel 132(1)
Wet op
Arbeidsverhoudinge, 1995

LEES EERS HIER



**WAT IS DIE DOEL VAN
HIERDIE VORM?**

Hierdie vorm is 'n aansoek deur 'n geakkrediteerde agentskap of 'n agentskap wat aansoek doen om akkreditering, by die Beheerliggaam van die KVBA om 'n subsidie om geskilbeslegtingswerk-saamhede te verrig en om persone op te lei om die werksaamhede te verrig.

**WIE MOET HIERDIE
VORM INVUL?**

'n Geakkrediteerde agentskap of 'n agentskap wat om akkreditering aansoek doen.

**AAN WIE WORD DIE
VORM GESTUUR?**

Die Beheerliggaam, KVBA
Privaatsak X94
Marshalltown
2107

VERDERE INSTRUKSIES

Die agentskap moet die volgende stuur:

- * Die vorm, en
- * die huidige akkreditering-sertifikaat (indien van toepassing) asook
- * enige bykomende inligting wat die Raad onder die aandag van die Beheerliggaam wil bring.

PRIVATE AGENTSKAP DOEN AANSOEK OM SUBSIDIE

1) BESONDERHEDE VAN AGENTSKAP

Naam:.....

Adres (pos- en straatadres)

Tel:..... Faks:

Kontakpersoon:.....

Verwysingsnommer:

2) GESKILBESLEGTINGSWERKSAAMHEDE WAARVOOR AGENTSKAP GEAKKREDITEER IS OF AKKREDITERING WIL Hê

Is die agentskap reeds geakkrediteer om geskilbeslegtingswerk-saamhede te verrig?

Ja

Nee

Indien ja, heg die akkrediteringsertifikaat aan.

Doen die agentskap tans aansoek om akkreditering om geskilbeslegtingswerk-saamhede te verrig?

Ja

Nee

Indien ja, heg die toepaslike akkrediteringsaansoek aan.

KVBA-Verwysingsnommer:

.....Blaai asseblief om→

WAV-Vorm 7.9
Private agentskap doen aansoek om subsidie
Bladsy 2 van 2

3) AANHANGSELS

a) Begroting

Stel 'n begroting op wat besonderhede omtrent die volgende moet bevat:

- * Die verwagte totale getal dae wat aan geskilbeslegtingswerk bestee word (gemiddelde gevalle x getal gevalle)
- * die totale kosterekening vir versoeners en arbiters (neem daaglikse koerse en retensiegelde in ag)
- * administratiewe en infrastruktuurkoste
- * opleidingskoste
- * inkomste vir geakkrediteerde geskilbeslegtingswerk.

b) Motivering

Motiveer u aansoek. Dek verder die aangeleenthede wat in artikel 132(3) geopper word. Dit is kortliks die volgende:

- * Die behoefte aan u dienste
- * die redes waarom die subsidie verlang word
- * die bedrag verlang
- * vermoë om finansies verantwoordelik te behartig.

Vorm voorgelê deur:

Naam:.....

Handtekening:.....

Posisie:.....

Datum:.....

Plek:.....

MAAK SEKER!

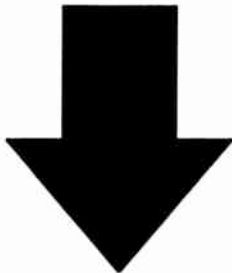
Het u u huidige akkrediteringsertifikaat aangeheg?

Het u u begroting aangeheg?

Het u u motivering aangeheg (kyk artikel 132(3))?

WAV-Vorm 7.10
Artikel 132(8)(a)
Wet op Arbeidsverhoudinge,
1995

LEES EERS HIER



**WAT IS DIE DOEL VAN
HIERDIE VORM?**

Hierdie vorm is 'n aansoek deur 'n geakkrediteerde raad of 'n geakkrediteerde agentskap om 'n hernuwing van 'n subsidie om geskilbeslegtingswerk te verrig.

**WIE MOET HIERDIE
VORM INVUL?**

'n Geakkrediteerde raad of geakkrediteerde agentskap.

**AAN WIE WORD DIE
VORM GESTUUR?**

Die Beheerliggaam
KVBA
Privaatsak X94
Marshalltown
2107

VERDERE INSTRUKSIES

'n Afskrif van die huidige akkrediteringsertifikaat moet by hierdie vorm aangeheg word.

Maak 'n afskrif van u huidige subsidie.

Stel u nuwe begroting op.

**RAAD OF PRIVATE AGENTSKAP DOEN
AANSOEK OM HERNUWING VAN
SUBSIDIE**

1) BESONDERHEDE VAN AANSOEKER

Naam:

.....
.....

Adres (pos- en straatadres)

.....
.....

