

**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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**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.

## PART II

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[Subsection repealed by s.i. 154 of 2003.]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

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

#### **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 of 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.

9. ....

[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) mines;
  - (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 date 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 and 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

- N.B.—** (i) This application must be submitted in duplicate.  
(ii) The requirements prescribed by the Act are indicated in this form, and careful completion is essential to avoid undue delay.  
(iii) Areas may be defined by stating definite boundaries, or by giving a centre, such as a post office, and the radius therefrom in kilometres.  
(iv) This application is also valid for the registration of a federation of trade unions: where application is made in respect of a federation, delete, where appropriate, any reference to a "trade union" and substitute "federation".

Name of trade union .....

Address .....

The Registrar of Labour Relations,  
Private Bag 7707,  
Causeway.

Date .....

Sir,

1. We hereby, in terms of section 33 of the Labour Relations Act, 1985, and in accordance with a resolution adopted at a meeting held on the .....  
19....., apply for the registration of this trade union in respect of—  
(a) the interests of employees engaged or employed as .....

- (b) in .....  
(State the one particular undertaking, industry, trade or occupation and define such undertaking, industry, trade or occupation on reverse hereof.)

- (c) in the area .....

2. Two copies of the constitution and rules of the trade union including all amendments, duly authenticated by the signature of the chairman and secretary as being true copies, are attached.

3. The following are the particulars of the members of the governing body of the trade union:

Designation	Name	Address
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

4. The under-mentioned persons are officials or office-bearers of the trade union:

Designation	Name	Address
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

5. The following particulars are supplied in accordance with section 34 of the Labour Relations Act, 1985—

- (a) name(s) and address(es) of person(s) applying for the registration of the trade union .....

- (b) name(s) and address(es) of the organization(s) to which the trade union is affiliated .....

- (c) sources of funds: membership fees and/or union dues (delete inapplicable); specify any other source .....

6. The information with respect to membership given in the following table is correct as at the above date.

*	1	2	3	4
Area/Name of trade union: (see Note (1) below)	Trade or occupation	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				

\*Notes.—(1) In the case of a registration of a trade union, specify each sub-area or branch separately; in the case of a registration of a federation, state only the name of each constituent trade union.

(2) The information required in columns 1, 2, 3 and 4 must be in respect of each separate area or branch of the trade union or, in the case of a federation, in respect of each constituent trade union.

Yours faithfully,

As Witnesses:

1. ....

Chairman

2. ....

Secretary

Date ....., 19.....

Form L.R. 2

# LABOUR RELATIONS ACT, 1985

## Application for the Registration of an Employers' Organization

- N.B.— (i) The application must be submitted in duplicate.  
(ii) The requirements prescribed by the Act are indicated in this form, and careful completion is essential to avoid delay.  
(iii) Areas may be defined by stating definite boundaries, or by giving a centre, such as a post office, and the radius therefrom in kilometres.  
(iv) This application is also valid for the registration of a federation of employers' organizations: where application is made in respect of a federation, delete, where appropriate, any reference to an "employers' organization" and substitute "federation".

Name of employers' organization .....

Address .....

The Registrar of Labour Relations,  
Private Bag 7707,  
Causeway.

Date .....

Sir,

- We hereby, in terms of section 33 of the Labour Relations Act, 1985, and in accordance with a resolution adopted at a meeting held in the ..... of 19....., apply for the registration of this employers' organization in respect of—  
(a) the interests of the employers' engaged in .....  
(b) in .....  
(State the one particular undertaking, industry, trade or occupation and define such undertaking, industry, trade or occupation on the reverse hereof.)  
(c) in the area .....  
2. Two copies of the constitution and rules of the employers' organization including all amendments, duly authenticated by the signatures of the chairman and secretary as being true copies, are attached.  
3. The following are the particulars of the members of the governing body or the employers' organization:

Designation	Name	Address
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....



4. The under-mentioned persons are officials or office-bearers of the employers' organization:

Designation	Name	Address
.....	.....	.....
.....	.....	.....
.....	.....	.....

5. The following particulars are supplied in accordance with section 34 of the Labour Relations Act, 1985—

(a) name(s) and address(es) of person(s) applying for the registration of the employers' organization .....

(b) name(s) and address(es) of the organization(s) to which the employers' organization is affiliated .....

