Statutory Instrument 31 of 1993.

[Date of publication: 15th January, 1993.]

Labour Relations (General) Regulations, 1993

S.Is 31/1993, 154/2003, 64/2008.

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Forms.

IT is hereby notified that the Minister of Public Service, Labour and Social Welfare has, in terms of section 141 of the Labour Relations Act, 1985, made the following regulations:—

PART I

PRELIMINARY

1. Title

These regulations may be cited as the Labour Relations (General) Regulations, 1993.

2. Interpretation

- (1) In these regulations—
- "form" means the appropriate form prescribed in the First Schedule.
- (2) Any reference to a trade union or employers' organization may also be construed as a reference to a federation of such trade unions or employers' organizations.

TRADE UNIONS, EMPLOYERS' ORGANIZATIONS, EMPLOYMENT COUNCILS, EMPLOYMENT BOARDS AND ADVISORY BOARDS

3. Registered and unregistered trade unions and employers' organizations

- (1) An application for registration in terms of section 33 of the Act shall be made in duplicate and shall, in the case of—
 - (a) a trade union, be in form L.R. 1; and
 - (b) in the case of an employers' organization, be in form L.R. 2.
- (2) Every trade union or employers' organization shall, within six months of the date of its formation, forward to the Registrar two copies of its constitution for submission to the Minister in terms of subsection (3) of section 28 of the Act, whether or not such trade union or employers' organization makes an application in terms of subsection (1):

Provided that if it does make an application in terms of subsection (1), the copies of its constitution shall be forwarded at the same time as the application.

(3)

[Subsection repealed by s.i. 154 of 2003.]

- (4) The certificate of registration of a trade union or employers' organization shall be in form L.R.5. [Subsection amended by s.i. 154 of 2003.]
- (5) An application for a variation of scope of registration in terms of section 39 of the Act shall be made in duplicate and shall, in the case of a trade union—
 - (a) be in form L.R.7; and
 - (b) in the case of an employers' organization, be in form L.R.8.
- (6) A registered trade union or employers' organization may, upon written application to the Registrar accompanied by the current certificate of registration held by such trade union or employers' organization, change its name, and a new certificate incorporating the change shall be issued by the Registrar in form L.R.9.
- (7) The constitution of every registered trade union and employers' organization shall provide that the official charged with receiving membership and other fees shall issue a receipt from a duplicate receipt book showing the amount and the nature of the fees received.
- (8) The register of members required in terms of section 35 of the Act shall be kept in form L.R.10 in respect of each month of the year, and such register shall be of durable material, and entries therein shall be in writing, in legible characters and in ink.
- (9) Every trade union which acts as an agent union in terms of section 31 o the Act shall maintain a separate register of the members of each trade union it represents.
- (10) Every registered trade union or employers' organization shall furnish to the Registrar at the end of the financial year a statement of the union or association dues collected by it in each month during that year.
 - (11) Every trade union or employers' organization—
 - (a) whose application in terms of subsection (1) or (3) was unsuccessful; or
 - (b) which, within fourteen days of receiving a written inquiry from the Registrar, indicates that it wishes to remain unregistered, or fails to make any indication whatever;
- shall, if it does not voluntarily wind up, be deemed to be an unregistered trade union or employers' organization and shall forthwith complete and forward to the Registrar certain particulars in form L.R.11.
- (12) The Registrar may at any time request an unregistered trade union or employers' organization to forward to him—
 - (a) additional particulars of all officials and office-bearers, including branch officials and office bearers; and
 - (b) any of the following documents—
 - (i) the minute-book of the trade union or employers' organization;
 - (ii) membership records;
 - (iii) a statement of income and expenditure; or
 - (iv) cash-book and supporting receipts.
- (13) Every unregistered trade union or employers' organization shall furnish to the Registrar before the 31st January in each year a return of membership for the preceding year in form L.R.12.
- (14) Every trade union or employers' organization shall, whether or not it is registered, keep a record in ink of the minutes of all its meetings.
- (15) Every trade union or employers' organization shall, whether or not it is registered, within thirty days of adopting any amendment to its constitution, forward to the Registrar two copies of such amendment for submission to the Minister in terms of subsection (3) of section 28 of the Act.
- (16) A federation of trade unions or employers' organizations may not be registered in terms of this section until its constituent members have been registered.

4. Employment councils

- (1) An application for the registration of an employment council in terms of section 62 of the Act shall be made—
 - (a) by trade unions in form L.R.13;
 - (b) by employers' or employees' organizations in form L.R.14.
 - (2) The certificate of registration of an employment council shall be in form L.R.15.
- (3) The constitution of every registered employment council shall provide for the appointment or election of a secretary for the council.
- (4) A registered employment council may, upon written application to the Registrar accompanied by a copy of the current certificate of registration held by such employment council, change its name, and a new certificate incorporating the change shall be issued by the Registrar in form L.R.16.
- (5) A registered employment council may, after taking into account the consideration set out in subsection (1) of section 67 of the Act, apply its own initiative for a variation of the coverage of its registration in form L.R.17.
- (6) Where the Registrar cancels the certificate of registration of an employment council in terms of paragraph (c) of subsection (4) of section 67 of the Act, he shall forthwith notify the secretary of the council, in writing, of such action.
- (7) This section and sections 5, 6, 7 and 8 shall, *mutatis mutandis*, apply to a statutory employment council formed in terms of section 63 of the Act.

5. Meetings of employment councils

- (1) The secretary of an employment council shall give not less than seven days' written notice by hand or by post to a senior labour relations officer setting forth the date, place, time and business of any ordinary meeting of the council, or, in the case f a special meeting, sufficient notice to enable a labour relations officer authorized in writing by a senior labour relations officer to attend.
- (2) Whenever an employment council has, by reason of a lack of quorum at any meeting, been unable to transact business, the secretary of the council shall send by hand or by post to the usual or last known address of each member of such council, notice, in writing, setting forth the date, place and time of a new meeting of the council.
- (3) The secretary of every employment council shall, not later than twenty-one days after the close of a meeting of the council or of any committee exercising any of the functions of the council, forward to the Registrar six copies of the minutes of such meeting or such lesser or greater number of copies as the Registrar may specify.