Tel: Faks:

Kontakpersoon:

Verwysingsnommer:

2) AANHANGSELS

a) **Huidige subsidie** (verskaf besonderhede)

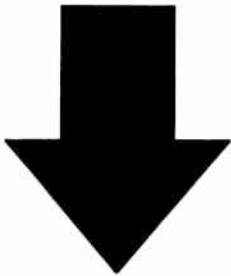
b) **Verwagte begroting** (verwys na u aanvanklike aansoek: werk u vorige begroting by en voorsien bykomende motivering)

MAAK SEKER!
Het u die akkrediteringsertifikaat aangeheg?
Het u inligting omtrent die huidige subsidie aangeheg?
Het u die verwagte begroting aangeheg?

KVBA-verwysingsnommer

WAV-Vorm 7.11
 Artikel 135
 Wet op
 Arbeidsverhoudinge, 1995

LEES EERS HIER



**WAT IS DIE DOEL VAN
 HIERDIE VORM?**

Hierdie vorm help 'n persoon of organisasie om 'n geskil na die KVBA vir versoening te verwys.

**WIE MOET HIERDIE
 VORM INVUL?**

Werkgewer, werknemer, vakbond of werkgewersorganisasie.

**AAN WIE WORD DIE
 VORM GESTUUR?**

Aan die KVBA-kantoor in u provinsie

VERDERE INSTRUKSIES

Wanneer u die geskil na die KVBA verwys, sal hy 'n kommissaris aanstel wat moet poog om die geskil binne 30 dae deur versoening te besleg.

Let asseblief daarop dat indien u deur 'n bedingingsraad, 'n statutêre raad of 'n geakkrediteerde agentskap gedek word, u dalk die geskil na daardie raad of agentskap moet neem. Regtens word daar van sommige rade en agentskappe vereis om sekere geskille te hanteer en partye moet dan geskille daarheen verwys, eerder as na die KVBA. U moet dalk ook die geskil volgens 'n privaat prosedure hanteer indien een van toepassing is.

VERWYSING VAN 'N GESKIL NA DIE KVBA VIR VERSOENING

PROVINSIALE

KANTORE VAN

DIE KVBA

KVBA OOS-KAAP

Registrateur
 Mainstraat 107
 Port Elizabeth

Privaatsak X22500

Port Elizabeth
 6000
 Tel: (041) 56-4466
 Faks: (041) 56-4585

KVBA VRYSTAAT

Registrateur
 NBS -Gebou
 h/v Elizabeth- en Wesburgerstraat
 Bloemfontein

Privaatsak X20705

Bloemfontein
 9300
 Tel: (051) 448-3650
 Faks: (051) 448-4468/9

KVBA GAUTENG

Registrateur
 Andersonstraat 20
 Johannesburg

Privaatsak X94

Marshalltown
 2107
 Tel: (011) 377-6600
 Faks: (011) 834-7331

KVBA KWAZULU/NATAL

Registrateur
 Garlicks Chambers
 Wesstraat 375
 Durban

Privaatsak X54363

Durban
 4000
 Tel: (031) 306-5454
 Faks: (031) 306-5401

KVBA MPUMALANGA

Registrateur
 Foschini Sentrum
 Eadestraat
 Witbank

Privaatsak X7290

Witbank
 1035
 Tel: (0135) 656-2800
 Faks: (0135) 656-2885/6

KVBA NOORDWES

Registrateur
 Siddlestraat 47-51
 Klerksdorp

Privaatsak X5004

Klerksdorp
 2571
 Tel: (018) 462-3137
 Faks: (018) 462-4126

KVBA NOORD-KAAP

Registrateur
 Beanstraat 1A
 Kimberley

Privaatsak X6100

Kimberley
 8300
 Tel: (0531) 81-6780
 Faks: (0531) 81-5947/8

KVBA NOORDELIKE PROVINSIE

Registrateur
 Hans van Rensburgstraat 104
 Pietersburg

Privaatsak X9512

Pietersburg
 0700
 Tel: (0152) 297-5010
 Faks: (0152) 297-5017

KVBA WES-KAAP

Registrateur
 Darlingstraat 78
 Kaapstad

Privaatsak X9167

Kaapstad
 8000
 Tel: (021) 45-7000
 Faks: (021) 45-7193/4

...Blaai asseblief om→

LEES EERS HIER



1) **BESONDERHEDE VAN PARTY WAT DIE GESKIL VERWYS**

Merk die blok

As die verwysende party, is u-

'n werknemer

'n vakbondbeampte of
-verteenwoordiger

'n werkgever

'n werkgewersorganisasiebeampte
of -verteenwoordiger


As u 'n werknemer is, vul (a) hieronder in en as u 'n vakbondbeampte of
-verteenwoordiger, 'n werkgever of 'n werkgewersorganisasiebeampte of
-verteenwoordiger is, vul (b) in.