(c) sources of funds: membership fees and/or association dues (*delete inapplicable*); specify any other source .....

6. The information with respect to membership given in the following table is correct as at the above date.

1*	1	2	3	4
Area/Name of employers' organization (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				

\* Notes.—(1) In the case of a registration of an employers' organization, specify each sub-area or branch separately; in the case of a registration of a federation, state only the name of each constituent employers' organization.

(2) The information required in columns 1, 2, 3 and 4 must be in respect of each separate area or branch of the employers' organization or in the case of a federation, in respect of each constituent employers' organization.

Yours faithfully,

As Witnesses:

1. .... Chairman

2. .... Secretary

Date ....., 19.....

Form L.R. 5

Certificate No. ....

# LABOUR RELATIONS ACT, 1985

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

Original date of registration .....

This is to certify that .....

(name of trade union, employers' organization or federation)

has been registered as a trade union/an employers' organization/a federation of trade unions/a federation of employers' organizations/in terms of section 33 of the Labour Relations Act, 1985, in respect of the interests as set out in Table "A" in the .....

(undertaking, industry, trade or occupation)

within the area as set out in Table "C".

This certificate is subject to any variations shown in Table "B" or Table "D".

Dated at Harare this ..... day of ....., 19.....

Registrar of Labour Relations

## TABLE "A" INTERESTS REGISTERED

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

**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 varied by—

Interests	Date of variation	Registrar of Labour Relations
1. ....		
2. ....		
3. ....		

**TABLE "C"**  
**AREA REGISTERED**

.....

.....

.....

**TABLE "D"**  
**VARIATION OF AREA**

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 varied by—

Interests	Date of variation	Registrar of Labour Relations
1. ....		
2. ....		
3. ....		

Form L.R. 7

**'LABOUR RELATIONS ACT, 1985**

**Application for Variation of Scope of Registration of a  
Trade Union**

- N.B.—* (i) This application must be submitted in duplicate.  
(ii) The requirements prescribed by the Act are indicated in this form, and careful completion is essential to avoid delay.  
(iii) Areas may be defined by stating definite boundaries, or by giving a centre, such as a post office, and the radius therefrom in kilometres.

Name of trade union .....

Address .....

Date .....

The Registrar of Labour Relations,  
Private Bag 7707,  
Causeway.

Sir,

- We hereby, in terms of section 39 of the Labour Relations Act, 1985, and in accordance with a resolution adopted at a meeting of ..... held on the ....., 19....., apply for a variation of the scope of registration of this trade union.
- The interests in respect of which the trade union seeks to delete from or add to those already set forth in its certificate of registration are:  
.....  
.....
  - in the .....  

(undertaking, industry, trade or occupation)
  - the area(s) in respect of which (a) is/are concerned are—  
.....  
.....

3. The information with respect to membership given in the following table is correct as at the above date.

*	1	2	3	4
Area: state each sub-area or branch separately	Trade or occupation	Number of members	Number of member whose subscriptions are more than 3 months in arrear	Estimated number of persons eligible for membership but not enrolled
TOTAL				

\*The information required in columns 1, 2, 3 and 4 must be in respect of each separate area and branch.

Yours faithfully,

As Witnesses:

1. .... Chairman

2. .... Secretary

Date ....., 19.....

Form L.R. 8

### LABOUR RELATIONS ACT, 1985

#### Application for Variation of Scope of Registration of an Employers' Organization

- N.B.— (i) This application must be submitted in duplicate.  
(ii) The requirements prescribed by the Act are indicated in this form, and careful completion is essential to avoid delay.  
(iii) Areas may be defined by stating definite boundaries, or by giving a centre, such as a post office, and the radius therefrom in kilometres.

Name of employers' organization .....

Address .....

Date .....

The Registrar of Labour Relations,  
Private Bag 7707,  
Causeway.

Sir,

1. We hereby, in terms of section 39 of the Labour Relations Act, 1985, and in accordance with a resolution adopted at a meeting of .....  
.....  
held on the ....., 19....., apply for a variation of the scope of registration of this employers' organization.
2. (a) The interests in respect of which the employers' organization seeks to delete from or add to those already set forth in a certificate of registration are .....
- (b) in the .....  
.....  
(undertaking, industry, trade or occupation)
- (c) the area(s) in respect of which (a) is concerned is/are—  
.....  
.....