6. Employment council agreements

- (1) Whenever an employment council has negotiated a collective bargaining agreement, the secretary of the council shall—
 - (a) in the case of an agreement specified in paragraph (a) of subsection (1) of section 84 of the Act, forward to the Registrar fifteen copies of such agreement;
- (b) in the case of an agreement specified in paragraph (b) of section 84 of the Act, forward to the Registrar for submission to the Minister fifteen copies of such agreement; or such lesser or greater number of copies as the Registrar may specify.
- (2) Upon receipt of the copies of the documents specified in subsection (1), the Registrar shall, subject to subsection (2) of section 84 of the Act, register the collective bargaining agreement and, in terms of section 85 of the Act, the Minister shall publish the agreement in a statutory instrument.
- (3) Subject to subsection (4) of section 79 of the Act, a request by an employment council for an extension of the period for which a collective bargaining agreement shall remain binding in terms of section 87 of the Act shall be in form L.R.18.

7. Recovery of dues by employment councils

Whenever an employment council wishes to recover any dues referred to in paragraph (d) of section 64 of the Act, it shall send to the person concerned at his last known address a formal communication by registered post requiring payment of the dues owed by him within seven days, and, if no payment is made within that period, the council may proceed to recover the whole or part of dues owed by action in a competent court.

8. Designated agents of employment councils

- (1) A request by an employment council to appoint a person nominated by it to be a designated agent in terms of subsection (1) of section 69 of the Act shall be made to the Registrar in form L.R.19.
- (2) The certificate of appointment of a designated agent in terms of subsection (2) of section 69 of the Act shall be made in form L.R.20.
- (3) Subject to section *sixty-three* of the Act, a person shall be qualified to hold office as a designated agent if he holds a university degree relevant to the industry.

[Section repealed by S.I. 154 of 2003.]

10. Advisory boards

- (1) Any advisory board appointed in terms of section 19 of the Act shall be composed of—
- (a) a chairman, a secretary and three other persons appointed by the Minister who shall be public officers in the Ministry of Public Service, Labour and Social Welfare;
- (b) one representative from each of the following Ministries, nominated, in writing, by the Secretaries therefor and appointed by the Minister responsible for—
 - (i) finance:
 - (ii) trade and commerce;
 - (iii) agriculture; and
 - (iv) minutes;
- (c) two representatives nominated by any employers' organization generally representative of commerce and industry and appointed by the Minister;
- (d) two representatives nominated by a federation of trade unions and appointed by the Minister;
- (e) one representative of welfare or educational institutions appointed by the Minister.
- (2) A member of an advisory board shall hold office for such period, not exceeding two years, as the Minister may fix on his appointment, and shall be eligible for re-appointment as a member on the expiry of his term.
- (3) The Minister shall fix the date, time and place of the first meeting of an advisory board, and thereafter the board shall meet as often as it considers necessary to fulfil its functions in terms of the Act.
 - (4) Except as herein prescribed, an advisory board may regulate its own procedure.
 - (5) At any meeting of an advisory board—
 - (a) the members present may elect one of their number to preside as chairman in the absence of the chairman of the board;
 - (b) six members shall form a quorum;
 - (c) all acts, matters or things authorized or required to be done by the board shall be decided by a majority of the members present;
 - (d) the chairman may, with the approval of the board, invite any person to attend who has special knowledge or experience on any matters under discussion:
 - Provided that such person shall not vote on any question before the board;
 - (e) the chairman of the board or the person presiding shall, in the event of an equality of votes, have a casting vote in addition to a deliberative vote.
- (6) A member of an advisory board who is not in the full time employment of the State shall be paid an allowance for attendance at a meeting of the board and such allowance shall be fixed from time to time by the Minister.

11. Appeals against decision of Registrar

(1) A person who wishes to appeal against a decision of the Registrar in terms of section 47, 65 or 67 of the Act may, within thirty days of the ate on which he was notified of such decision, note an appeal, in form L.R.31, and section 10 of the Labour Relations (Settlement of Disputes) Regulations, 1993, shall, *mutatis mutandis*, apply:

Provided that where other persons were present at any accreditation proceedings held in terms of section 41 of the Act, the person making the appeal shall complete and send to those other persons such extra copies of form L.R 31 as are necessary to notify them of the appeal.

- (2) In the case of an appeal in terms of subsection (1) against a decision made in terms of section 65 or 67 of the Act, the person noting the appeal and the Registrar shall at the same time specify the names nd addresses of any witnesses they wish to have summoned to attend the proceedings.
- (3) In the case of an appeal in terms of subsection (1) against a decision specified in section 47 of the Act, the person making such appeal and the Registrar shall, at the same time, if no accreditation proceedings were held on the matter of the appeal, specify the names and addresses of any witnesses they wish to have summoned to attend the appeal:

Provided that if accreditation proceedings were held on the matter of the appeal no person may be named as witness unless he was a witness at or party to those accreditation proceedings and was notified of the appeal in terms of the proviso to subsection (1).

(4) Upon receipt of a notice of appeal in terms of subsection (1), the Registrar, subject to the directions of the chairman or vice chairman of the Tribunal shall, as soon as is practicable, notify the parties to the appeal of the date, time and place of the hearing of the appeal and at the same time issue summonses in Form LR.32 to the witnesses, if any, requested to attend the appeal.

PART III

COLLECTIVE JOB ACTION

12. Show cause and disposal orders

(1) The Minister may, in terms of section 106 of the Act, issue through an appropriate authority, a show cause order in form L.R.29 to be served on the parties concerned by hand or by post.

[Subsection amended by s.i.. 154 of 2003.]