a) **As die verwysende party 'n werknemer is**

U naam:

Adres:


Tel.: Faks:

 **Alternatiewe kontakbesonderhede van werknemer (bv. 'n familielid of vriend):**

Naam:

Adres:

Tel. Faks:

 **b) As die verwysende party 'n werkgever, 'n werkgewersorganisasie of
vakbond is**

U kontakbesonderhede:

Naam:

Adres:

Tel: Faks:

Kontakpersoon:

KVBM se verwysingsnommer

...Blaai asseblief om→

As 'n vakbond of werkgewers-
organisasie u help met die
geskil, verstrek hulle besonder-
hede ook.

As meer as een party die geskil
verwys, skryf hulle besonder-
hede op 'n aparte vel papier en
kram dit aan hierdie vorm.

WAV-Vorm 7.11

Artikel 135

Verwysing van 'n geskil na die KVBA vir versoening
Bladsy 3 van 8

LEES EERS HIER



2) **BESONDERHEDE VAN ANDER PARTY (DIE
OPPONERENDE PARTY)**

Merk die blok

Die ander party is:

'n werknemer

'n vakbondbeampte of
-verteenwoordiger

'n werkgever

'n werkgewersorganisasiebeampte
of -verteenwoordiger

Naam:

Adres:

.....

.....

Tel: Faks:

Naam van persoon wat die saak hanteer en ander party se
verwysingsnommer (indien bekend):

.....

3) **AARD VAN DIE GESKIL**

a) Die geskil gaan oor:

.....

.....

.....

.....

.....

Indien meer as een ander party
by die geskil betrokke is, skryf
hulle besonderhede op 'n
afsonderlike vel papier en kram
dit aan hierdie vorm vas.

Beskryf die betrokke vraag-
stukke. Die lys op bladsy 7
behoort te help. U beskrywing
sal die KVBA help om die
aangeleentheid te hanteer. Dit is
nie bedoel om u te bind nie.

...Blaai asseblief om→

LEES EERS HIER



Kyk na die lys geskille en hulle ooreenstemmende artikels op bladsy 7. Indien u onseker is oor die toepaslike artikel, kan u 3b oop los.

Spesiale kenmerke kan wees die dringendheid van 'n saak, die groot aantal mense wat betrokke is, belangrike regs- of arbeidsaangeleenthede, ens.

.....
.....

b) Die geskil het betrekking op artikel van die Wet op Arbeidsverhoudinge, 1995.

4) **SPESIALE EIENSKAPPE (AS DAAR IS)**

Ek/Ons wil graag die volgende spesiale eienskappe van hierdie geskil onder die aandag van die Kommissie bring:

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

Skrap die blok hieronder indien nie van van toepassing nie:

Geskil oor eensydige verandering van bedinge en voorwaardes van diens (artikel 64(4))

Ek/Ons vereis dat die werkgewerparty vir 30 dae nie die voorgestelde verandering wat tot hierdie geskil gelei het, eensydig implementeer nie, of dat hy die bedinge en voorwaardes van diens wat voor die verandering van toepassing was, herstel.

Onderteken:(party wat die geskil verwys)

5) **DATUM VAN GESKIL**

Die geskil het op ontstaan.
(gee die datum, of geskatte datum)

...Blaai asseblief om →

WAV-Vorm 7.11

Artikel 135

Verwysing van 'n geskil na die KVBA vir versoening
Bladsy 5 van 8

LEES EERS HIER



Beskryf die nywerheid, diens of openbare sektor wat betrokke is (bv. die metaalnywerheid, toeristedienste, provinsiale hospitaaldienste, ens.). Dit sal die KVBA help om 'n kommissaris te kies wat ondervinding in die bepaalde sektor of gebied het.



Waar het die geskil ontstaan? Dit sal gewoonlik die adres van die werkplek wees.



Beskryf die resultaat of uitkoms wat u van hierdie versoening verlang. U word nie gebind deur die voorstelle wat u hier maak nie.

6) SEKTOR EN GEBIED

Die geskil bestaan in die volgende sektor:

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

en in die volgende gebied:

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

7) RESULTAAT VAN VERSOENING

Die resultaat wat ek/ons verlang:

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

...Blaai asseblief om →

WAV-Vorm 7.11

Artikel 135

Verwysing van 'n geskil na die KVBA vir versoening
Bladsy 6 van 8

LEES EERS HIER



8) INLIGTING VAN DIE ANDER PARTY

'n Afskrif van hierdie vorm is aan die ander party by die geskil gestuur.
Bewys daarvan word by die vorm aangeheg.