*	1	2	3	4
Area: state each sub-area or branch separately	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				

\*The information required in columns 1, 2, 3 and 4 must be in respect of each separate area and branch.

Yours faithfully,

As Witnesses:

1. .... Chairman

2. .... Secretary

Date ....., 19.....

Certificate No. ....

## LABOUR RELATIONS ACT, 1985

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

This is to certify that .....  
formerly registered on the .....  
as the .....

*(old name of trade union, employers, organization or federation)*  
has been registered under the first-mentioned name as a trade union/an employers'  
organization/a federation of trade unions/a federation of employers' organiza-  
tions/in terms of section 33 of the Labour Relations Act, 1985, in respect of the  
interests as set out in Table "A" in the .....

*(undertaking, industry, trade or occupation)*  
within the area as set out in Table "C".

This certificate is subject to any variation shown in Table "B" or "D"

Dated at Harare this ..... day of ....., 19.....

.....  
*Registrar of Labour Relations*

**TABLE "A"**  
**INTERESTS REGISTERED**


**TABLE "B"**  
**VARIATION OF INTERESTS**

The scope of registration of the within-named trade union/employee organization has, in terms of section 39 of the Labour Relations Act, 1985, been varied by—

Interests	Date of variation	Registrar of Labour Relations
1. ....		
2. ....		
3. ....		

**TABLE "C"**  
**AREA REGISTERED**


**TABLE "D"**  
**VARIATION OF AREA**

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 varied by—

Area	Date of variation	Registrar of Labour Relations
1. ....		
2. ....		
3. ....		

## Form L.R. 10.

YEAR 19 .....

TOTAL		Number	Name	Address	Trade or occupation	Date of joining		
			Arrears				JANUARY	
			Sub					
			Fine					
			Levies					
			Arrears				FEBRUARY	
			Sub					
			Fine					
			Levies					
			Arrears				MARCH	
			Sub					
			Fine					
			Levies					
			Arrears				APRIL	
			Sub					
			Fine					
			Levies					
			Arrears				MAY	
			Sub					
			Fine					
			Levies					
			Arrears				JUNE	
			Sub					
			Fine					
			Levies					
			Arrears				JULY	
			Sub					
			Fine					
			Levies					
			Arrears				AUGUST	
			Sub					
			Fine					
			Levies					
			Arrears				SEPTEMBER	
			Sub					
			Fine					
			Levies					
			Arrears				OCTOBER	
			Sub					
			Fine					
			Levies					
			Arrears				NOVEMBER	
			Sub					
			Fine					
			Levies					
			Arrears				DECEMBER	
			Sub					
			Fine					
			Levies					
			Arrears as at 31st December, 19.....					

**N.B.**—This statement must be submitted in duplicate.

[illegible]

Date .....

Sir,

1. (a) The unregistered trade union/unregistered employers' organization/  
unregistered federation of trade unions/unregistered federation of  
employers' organizations operates in the area(s) of .....

(b) in respect of the employees/employers engaged in .....

2. Two copies of the constitution and rules of the unregistered trade union/unregistered employers' organization/unregistered federation of trade unions/unregistered federation of employers' organizations, including all amendments, duly authenticated by the signatures of the chairman and secretary as being true copies, are attached.

3. The following particulars of the members of the governing body/executive committee are supplied:

### Designation

Name \_\_\_\_\_

*Address*

**4. The under-mentioned persons are officials or office-bearers of the unregistered trade union/unregistered employers' organization/unregistered federation of trade unions/unregistered federation of employers' organizations:**

**Designation**

Name

**Address**

5. The information with respect to membership given in the following table is correct as at the above date.

*	1	2	3	4
Area/Name of trade union or employers' organization (see Note (1) below)	Trade or occupation	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
<b>TOTAL</b>				

\*Notes.—(1) In the case of an unregistered trade union or employers' organization, specify each sub-area or branch separately; in the case of an unregistered federation, state the name of each constituent trade union or employers' organization.