(2) The Labour Court may, in terms of section 107 of the Act, issue a disposal order in form L.R.30 to be served on the parties concerned by hand or by post.

[Subsection amended by s.i.. 154 of 2003.]

13. Appeals against show cause orders or disposal orders

A party who is aggrieved by the issuance of a show cause or disposal order in terms of section 12 may note an appeal against the order, within the prescribed time, to the Labour Court.

[Section substituted by s.i. 154 of 2003.]

PART IV

GENERAL

14. Summonses

- (1) Summons issued to a witness in terms of these regulations may be served on the person summoned—
- (a) by delivering a copy thereof to him; or
- (b) by leaving a copy thereof at his place of abode or business or employment with some responsible person; or
- (c) by dispatching copy thereof by registered post in an envelope on which are written his name and address which is his place of abode or business or employment, or his post office box number.
- (2) The service of any summons in terms of this section may be effected by any person authorized thereto by the person who has signed it.
- (3) Any person who, after being served with a summons, fails without sufficient cause to attend at the time and place specified in the summons shall be guilty of an offence.

15. Inspection of documents

- (1) Any member of the public may, during the hours when the office concerned is normally open, inspect or copy—
 - (a) at the office of the Registrar, any constitution or amendment to any constitution of any trade union, employment council or employers' organization submitted to the Registrar, and any collective bargaining agreement registered by him in terms of section 84 of the Act;
 - (b) at the office of any labour relations officer, any record of a settlement, determination or order made by such officer.
- (2) Any party to a registered employment council or its duly authorized representative may inspect or copy at the office of the Registrar during the hours when that office is normally open, the certificate of registration or certification of any trade union or employers' organization.
- (3) The Registrar may, on application being made to him, furnish to any member of the public, on payment of a fee calculated at the rate of twenty cents for each sheet or part thereof, certified copies of any collective bargaining agreement, decision of the Tribunal or draft statutory instrument proposed to be made by the Minister in terms of subsection (2) of section 10 of the Act or subsection (5) of section 17 of the Act.

15A. Inspection of premises

- (1) A labour officer may, in terms of section 126 of the Act, enter an establishment where workers are employed and inspect the premises for conditions of employment, child labour, occupational health and safety, gender and other matters incidental thereto.
- (2) The details and findings of the inspection specified in subsection (1) shall be recorded by the labour officer in triplicate and shall be in Form L.R. 33.

[Section inserted by s.i. 154 of 2003.]

16. Availability of forms

Any form referred to in these regulations which is out of print may be issued, in writing, by the Registrar, senior labour relations officer or labour relations officer, as may be appropriate, who may omit any explanatory notes or other irrelevant matter therefrom.

17. Repeals and transitional

(1) Subject to section 30 of the Labour relations Amendment Act 1992 (No. 12 of 1992), the Labour Relations (General) Regulations, 1985, published in Statutory Instrument 368 of 1985, are repealed.

(2) Any matter which was commenced in terms of the repealed regulations and which is pending before a hearing officer, regional hearing officer or chief hearing officer immediately before the coming into operation of these regulations shall be deemed to be pending before a labour relations officer or a senior labour relations officer, as may be appropriate.

Note by Deputy Chairman, Law Development Commission

FORMS

- (1) The Labour Relations (General) (Amendment) Regulations, 2003 (No. 1) (Statutory Instrument 154 of 2003) repealed forms L.R. 3, L.R 4 and L.R 6.
- (2) Due to a numbering error in the Labour Relations (General) Regulations, 1993, (Statutory Instrument 31 of 1993) numbers L.R 23 to L.R 28 were not allocated.
- (3) Form L.R. 33 was inserted by the Labour Relations (General) (Amendment) Regulations, 2003 (No. 1) (Statutory Instrument 154 of 2003).
- (4) The Labour Relations (General) (Amendment) Regulations, 2003 (No. 1) (Statutory Instrument 154 of 2003) amended—
 - (a) Form L.R. 30 by the substitution of "the Labour Court" for "appropriate authority",
 - (b) Form L.R. 31 by—
 - (i) the substitution of "Labour Court" for Tribunal",
 - (ii) the deletion of "the senior labour relations officer".

SCHEDULE (Section 2(1))

FORMS

Form L.R. 1

LABOUR RELATIONS ACT, 1985

Application for the Registration of a Trade Union

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	(b)			
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		Designation	Name	Address
			•	
			•	
4.	The unio		ed persons are officials	or office-bearers of the trade
		Designation	Name	Address

5.		following partic		cordance with section 34 of the
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(b) nam orga	e(s) and address(es) mization is affiliated	of the organizat	tion(s) to which	the employers*
(c) sour	ces of funds: mem plicable); specify any	bership fess at other source	nd/or association	dues (<i>delese</i>
6. The infor	rmation with respect s at the above date.	to membership	given in the foll	owing table is
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Area/Name f employers rganization see Note (1) below)	Enterprise	Number of members	Number of members whose subscriptions are more than 3 months in arrear	Estimated number of persons eligible for membership but not enrolled
TOTAL				
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TABLE "B"

VARIATION OF INTERESTS

The scope of registration of the within-named trade union/employers' organization has, in terms of section 39 of the Labour Relations Act, 1985, been

	Date of variation	Registrar of Labour Relation
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	TABLE "C" AREA REGISTERE	aD.
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	TABLE "D"	
	ARIATION OF AR	
The scope of registrati organization has, in terms of been varied by—	of section 39 of the	Labour Relations Act, 1
	15 . 6	Desires of Labour Bolos
Interests	Date of variation	Registrar of Labour Relat
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		Form L.R. 7
'LABOUR	RELATIONS ACT,	
Application for Vari	ation of Scope of Re Trade Union	egistration of a
R (i) This southers as a		
B.— (i) This application mus (ii) The requirements pre	scribed by the Act are	indicated in this form, and
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 (ii) The requirements precareful completion is (iii) Areas may be defined centre, such as a post 	scribed by the Act are essential to avoid de d by stating definite	lay. boundaries, or by giving a
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TOTAL	4			1
*The information of the separate area of the separa	tion required in colum and branch.	uns 1, 2, 3 a		
As Witnesses	:		Yours faithf	fully,
_			Chairma	n
			Secretary	7
Date				
	LABOUR RELA	TIONS AC		Form L.R. 8
Aı	oplication for Variation	on of Scope of	of Registration	
	of an Employ	ers' Organiza	ation	
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Secretary