Bewys dat 'n afskrif van hierdie vorm gestuur is, kan wees -

- * 'n afskrif van 'n registrasiestrokie van die Poskantoor
- * 'n afskrif van 'n getekende ontvangsbewys indien per hand afgelewer
- * 'n ondertekende verklaring wat betekening deur die persoon wat die vorm aflewer, bevestig, of
- * 'n afskrif van 'n faksbevestigingstrokie.

Geteken te op

.....
Party wat die geskil verwys.

...Blaai asseblief om→

WAV-Vorm 7.11

Artikel 135

Verwysing van 'n geskil na die KVBA vir versoening
Bladsy 7 van 8

VERSOENINGSVERWYSINGS ARTIKELLYS AARD VAN DIE GESKIL

WAV-artikel	Geskil
9(1)	Vryheid van assosiasie en algemene beskerming
16(6)	Openbaarmaking van inligting
21(4)	Kollektiewe ooreenkoms oor organiseringsregte
21(11)	Intrekking van organiseringsregte
22(1)	Interpretasie of toepassing van organiseringsregte
24(2)	Interpretasie of toepassing van kollektiewe ooreenkoms
24(6)	Interpretasie of toepassing van agentskapwerkplek- of geslotegeledere-ooreenkoms
26(11)	Nie-toelating tot geslote geledere
45(1)	Interpretasie of toepassing van ministeriële vasstelling
61(10)	Interpretasie of toepassing van kollektiewe ooreenkoms wat verval het
63(1)	Interpretasie of toepassing van bepalings oor kollektiewe bedinging
64(1) & 134	Enige aangeleentheid van onderlinge belang
64(2) & 134	Weiering om te beding
64(4)	Eensydige verandering van bedinge en voorwaardes van diens
69(8)	Betooglinievorming
74(1)	Geskille binne noodsaaklike dienste
86(4)(b)	Gesamentlike besluitneming (werkplekforum)
89(3)	Openbaarmaking van inligting (werkplekforum)
94(1)	Interpretasie of toepassing van bepalings oor werkplekforum
191(1)	Onbillike ontslag
196(6)	Uittreeloon
Bylae 7, item 3(1)	Onbillike arbeidspraktyke

...Blaai asseblief om→

WAV-Vorm 7.12
Wet op Arbeidsverhoudinge, 1995
Artikels 64(1)(a), 135(5)(a), 136(1)(a)

SERTIFIKAAT VAN UITSLAG VAN 'N GESKIL WAT VIR VERSOENING VERWYS IS

Ek sertifiseer dat die geskil tussen

.....
.....
.....
(party)

en

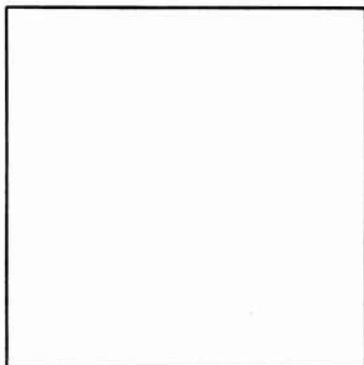
.....
.....
.....
(ander party)

vir versoening verwys op en betreffende
(datum)

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

besleg is op die of
(datum)

steeds onbesleg is soos op
(datum)



(Amptelike stempel van KVBA
of akkrediteringsraad of -agentskap)

Kommissaris/Versoener
.....

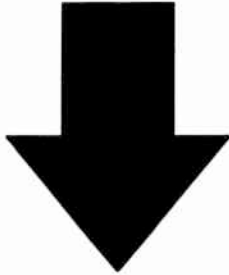
Onderteken te:.....

Datum:

Verwysingsnommer:
.....

WAV-Vorm 7.13
Artikel 136
Wet op
Arbeidsverhoudinge, 1995

LEES EERS HIER



**WAT IS DIE DOEL VAN
HIERDIE VORM?**

Wanneer versoening nie slaag nie, kan 'n party versoek dat die KVBA die geskil deur arbitrasie besleg. By 'n arbitrasieverhoor gee 'n kommissaris albei partye 'n geleentheid om hulle saak ten volle te stel. Die kommissaris neem dan 'n besluit wat deur albei partye gevolg moet word.

**WIE VUL HIERDIE VORM
IN?**

Die party wat die arbitrasie versoek.

**AAN WIE WORD DIE
VORM GESTUUR?**

Die Registrateur, Provinsiale Kantoor van die KVBA. (Kyk asseblief die laaste bladsy vir besonderhede).

Dit behoort dieselfde kantoor te wees wat die versoening gelei het. As 'n geakkrediteerde raad of agentskap die geskil moet arbitreer, moet hierdie vorm na hulle kantoor gestuur word. Wanneer u twyfel, vra die KVBA om hulp.