(2) *The information required in columns 1, 2, 3 and 4 must be in respect of each separate area and branch or, in the case of a federation, in respect of each constituent trade union or employers' organization.*

**As Witnesses:**

1. \_\_\_\_\_

**Chairman**

**2.** \_\_\_\_\_

.....  
**Secretary**

Date \_\_\_\_\_, 19\_\_\_\_

## LABOUR RELATIONS ACT, 1985

**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 submitted in duplicate

Name of unregistered trade union/employers' organization/federation of trade unions/federation of employers' organizations.....

Address .....

The Registrar of Labour Relations,  
Private Bag 7707,  
Causeway.

Date .....

Sir,

The number of members/member trade unions/member employers' organizations and other information in respect of the membership of this unregistered trade union/employers' organization/federation of trade unions/federation of employers' organizations, in terms of subsection (13) of section 3 of the Labour Relations (General) Regulations, 1993, as at the 31st December, 19....., or at the date specified by the Registrar, is as detailed on the attachment. We, the undersigned, being chairman and secretary of the unregistered trade union/employers' organization/federation of trade unions/federation of employers' organizations, hereby certify that the information given in this return in respect of .....

*(undertaking, industry, trade or occupation, or, in the case of a federation undertakings, industries, trades or occupations covered by member trade unions/employers' organizations)*

is in accordance with the records of this unregistered trade union/employers' organization/federation of trade unions/federation of employers' organizations.

Yours faithfully,

As Witnesses:

1. .... Chairman  
2. .... Secretary

Date ....., 19.....

**RETURN OF MEMBERSHIP**

Table to be completed by an unregistered trade union/employers' organization/federation of trade unions/federation of employers' organizations.

* Area/Name of trade union or employers' organization (see Note (1) below)	1 Interests or enterprises represented	2 Number of members	3 Number of members in column 2 who are more than 3 months in arrear	4 Estimated number of persons eligible for membership but not enrolled

Form L.R. 13

## LABOUR RELATIONS ACT, 1985

**Application by a Trade Union for Registration of an  
Employment Council**

*N.B.*—A separate form must be completed in duplicate on behalf of each trade union which is a party to the employment council and submitted to the secretary of the employment council for transmission to the Registrar.

Name of trade union .....

Address .....

Date .....

The Registrar of Labour Relations,  
Private Bag 7707,  
Causeway.

Sir,

1. In pursuance of an agreement reached with other interested bodies, we hereby apply, in terms of section 62 of the Labour Relations Act, 1985, on behalf of this trade union, for the registration of an employment council for the .....

*(state the undertaking, industry, trade or occupation, and define such undertaking, industry, trade or occupation on reverse hereof)*  
in the area of .....

2. We certify that the following members or full-time officials were duly appointed by the trade union in terms of its constitution to represent it on the employment council:

Representatives	Alternates
(1) .....	.....
(2) .....	.....
(3) .....	.....
(4) .....	.....
(5) .....	.....
(6) .....	.....
(7) .....	.....
(8) .....	.....
(9) .....	.....
(10) .....	.....

3. The trade union represents the interests set out on the reverse hereof.

4. The address of the headquarters of the employment council, until further notice, will be .....
5. We certify that the information in respect of the ..... industry given in the following table is in accordance with the records of the trade union as at the above date.

*	1	2	3	4
Area/State each sub-area of registration separately	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
TOTAL				

*\*The information required in columns 1, 2, 3 and 4 must be in respect of each separate area.*

Yours faithfully,

As Witnesses:

1. .... Chairman of the trade union
2. .... Secretary of the trade union

*Note.*—Form to be suitably modified when applicant is a branch of a trade union, and to be endorsed by the chairman and secretary of the trade union at headquarters.

# LABOUR RELATIONS ACT, 1985

Form L.R. 14

## Application by an Employers' Organization for Registration of an Employment Council

*N.B.*—This form should be suitably modified when application is made by an individual employer.

A separate form must be completed in duplicate on behalf of each employers' organization or individual employer, as the case may be, which or who is a party to the employment council, and submitted to the secretary of the employment council for transmission to the Registrar.

Name of employers' organization .....

Address .....

Date .....

The Registrar of Labour Relations,  
Private Bag 7707,  
Causeway.

Sir,

1. In pursuance of an agreement reached with other interested bodies, we hereby apply, in terms of section 62 of the Labour Relations Act, 1985, on behalf of this employers' organization, for the registration of an employment council for the .....