Certificate of Registration of a Trade Union or an Employers'
Organization, or of a Federation of Trade Unions or Employers'
Organizations, on Change of Name

Organization, or of a F Organiza	Federation of Trade ations, on Change o	Unions or Employers' f Name
This is to certify that		
formerly registered on the		
as the		
(old name of trade uni	on, employers, organ	nization or federation)
has been registered under the fir organization/a federation of titions/in terms of section 33 of interests as set out in Table "A	rst-mentioned name rade unions/a federa the Labour Relation	as a trade union/an employers ation of employers' organizans as Act, 1985, in respect of th
(undertaking within the area as set out in Table This certificate is subject	able "C".	<i>occupation</i>) hown in Table "B" or "D'
		ay of, 19
	Kegi	strar of Labour Relations
	TABLE "A"	
	ERESTS REGISTE	RED
	TABLE "B"	
	ATION OF INTER	
The scope of registratio organization has, in terms of been varied by—	section 39 of the	Labour Relations Act, 198
Interests	Date of variation	Registrar of Labour Relations
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3		
	TABLE "C" AREA REGISTERE	en.
	AREA REGISTERE	
	TABLE "D"	
· ·	ARIATION OF AR	EA
organization has, in terms of been varied by—	of section 39 of the	amed trade union/employers' Labour Relations Act, 1985,
Area	Date of variation	Registrar of Labour Relations
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Form L.R. 10.

MEMBERSHIP RECORD YEAR 19

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-		-			Sub		DECEMBER
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		-			Levies		- #
		-				Arrears	as at December,
		{				31st I 19	Jecember,

Number

Statement to be Furnished by Unregistered Trade Unions or Unregisterde Employers' Organizations, or by Unregistered Federations of Trade Unions or Employers' Organizations

•••••							
Add							
Priv		Bag 7707	Labour Relatio	ons,	Date		······
	In t gulati (a)	The un unregist employe	registered trad tered federatio ers' organizatio	e union n of tra ns opera	/unregistered ade unions/ ites in the ar	Labour Relations formation: f employers' org unregistered fed ca(s) of	ganization/ eration of
	(p)					ged in	
2.	Twe	o copies registered registered	of the constituent of the consti	ition and anization employe by the si	trules of th	e unregistered trade federation of trations, including the chairman an	ade union/
3.	as t	being tru	e copies, are at	tached.		ne governing bod	
		Designa			Name	Ad	dress
							
	 5. T	Design	gnation	spect to	Name		Address
_		*					
			1		2	3	4
<	of uni emp orgar (see	n/Name trade on or loyers' nization Note (1)	Trade or occi	upation	Number of members	Number of members whose subscriptions are more than 3 months in arrear	Estimated number of persons eligible for membership but not enrolled
<	of uni emp orgar (see	trade on or loyers' nization Note (1)		upation	Number of	Number of members whose subscriptions are more than 3 months	Estimated number of persons eligible for membership but not
<	of uni emp orgar (see	trade on or on or iloyers iloyers iloyers Note (1) ilow)		upation	Number of	Number of members whose subscriptions are more than 3 months	Estimated number of persons eligible for membership but not
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Return of Membership of Unregistered Trade Union or Employers' Organization or of Unregistered Federation of Trade Unions or Employers' Organizations