VERSOEK OM ARBITRASIE

1) BESONDERHEDE VAN DIE PARTY WAT 'N VERSOEK OM ARBITRASIE GERIG HET

Naam:

.....

Adres (pos- en straatadres):

.....

.....

Tel: Faks:

2) BESONDERHEDE VAN GESKIL

Die saak tussen en
(party) (ander party)

is vir versoening verwys, maar bly onbesleg. Die verwysings=

nommer van daardie saak is Die sertifi-

kaat wat die mislukking van die versoening bevestig, is aangeheg.

Kragtens artikel versoek ek/ons dat die
(sien kaart op bladsy 3)

aangeleentheid verder deur arbitrasie besleg word.

Die kwessies wat steeds in geskil is, is die volgende.....

.....

.....

.....

.....

.....

(Gee 'n kort beskrywing. Die kommissaris kan later 'n noukeuriger verklaring vereis.)

KVBA-verwysingsnommer

...Blaai asseblief om →

VERDERE INSTRUKSIES

'n Afskrif van hierdie vorm moet aan die ander party gestuur word.

Bewys dat 'n afskrif van hierdie vorm gestuur is, kan wees -

- * 'n afskrif van 'n registrasiestrokie van die Poskantoor;
- * 'n afskrif van 'n getekende ontvangsbewys indien per hand afgelewer;
- * 'n ondertekende verklaring wat betekening deur die persoon wat die vorm aflewer, bevestig, of
- * 'n afskrif van 'n faksbevestigingstrokie.

Die sertifikaat wat bevestig dat die geskil onbesleg is deur versoening, moet ook by hierdie vorm aangeheg word.

Indien 'n party nie wil hê dat die kommissaris wat die versoeningsverrigtinge gelei het hierdie geskil moet arbitreer nie, moet die party WAV-Vorm 7.14 invul.

Indien albei partye eenstemmigheid bereik oor 'n bepaalde kommissaris wat moet arbitreer, moet hulle die KVBA inlig binne 48 uur nadat die geskil as onbesleg gesertifiseer is.

Indien 'n party wil hê dat 'n senior kommissaris moet arbitreer, word WAV-Vorm 7.15 ingevul.

Beslissing verlang van die kommissaris:

.....

.....

.....

.....

.....

.....

.....

.....

.....

(Watter besluit, volgens u, behoort die kommissaris te neem? Die kommissaris kan later noukeuriger inligting verlang.)

Vorm voorgelê deur:

Naam:

Handtekening:

Hoedanigheid:

Datum:

Plek:

MAAK SEKER!

Het u 'n afskrif van hierdie ingevulde vorm aan die ander party gestuur?
 Het u bewys (dat u 'n afskrif aan die ander party gestuur het) by hierdie vorm ingesluit?
 Het u die sertifikaat aangeheg wat bevestig dat die geskil onbesleg is deur versoening?

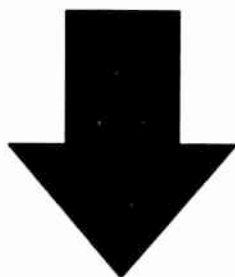
ARBITRASIEVERSOEKE ARTIKELLYS AARD VAN GESKIL

Afbakeningsgeskille (artikel 62) moet geprosesseer word ooreenkomstig WAV-Vorm 3.23

WAV-artikel	Geskil
16(9)	Bekendmaking van inligting
21(7)	Kollektiewe ooreenkoms oor organiseringsregte
21(11)	Intrekking van organiseringsregte
22(4)	Interpretasie of toepassing van organiseringsregte
24(5)	Interpretasie of toepassing van kollektiewe ooreenkoms
24(6)	Interpretasie of toepassing van agentskapwerkplek- of geslotegeledere-ooreenkoms
45(4)	Interpretasie of toepassing van ministeriële vasstelling
61(13)	Interpretasie of toepassing van kollektiewe ooreenkoms wat verval het
74(4)	Geskille binne noodsaaklike dienste
86(7)	Gesamentlike besluitneming (werkplekforum)
89(6)	Openbaarmaking van inligting (werkplekforum)
94(4)	Interpretasie of toepassing van bepalings oor werkplekforum
133(2)(b)	Instemming tot arbitrasie
141(4)	Arbitrasie van Arbeidshofsaak deur instemming
191(5)(a)	Onbillike ontslag
196(9)	Uittreeloon
Bylae 7, item 3(4)(b)	Onbillike arbeidspraktyke

WAV-Vorm 7.14
 Artikel 136(3)
 Wet op
 Arbeidsverhoudinge, 1995

LEES EERS HIER



**WAT IS DIE DOEL VAN
 HIERDIE VORM?**

Hierdie vorm stel die KVBA in kennis dat 'n party beswaar maak dat die arbiter dieselfde kommissaris is wat die versoeningsproses gelei het.

**WIE MOET HIERDIE
 VORM INVUL?**

Beswaarmakende party.

**AAN WIE WORD DIE
 VORM GESTUUR?**

Aan die Registrateur, Provinsiale Kantoor van die KVBA. Kyk asseblief die volgende bladsy vir verdere besonderhede.

VERDERE INSTRUKSIES

Bewys dat hierdie ingevulde vorm aan die ander party gestuur is, moet aan hierdie vorm geheg word.

KENNISGEWING VAN BESWAAR TEEN ARBITRASIE DEUR DIESELFDE KOMMISSARIS

1) BESONDERHEDE VAN PARTY

Naam:

Adres (pos- en straatadres):

.....

.....

Tel: Faks:

Persoon wat die aansoek hanteer:

2) BESONDERHEDE VAN ANDER PARTY

Naam:

Adres (pos- en straatadres):

.....

.....

Tel: Faks:

Kontakpersoon:

3) BESONDERHEDE VAN BESWAAR

Ek/Ons,
 (naam)

maak beswaar daarteen dat die Kommissaris,.....
 (naam)

wat
 (naam van die geskil/saak)

versoen het, dieselfde geskil arbitreer.

Derhalwe versoek ons die KVBA om 'n ander Kommissaris aan te stel.

Hierdie vorm moet gestuur word aan:

Naam:.....

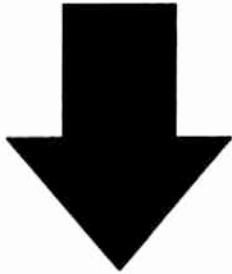
Hoedanigheid:.....

Handtekening: Datum:

KVBA-verwysingsnommer

WAV-Vorm 7.15
 Artikel 137
 Wet op
 Arbeidsverhoudinge, 1995

LEES EERS HIER



**WAT IS DIE DOEL VAN
 HIERDIE VORM?**

Hierdie vorm is 'n aansoek deur 'n party by die Direkteur van die KVBA om 'n Senior Kommissaris aan te stel om arbitrasie te doen.

**WIE MOET HIERDIE VORM
 INVUL?**

'n Party by die geskil.

**AAN WIE WORD HIERDIE
 VORM GESTUUR?**

Aan die Direkteur, KVBA.
 Privaatsak X94
 Marshalltown
 2107

VERDERE INSTRUKSIES

Twee dokumente moet aan hierdie vorm vasgeheg word:

(a) 'n Motivering wat die Direkteur kan help om te besluit of 'n Senior Kommissaris aangestel moet word.

(b) Bewys dat 'n volledige afskrif van hierdie vorm aan die ander party gestuur is.

Bewys kan wees -

- * 'n afskrif van 'n registrasiestrokie van die Poskantoor;
- * 'n afskrif van 'n getekende ontvangsbewys indien per hand afgelewer;
- * 'n ondertekende verklaring wat betekening deur die persoon wat die vorm aflewer, bevestig; of
- * 'n afskrif van 'n faksbevestigingsstrokie.

AANSOEK AAN DIE DIREKTEUR OM 'N SENIOR KOMMISSARIS AAN TE STEL OM TE ARBITREER

1) AANSOEK

Ek/Ons doen aansoek by die Direkteur om 'n Senior Kommissaris aan te stel om die geskil te besleg wat die volgende verwyssingsnommer het:

2) MOTIVERING

Stel 'n motivering op vir die Direkteur van die KVBA wat die kwessies in artikel 137 van die Wet gemeld, hanteer. Enkele van hierdie kwessies is die volgende:

- * die ingewikkeldheid van die geskil
- * of daar botsende arbitrasietoekennings is wat by die geskil ter sake is
- * openbare belang
- * die aard van die regspraak wat uit die geskil na vore kom.

Vorm voorgelê deur:

Naam:.....

Handtekening:.....

Hoedanigheid:.....

Datum:.....

Plek:.....

MAAK SEKER!

Het u 'n afskrif van hierdie ingevulde vorm aan die ander party gestuur?
 Het u bewys (dat u 'n afskrif aan die ander party gestuur het) by hierdie vorm ingesluit?

Het u u motivering aangeheg (sien artikel 137)?

KVBA-verwysingsnommer

WAV-Vorm 7.16
Wet op Arbeidsverhoudinge, 1995

DAGVAARDING DEUR KOMMISSARIS

DAGVAARDING KRAGTENS ARTIKEL 142(1)(a), (b) en (c)

Aan:
.....
.....
.....

(naam en adres van persoon gedagvaar)

'n Kommissaris is aangestel om te poog om 'n geskil ingevolge die Wet op Arbeidsverhoudinge, 1995 (No. 66 van 1995), op te los.