N.B.—This statement must be a	submitted in duplicate	•
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Address				
The Regist	trar of Labour Relations,	Date		
Private Ba Causeway.	g 7707.			
Sir,	umber of members/mem	her trade un	ions/member emr	lovers' organ
zations and trade union comployers' Relations (the date syndersigne employers' organizations	d other information in re on/employers' organization organizations, in terms (General) Regulations, It pecified by the Registrar ed, being chairman and organization/federation ons, hereby certify that the	spect of the on/federation of subsection 993, as at the is as detail secretary of trade use informatic	membership of the of trade union of the office of the attention of the attention of the unregistere on given in this reason of the unregistere on given in this reason.	of unregisters s/federation of the Labor , 19, or ment. We, the trade union of employer eturn in respe
(undertak in	ng, industry, trade or occi kings, industries, trades or	apation, or, in	the case of a fe	deration unde
is in accor organizatio	dance with the records on/federation of trade un	of this unre ions/federati	gistered trade un on of employers'	ion/employer organization
As Witness	ses:		Yours faithfu	illy,
_			Chairman	
		•• •••••	Secretary	
Date .	. 19			
Table to	RETURN Of be completed by an unrounded of trade unions/federates	egistered tra	de union/employ	vers' organiza tions.
*	1	2	3	4
rea/Name of trade inion or inployers' ganization se Note (1) below)	Interests or enterprises represented	Number of members	Number of members in column 2 who are more than 3 months in arrear	Estimated number of persons eligible for membership but not enrolled
	LABOUR RE	LATIONS	ACT, 1985	Form L.F
	Application by a Trade Emplo	e Union for symentCour	Registration of icil	an
		npleted in d	uplicate on beh	alf of each to submitted to o the Regis
	arate form must be con which is a party to the ary of the employment			
me of trad	le union			
me of trad	le union			
me of tradderess	r of Labour Relations,			
me of trace dress	r of Labour Relations,	Date reached won 62 of the or the registr	ith other intere le Labour Rela ation of an emp	sted bodies, tions Act, I
me of trace dress	r of Labour Relations, 7707, nance of an agreement pply, in terms of secti ff of this trade union, fo	Date reached won 62 of the registrent re	ith other intere the Labour Rela ation of an emp	sted bodies, tions Act, 1' lloyment cou
me of trace dress	r of Labour Relations, 1707, nance of an agreement upply, in terms of section of this trade union, for the trade union, for the trade industry, trade of an agreement industry, trade of the trade of tr	Pate reached won 62 of the registrest	ith other intere ne Labour Rela ation of an emp cupation, and de non reverse here	sted bodies, tions Act, I sloyment cou fine such un
Registrar vate Bag 7 useway. In pursu hereby a on behal for the (state the in the arr We certi appointe the emple	r of Labour Relations, 7707, nance of an agreement to this trade union, for the trade union, for the trade union, for the trade of the	Pate reached won 62 of the registrest	ith other intere ne Labour Rela ation of an emp cupation, and de non reverse here	sted bodies, tions Act, I lloyment cou offine such un of such un of such un of such un of such un
me of trace dress	r of Labour Relations, 7707, nance of an agreement tipply, in terms of sectif of this trade union, for the section of the sec	reached won 62 of the the registrade or occupation members of terms of it	ith other interected Labour Relaction of an employment of an employment of the constitution to some constitution to	sted bodies, tions Act, I loyment cou- fine such unof) cials were concepts are represent its nates
e Registrar vate Bag 7 useway. In pursu hereby a on behal for the (state the in the an We cert appointe the emple	r of Labour Relations, 7707, nance of an agreement apply, in terms of sections of this trade union, for the section of the se	reached won 62 of the registrate or occupation members of terms of it	of the other interests to the control of an employment of the control of the control of the constitution to the constitution t	sted bodies, tions Act, I' lloyment cou fine such un ef) cials were co represent it nates
me of trace dress	r of Labour Relations, 1707, nance of an agreement apply, in terms of section of this trade union, for the section of the sec	reached won 62 of the the registrate or occupation members of terms of it	ith other interence Labour Relaction of an empergraph and decrease here full-time office constitution to	sted bodies, tions Act, It is is is in the such un of the such units and under units and units
e Registrar vate Bag 7 vate Bag 7 vate Bag 7 vate Bag 7 vate by a on behalfor the in the arm We certiappointe the emploid (2) (3) (4) (4) (5) (6)	r of Labour Relations, 1707, nance of an agreement apply, in terms of sectif of this trade union, for the section of the sect	reached won 62 of the registrate or occupation members of terms of it	ith other interence Labour Relation of an empercupation, and deat on reverse here a constitution to Alter	sted bodies, tions Act, I'cloyment cou- fine such un of) cials were corepresent it nates
In pursu hereby a on behali for the	r of Labour Relations, 1707, nance of an agreement apply, in terms of sections of this trade union, for this trade union, for this trade union, for the trade union in the trade union	reached won 62 of the registrate or occupation members of terms of it	ith other interest Labour Relation of an emperormal description, and description for full-time office constitution to	sted bodies, tions Act, I loyment country to the such uners or represent it nates

5.	We certifindustry the trade	y that the information igiven in the following union as at the above o	n respect of table is in a late.	theeccordance with	the records of
	*	1	2	3	4
ach regi	ea/State sub-area of istration parately	Interests represented	Number of members	Number of members in column 2 who are more than 3 months in arrear	Estimated number of persons eligible for membership but not enrolled
То	TAL				
The epar	informati rate area.	ion required in columns	1, 2, 3 and	l 4 must be in re	spect of each
_	Vitnesses:			Yours faithful	lly,
L			Cha	irman of the trac	le union
2		***************************************	Secr	etary of the trade	union
ote.	union,	to be suitably modified and to be endorsed by t headquarters.	when app the chairm	licant is a branc an and secretary	ch of a trade of the trade
		LABOUR RE	LATIONS	ACT, 1985	Form L.R.
		Application by an E Registration of a	Employers' (Organization for	
V. <i>B</i> .	This for individual in the contract of the con	orm should be suitably lual employer.	modified v	when application	is made by a
o th	inization (he emplo:	te form must be comple or individual employer, yment council, and sul ansmission to the Regi	, as the case bmitted to t	may be, which c	er who is a par
		oloyers' organization			,
	******************		****		
Add	iress	-	••••	•••••••••••	
		r of Labour Relations,	Date .		
	ate Bag 7 iseway.	707,			
Sir,	_			*** *	
1.		nance of an agreement apply, in terms of sect of this employers' org ancil for the			tions Act, 198
	-	e undertaking, industry, taking, industry, trade ea of	or occupation	on on the reverse	hereof)
2.	in the ar	taking, industry, trade	or occupation	on on the reverse	hereof) ere duly appoi
2.	in the ar We certified by the	taking, industry, trade ea of	embers or fu	on on the reverse Ill-time officials was of its constitut Alte	hereof) vere duly appoil tion to reprose rnates
2.	in the ar We certified by the it on the	taking, industry, trade ea of fy that the following me employers' organiza employment council:	embers or fution in term	on on the reverse	rere duly appolition to represe
2.	in the ar We certified by the it on the (1)	taking, industry, trade ea of fy that the following me the employers' organiza employment council: Representatives	or occupation	on on the reverse	rere duly appolion to represe
2.	in the ar We certified by the it on the (1)	taking, industry, trade ea of fy that the following me the employers' organiza employment council: Representatives	embers or fution in term	on on the reverse	rere duly appolion to represe
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(8) (9)					
3. The em	ployers' organiza		ts the is	nterests set out	on the reverse
	dress of the head				
	vill be				
industry	ify that the inform given in the foers' organization	llowing table	is in ac		records of thi
*	1		2	3	4
Area:State ach sub-are of registration separately	represente	d	mber of nbers	Number of men:bers included in column 2 who are more than 3 months in arrear	Estimated umber of persons eligible for membership but not enrolled
TOTAL	mation required	in columns I	2 3 an	d 4 must be in	respect of ear
eparate area			2, 5 u /.	Yours faithfu	
As Witnesses					
1	***************************************		Ch	airman	***********
2			_	oyers' organization	
			Sec	cretary	
		of	the emple	oyers' rganization	
orgar	to be suitably modization, and to be overs' organization	endorsed by the	ant is a b chairma	ranch of an emplo n and secretary of	yers' f the
				Fo	orm L.R. 15
	LABO	UR RELATIO	NS AC	Т, 1985	
	Certificate of F	Registration of a	an Empl	oyment Council	
A. This	is to certify that th	he			
			•••••		
		(name of employ		uncil	
has, i as an	n terms of section employment cour	65 of the Labouncil for the	r Relati	ons Act, 1985, bea	en registered
as se	(underto	aking, industry,	trade or		
***************************************		(area			
	effect from the		•		, 19
		•	Regis	trar of Labour Re	elations
term: effect	scope of registrations of section 67 of from the	the Labour Re	e-named lations	employment cou Act, 1985, been v 19, the	uncil has, in varied. With employment
	cil is registed for the	(undertaking,	indust	ry, trade or	occupation)
***************************************		(are	a)		
		(a) C	***************************************		
			Regis	trar of Labour Re	elation s
Date		, 19			

Certificate of Registration of an Employment Council: Change of Name

A.	I hereby certify that the
	(new name of employment council)
	as the
	(old name of employment council)
	was registered by me, in terms of section 65 of the Labour Relations Act, 1985, under its new name, with effect from the
	The scope of registration of the said employment council for the
	(undertaking, industry, trade or occupation)
	as set out on the reverse hereof, in
	(area) Date, 19
	Registrar of Labour Relations
В.	The scope of registration of the above named employment council has, in terms of section 67 of the Labour Relations Act, 1985, been varied. With effect from the, 19, the employment
	council is registered for the
	(undertaking, industry, trade or occupation)
	as set out on the reverse hereof, in (area)
	Registrar of Labour Relations Date
_	, 19
	Form L.R. 17
	LABOUR RELATIONS ACT, 1985
Appli	ication for Variation of Scope of Registration of an Employment Council
-	
N.B. −	This application must be submitted in duplicate, and be accompanied by information and tables similar to that required to be furnished by paragraphs 3 and 5 of form L.R. 13 in respect of each trade union and by paragraphs 3 and 5 of form L.R. 14 in respect of each employers' organization which is party to the employment council.
V.B	This application must be submitted in duplicate, and be accompanied by information and tables similar to that required to be furnished by paragraphs 3 and 5 of form L.R. 13 in respect of each trade union and by paragraphs 3 and 5 of form L.R. 14 in respect of each employers' organization which is party to the employment council.
Name	This application must be submitted in duplicate, and be accompanied by information and tables similar to that required to be furnished by paragraphs 3 and 5 of form L.R. 13 in respect of each trade union and by paragraphs 3 and 5 of form L.R. 14 in respect of each employers' organization which is party to the employment council. c of employment council
Name	This application must be submitted in duplicate, and be accompanied by information and tables similar to that required to be furnished by paragraphs 3 and 5 of form L.R. 13 in respect of each trade union and by paragraphs 3 and 5 of form L.R. 14 in respect of each employers' organization which is party to the employment council.
Name Addre The H Priva Cause Sir, emple	This application must be submitted in duplicate, and be accompanied by information and tables similar to that required to be furnished by paragraphs 3 and 5 of form L.R. 13 in respect of each trade union and by paragraphs 3 and 5 of form L.R. 14 in respect of each employers' organization which is party to the employment council. e of employment council Date Registrat of Labour Relations, te Bag 7707,
Name Addre Cause Sir, emple 1985, the ir	This application must be submitted in duplicate, and be accompanied by information and tables similar to that required to be furnished by paragraphs 3 and 5 of form L.R. 13 in respect of each trade union and by paragraphs 3 and 5 of form L.R. 14 in respect of each employers' organization which is party to the employment council. c of employment council ess. Date Registrat of Labour Relations, te Bag 7707, eway. We hereby, in pursuance of a resolution adopted by the above-mentioned of the variation of the scope of registration of this employment council by acclusion/exclusion of
Name Addre Cause Sir, emple 1985, the ir	This application must be submitted in duplicate, and be accompanied by information and tables similar to that required to be furnished by paragraphs 3 and 5 of form L.R. 13 in respect of each trade union and by paragraphs 3 and 5 of form L.R. 14 in respect of each employers' organization which is party to the employment council. c of employment council ess. Date Registrat of Labour Relations, te Bag 7707, eway. We hereby, in pursuance of a resolution adopted by the above-mentioned of the variation of the scope of registration of this employment council by acclusion/exclusion of
Name Addre The H Priva Cause Sir, emple 1985,	This application must be submitted in duplicate, and be accompanied by information and tables similar to that required to be furnished by paragraphs 3 and 5 of form L.R. 13 in respect of each trade union and by paragraphs 3 and 5 of form L.R. 14 in respect of each employers' organization which is party to the employment council. c of employment council ess. Date Registrat of Labour Relations, te Bag 7707, eway. We hereby, in pursuance of a resolution adopted by the above-mentioned of the variation of the scope of registration of this employment council by acclusion/exclusion of
Name Addre The F Priva Cause Sir, emple 1985, the ir	This application must be submitted in duplicate, and be accompanied by information and tables similar to that required to be furnished by paragraphs 3 and 5 of form L.R. 13 in respect of each trade union and by paragraphs 3 and 5 of form L.R. 14 in respect of each employers' organization which is party to the employment council. e of employment council ESS. Date Registrat of Labour Relations, te Bag 7707, eway. We hereby, in pursuance of a resolution adopted by the above-mentioned coment council, apply, in terms of section 67 of the Labour Relations Act, and the scope of registration of this employment council by acclusion/exclusion of
Name Addre Friva Cause Sir, emple	This application must be submitted in duplicate, and be accompanied by information and tables similar to that required to be furnished by paragraphs 3 and 5 of form L.R. 13 in respect of each trade union and by paragraphs 3 and 5 of form L.R. 14 in respect of each employers' organization which is party to the employment council. e of employment council ess. Date Registrat of Labour Relations, te Bag 7707, eway. We hereby, in pursuance of a resolution adopted by the above-mentioned oyment council, apply, in terms of section 67 of the Labour Relations Act, for the variation of the scope of registration of this employment council by neclusion/exclusion of
Name Addre Fhe H Priva Cause Sir, emple 1985, the ir	This application must be submitted in duplicate, and be accompanied by information and tables similar to that required to be furnished by paragraphs 3 and 5 of form L.R. 13 in respect of each trade union and by paragraphs 3 and 5 of form L.R. 14 in respect of each employers' organization which is party to the employment council. The of employment council pply, in terms of section 67 of the Labour Relations Act, for the variation of the scope of registration of this employment council by inclusion/exclusion of the scope of registration of this employment council by inclusion/exclusion of the scope of registration of this employment council by inclusion/exclusion of the scope of registration of the scope of registration of the scope of the scop
Name Addre The F Priva Cause Sir, the ir	This application must be submitted in duplicate, and be accompanied by information and tables similar to that required to be furnished by paragraphs 3 and 5 of form L.R. 13 in respect of each trade union and by paragraphs 3 and 5 of form L.R. 14 in respect of each employers' organization which is party to the employment council. e of employment council ess. Date Registrat of Labour Relations, te Bag 7707, eway. We hereby, in pursuance of a resolution adopted by the above-mentioned oyment council, apply, in terms of section 67 of the Labour Relations Act, for the variation of the scope of registration of this employment council by neclusion/exclusion of
Name Addre Fhe I Priva Cause Sir, emple 1985, the ir	This application must be submitted in duplicate, and be accompanied by information and tables similar to that required to be furnished by paragraphs 3 and 5 of form L.R. 13 in respect of each trade union and by paragraphs 3 and 5 of form L.R. 14 in respect of each employers' organization which is party to the employment council. The of employment council The of employment council The council and tables similar to that required to be furnished by paragraphs 3 and 5 of form L.R. 14 in respect of each trade union and by paragraphs 3 and 5 of form L.R. 13 in respect of each trade union and by mixed each employers' organization which is party to the employment council. The of employment council and the employment council apply, in terms of section 67 of the Labour Relations Act, for the variation of the scope of registration of this employment council by actusion/exclusion of the scope of registration of this employment council by actusion/exclusion of the scope of registration of this employment council by actusion/exclusion of the scope of registration of this employment council by actually the scope of registration of the scope o