Kommissaris is aangestel
(naam)

Die geskil is tussen
.....

en
(partye)

Die geskil gaan oor
.....
.....
(aard van geskil)

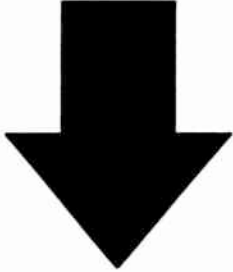
U moet voor die Kommissaris verskyn te
.....
(adres)

op om
(datum) (tyd)

...Blaai asseblief om →

WAV-Vorm 9.1
Artikel 205(1)
Wet op
Arbeidsverhoudinge, 1995

LEES EERS HIER



**WAT IS DIE DOEL VAN
 HIERDIE VORM?**

Hierdie vorm is 'n rekord van werknemers se werkure en hulle lone. Die vorm help inspekteurs om na te gaan of sekere minimum standaarde ingevolge enige kollektiewe ooreenkoms, toekenning of vasstelling deur werkgewers gehandhaaf word.

**WIE MOET HIERDIE
 VORM INVUL?**

Die werkgewer

VERDERE INSTRUKSIES

Staatswerkgewers wie se werknemers binne die jurisdiksie van die Koördinerende Staatsdiens Bedingingsraad val, hoef nie hierdie vorm in te vul nie.

WERKGEWERS SE REKORD VAN WERKNEMERS SE VERDIENSTE, AFTREKKINGS EN TYD GEWERK

1) ALGEMENE INLIGTING

Datum:

Skofte gewerk:

a) van tot

b) van tot

c) van tot

Gewone werkure: van tot

2) BESONDERHEDE VAN WERKNEMER

Naam:

ID-nommer:

Beroep:

Status (voltyds of stukwerker):

Ouderdom:

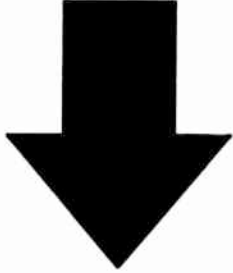
3) GEWONE TYD GEWERK (INSLUITENDE SKOFWERK INDIEN VAN TOEPASSING EN UITSLUITENDE OORTYDWERK)

Dag van die week	Ure gewerk	Skof a), b) of c)
Sondag		
Maandag		
Dinsdag		
Woensdag		
Donderdag		
Vrydag		
Saterdag		
Totale ure		
Gewone tarief per uur		
Bedrag verskuldig		

...Blaai asseblief om →

WAV-Vorm 9.2
Wet op
Arbeidsverhoudinge, 1995

LEES EERS HIER



**WAT IS DIE DOEL VAN
HIERDIE VORM?**

'n Werkgewer moet 'n rekord hou van enige staking, uitsluiting of protesoptrede waarby sy werknemers betrokke is.

**WIE MOET HIERDIE
VORM INVUL?**

Die werkgewer

**AAN WIE WORD DIE
VORM GESTUUR?**

Die Direkteur-Generaal
Departement van Arbeid
Privaatsak X117
Pretoria
0001

VERDERE INSTRUKSIES

Die werkgewer moet hierdie vorm indien binne sewe dae na die afloop van die staking, uitsluiting of protesoptrede.

Indien 'n staking, uitsluiting of protesoptrede in meer as een werkplek van 'n enkele werkgewer plaasvind, moet 'n aparte vorm vir elke werkplek ingevul word.

**REKORD VAN STAKING, UITSLUITING OF
PROTESOPTREDE**

REKORD VAN BESONDERHEDE VAN STAKING, UITSLUITING OF
PROTESOPTREDE WAT DEUR WERKGEWER INGEVOLGE ARTIKEL 205(3)(a)
GEHOU MOET WORD

1) BESONDERHEDE VAN WERKGEWER

Naam

Fisiese adres

Provinsie

Tel: Faks:

Sektor/aard van besigheid:

(bv. voedsel, mynbou, kleinhandel)

Word lone en diensvoorwaardes gewoonweg in 'n bedingings- of statutêre raad of soortgelyke liggaam op nywerheidsvlak bepaal?

Nee

Ja

2) BESONDERHEDE VAN OPTREDE

Aard van optrede

Staking slegs in maatskappy Multiwerkgewerstaking

Uitsluiting Wegbly-optrede, protesoptrede

Ander nywerheidsoptrede, spesifiseer

Duur

Begin (Datum) (Tyd)

Eindig (Datum) (Tyd)

Duur in werkdae (of ure indien toepaslik)

...Blaai asseblief om→

Werknemers

Getal werknemers betrokke Getal van totale werksmag

% vroulike werknemers betrokke % vroue in totale werksmag

Totale manure verlore Totale lone verloor in rande

Vakbonde

Watter vakbonde was betrokke?