Extension of Agreement

olication must be submitted	l in duplicate.
eil	
, 19, being	the present expiry date
th the agreement relates i	s in accordance with the
1	2
N	
Number of employers	Number of employees
	ours faithfully,
	of the Chairman, Vice- and Secretary, or three
duly auth	orized representatives of syment council

	Form L.R. 19
R RELATIONS ACT, 1985	5
ppointment of a Designated	Agent
ions,	
as directed me to request you	to appoint the person
are given below as the des of section 69 of the Labour	signated agent of the Relations Act, 1985.
*	
ticulars	
as to the character of the abo	
	faithfully,
_ 5 411 5	5.
9,	
	Date

Certificate of Appointment of Designated Agent
This is to certify that
nas, in terms of section 69 of the Labour Relations Act, 1985, been appointed
by the Registrar as a designated agent of the
(name of employment council) .
Dated at Harare this day of, 19,
Dated at Harare tills
Registrar of Labour Relations
Form L.R. 22
LABOUR RELATIONS ACT, 1985
Notification to Party to Attend Proceedings
То
Name and adress of party
You are hereby notified that the matter/appeal concerning
(subject of appeal/matter)
in respect of which a notice of appeal/reference was made on the
and to which you are a party/to which you have been joined as a party/shall be
(specify the Tribunal, or the name designation of the Officer, as the
case may be)
at (place)
on at the hourm.
N.B.—If, as a party, you fail to attend the hearing at the time and place notified, the hearing may proceed without you to the possible detriment of your interests.
Given under my hand at this
day of
Registrar on behalf of Tribunal* Senior Labour Relations Officer* Labour Relations Officer*
* Delete inapplicable.
Form L.R. 29 LABOUR RELATIONS ACT, 1985
Show Cause Order
To
address of party
Van are breeky directed to empor before
You are hereby directed to appear before
(name and designation of appropriate authority) at
(place)
on at the hour m.,
to show cause why the collective job action/lock-out threatened/anticipated/
initiated/by you/against you/on (date of notification of action in terms of section 120 (2) of the Act, or date of commencement of action)
and involving (Name or designation and, if applicable address, of employer,
undertaking, trade or occupation affected by action)
should not be disposed of in terms of section 123 of the Act.
Pending the determination of this matter I further direct that the collective
job action/lock-out— (a) be terminated/postponed/suspended; or
(b) be reduced to the following extent

Disposal Order

V. <i>B.</i>	(ii)	Three copies of this form shall be completed by the Appropriate authority, of which one shall be retained by him and the others shall be served on the parties to the dispute. Any party who does not comply with the whole or any part of this disposal order shall be guilty of an offence, and liable to a fine not exceeding two thousand dollars or to imprisonment not exceeding one year or to both such fine and such imprisonment.
		ignation and address of appropriate authority making the disposal
order .		
		addresses of parties to the dispute
C eturn	day	of show cause order
		spute to which disposal order relates
	**	
order t	y a	ppropriate authority to dispose of dispute