(indien meer as een vakbond, noem hoofvakbond eerste. Indien geen vakbond, dui so aan.)

.....

.....

Nakoming van die Wet

Was die optrede in ooreenstemming met die Wet? (bv. prosessueel of onprosessueel)

Ja Nee Weet nie

Indien nie, of weet nie, verduidelik asseblief

Redes

Verstrek redes vir die optrede en beskryf die eise wat gestel is:

.....

.....

Stakings

Indien die optrede 'n staking was, beantwoord asseblief die volgende vrae:

Het die werkgewer die stakers uitgesluit? (defensiewe uitsluiting)

Hoe is die staking opgelos?

Is vervangende arbeid gebruik?

Hoeveel stakings, benewens hierdie staking het u die afgelope 36 maande ondervind?

Handtekening van werkgewer Datum:

Naam van werkgewer:

Save a drop — and save a million

Water conservation is very important to the community and industry to ensure their survival. So save water!



Spaar 'n druppel — en vul die dam

Indien almal van ons besparingsbewus optree, besnoei ons nie slegs uitgawes nie maar wen ook ten opsigte van ons kosbare water- en elektrisiteitsvoorraad

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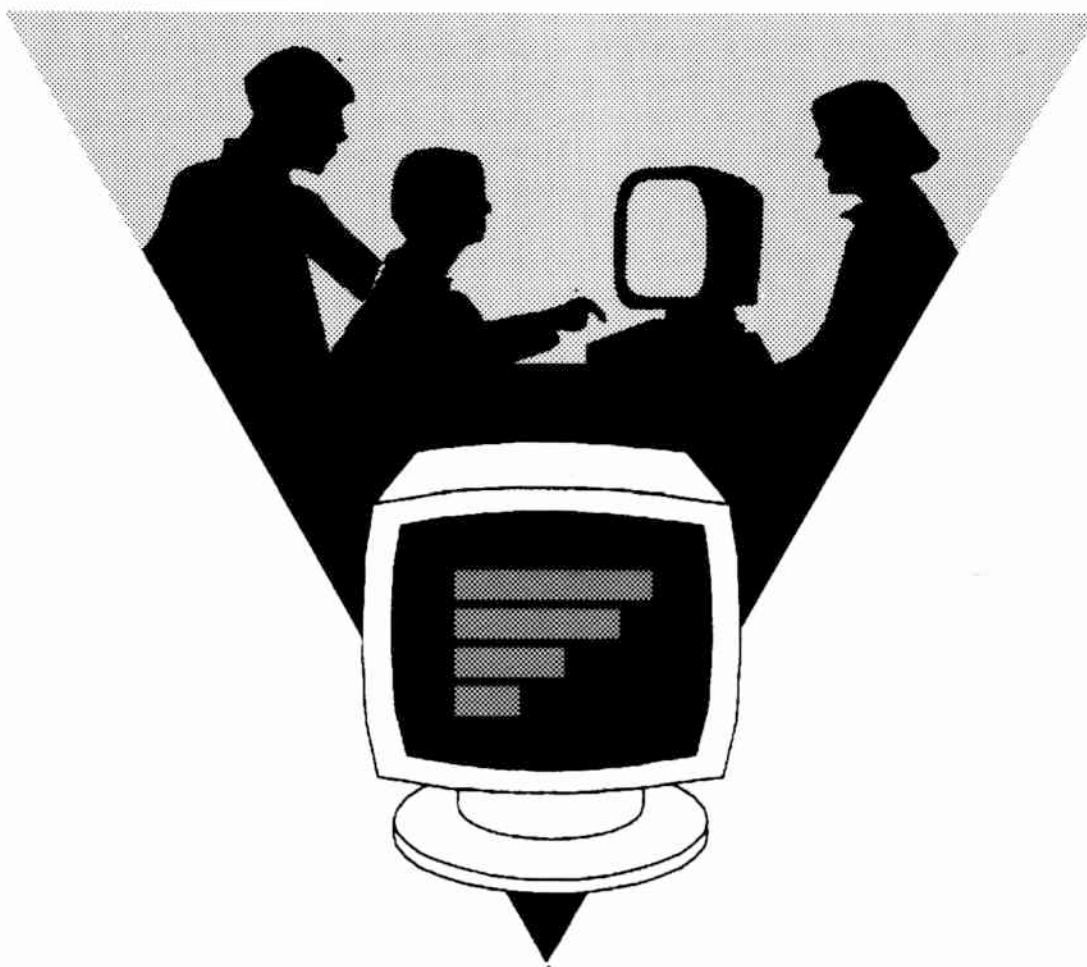
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