**************	******	

ate o	f di	sposal order, 19,
Prved		parties by hand/posted to parties concerned on
		(Appropriate authority)
		Form L.R. 3 LABOUR RELATIONS ACT, 1985
		Notice of Appeal to Labour Court
	N.E	 (i) This notice must be completed in triplicate by the appellant; two copies shall be sent to the Registrar, one which shall be served or the respondent.
		 (ii) A person noting an appeal on behalf of another person or body shall indicate on this form at which address process should be served (iii) A copy of the decision, determination or order being appealer against must be attached to this notice. (iv) An appeal against decision of the Registrar in terms of section 47 65 or 67 of the Act as read with section 11 of the Labour Relation (General) Regulations, 1993, must be lodged within thirty days of the date on which the appellant was notified of the decision.
	То	the Registrar,
	ĭ,	
	of	(name of the person noting the appeal)
	01	(address of the above)
	her ord Em	eBy note an appeal to the Cou _r nt from the attached decision/determination er/show cause order/disposal order (<i>delete inapplicable</i>) of /the Minister/the Registrar/the Works Council/the Nationa ployment Council/the appropriate authority named therein (<i>delete inappli</i> 16).
	Inc	ote this appeal on my own behalf/on behalf of
		(name and address of person or body on whose behalf acting)
	in -	ny capacity as
		(specify interest in appeal)
		e grounds on which this appeal is noted are as follows:

I wis		have summoned to attend the appeal the following persons as wit- Name Address Notes
*		
		(Signature of person noting appeal)
As W	Jitna	
		sses:
For o	ffici	al use only
Rece	ived	by the Registrar on the
		Registrar

* Delete inapplicable.

Summons

То		Name	of witness and ad	dress
You are hereby required to	appear in pe	erson before*		
Tod are hereby required to				
•••••				
on	(pla			
		(date)		
at the hourday to which the proceeding	ngs may be	postponed, g	iving evidence re	especting†
You are to bring with you a	and then pro-	duce to*		
the several books, docume List of books,	ents and/or	things specifi	ied in the list h	
1				
3				
N.B.—If you fail to appear you shall be guilty o thousand dollars or to both such fine a	in person as f an offence o imprisonmend such imp	witness at the and liable to ent for a peri- risonment.	ne time and place a fine not exceeding	e notified, eding two cone year
Given under my hand a day of			this	
		Senior La	r on behalf of Tri bour Relations Of	fficer‡
*State body or person concern †Specify in what connexion w. ‡Delete whichever is inapplica	itness is requ		r Relations Office vidance.	r;
			Form L.R. 33	
LABOUR RELATION	S ACT ICH	APTER 28:01	1	
LABOUR IN				
INSPECT	TION FORM	1	÷.	
N.B		•		
(a) This form shall be complete	d in triplicat	e. `		
(b) All copies of this form shall and the employer/his or her			fficer/inspector	
(c) Any contravention shall be n for comments/action taken p			tify in the space	
Name and address of employer (ph	ysical):			
Inspection date:				,
Industry classification:				
State:				
(a) Collective Bargaining Agree	ement: S.I. N	Io.:		,
(b) Employment Regulations: S	.I. No.:	*		
(c) Works Council/Plant level A	Agreement:			
1. Employees Profile:	-		• • •	•
Nature of Contract	Nu	mber of empl	oyees	•
	Totals	Males	Females	
(i) Permanent				
. (ii) Fixed Term Contract				. 1
(a) Seasonal	• 1			
(b) Casual				
(iii) Employees under 15 years		}	1	

2.1 General Conditions of Employment

Condi	tions of employment	Tick if in compliance	Comments by labour officer/inspector and action taken to rectify
(i)	Grading and wages	· · · · · · · · · · · · · · · · · · ·	
(ii)	Hours of work		
(iii)	Short time work		
(iv)	Special/Annual/ Casual leave		
(v)	Vacation leave		
(vi)	Sick leave		
(vii)	Maternity leave		
(viii)	Overtime		
(ix)	Deductions		
(x)	Incentive production bonus scheme		
(xi)	Industrial holidays		
(xii)	Gratuities		
(xiii)	Pension scheme		
(xiv)	Accommodation		

2.2 General Conditions of Employment: Health and Safety

Cond	itions of employment	Provided for/ Not provided for	Comments by labour officer/inspector and action taken
(i)	Protective clothing		
(ii)	NSSA—workman's compensation		
(iii)	Health and safety committee		

2.3 General Conditions of Employment: HIV and AIDS

(Paragraph inserted by s.i 64 of 2008]

	Conditions of employment	Provided for/ Not provided for	Comments by labour officer/ inspector and action taken
(i)	Accessibility of S.I. 202 of 1998.		
(ii)	Any HIV and AIDS (a) Sector policy in place (b) Workplace		
(iii)	Any HIV and AIDS commitee/ coordinator		·
(iv)	Education and awareness of employees		
(v)	HIV and AIDS risk management		
(vi)	Any peer educators and counsellors		
(vii)	Medical Testing		
(viii)	Care and Support"		

Institution/Instrument	Functional/ Existence	Non-existent	Comments by labour officer/inspector and action taken
(i) Workers Committee			·
(ii) Works Council			•
iii) Trade Unions:	-		
(a) Registered		-	
(b) Unregistered			
iv) Employers Organisations:	1		•
(a) Registered (b) Unregistered			
(v) Employment Council			
vi) Employment Code of Conduct:			,
(a) Works Council			
(b) NEC			
Books or documents/record (i)(ii)		· · · · · · · · · · · · · · · · · · ·	
(i)	*>,	· · · · · · · · · · · · · · · · · · ·	
(i)	**		
(i) (ii) 5. General observations: igned: Employer/Representativ			
(i)			
(i) (ii) 5. General observations: igned: Employer/Representative sate:		Labour	
(i) (ii) 5. General observations: igned: Employer/Representative	DEFICIAL USE	Labour	officer/Inspector
(i) (ii) 5. General observations: igned: Employer/Representative eate: SUPERVISOR: INSPECTORATE U	DEFICIAL USE	Labour	officer/Inspector