(state the undertaking, industry, trade or occupation, and define such undertaking, industry, trade or occupation on the reverse hereof)

in the area of .....

2. We certify that the following members or full-time officials were duly appointed by the employers' organization in terms of its constitution to represent it on the employment council:

**Representatives**

**Alternates**

- |           |       |
|-----------|-------|
| (1) ..... | ..... |
| (2) ..... | ..... |
| (3) ..... | ..... |
| (4) ..... | ..... |
| (5) ..... | ..... |
| (6) ..... | ..... |
| (7) ..... | ..... |





Certificate No. ....

**LABOUR RELATIONS ACT, 1985****Certificate of Registration of an Employment Council:  
Change of Name**

A. I hereby certify that the .....  
 .....  
 .....  
 (new name of employment council)  
 formerly registered on the .....  
 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 ....., 19.....  
 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

B. 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.....

**LABOUR RELATIONS ACT, 1985****Application 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 para-  
 graphs 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' orga-  
 nization which is party to the employment council.

Name of employment council .....

Address.....

Date .....

The Registrar of Labour Relations,  
 Private Bag 7707,  
 Causeway.

Sir,

We hereby, in pursuance of a resolution adopted by the above-mentioned  
 employment council, apply, in terms of section 67 of the Labour Relations Act,  
 1985, for the variation of the scope of registration of this employment council by  
 the inclusion/exclusion of .....

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(area)

Yours faithfully,

As Witnesses:

1. ....

.....

2. ....

.....

Chairman

Secretary

## LABOUR RELATIONS ACT, 1985

## Extension of Agreement

*N.B.*—This application must be submitted in duplicate.

Name of employment council .....

Address .....

Date .....

The Registrar of Labour Relations,  
Private 7707,  
Causeway.

Sir,

1. In terms of section 87 of the Labour Relations Act, 1985, we hereby request that the agreement dated the ....., 19....., shall be extended for a period of ..... months, from the ..... of the agreement, 19....., being the present expiry date of the agreement.
2. The subjoined statement of the number of employers and employees engaged in the industry to which the agreement relates is in accordance with the records of this employment council as at the ..... 19.....,

*	1	2
Area: State each sub-area of registration separately	Number of employers	Number of employees
TOTAL . . . . .		

\*The information required in columns 1 and 2 must be in respect of each separate area.

Yours faithfully,

As Witnesses:

1. ....
2. ....

..... } Signature of the Chairman, Vice-Chairman and Secretary, or three duly authorized representatives of the employment council

## LABOUR RELATIONS ACT, 1985

## Request for Appointment of a Designated Agent

Name of employment council .....

Address .....

Date .....

The Registrar of Labour Relations,  
Private Bag 7707,  
Causeway.

Sir,

My employment council has directed me to request you to appoint the person concerning whom particulars are given below as the designated agent of the employment council in terms of section 69 of the Labour Relations Act, 1985.

1. Name of nominee .....
2. Address of nominee .....
3. Period of service with employment council .....
4. Standard of education .....
5. State whether at any time convicted of a criminal offence.....  
If so, give date(s) and particulars .....
6. Name of previous employer .....

Three recent testimonials as to the character of the above-mentioned person, from persons of standing, are attached.

Yours faithfully,

Date ....., 19.....

Secretary

## LABOUR RELATIONS ACT, 1985

## Certificate of Appointment of Designated Agent

This is to certify that .....  
 has, 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.....,

Registrar of Labour Relations

## LABOUR RELATIONS ACT, 1985

## Notification to Party to Attend Proceedings

To ..... Name and address 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  
 heard before .....  
 (specify the Tribunal, or the name designation of the Officer, as the  
 case may be)

at .....  
 (place)

on ..... at the hour ..... m.

*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 ....., 19.....

Registrar on behalf of Tribunal\*  
 Senior Labour Relations Officer\*  
 Labour Relations Officer\*

\* Delete inapplicable.

## LABOUR RELATIONS ACT, 1985

## Show Cause Order

To ..... Name or designation and  
 ..... address of party

You are hereby directed to appear before .....  
 (name and designation of appropriate authority)

at .....  
 (place)

on ..... at the hour ..... m.,  
 (date)

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 .....

*N.B.*—If you fail to show cause at the time and place notified, you 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.

(Signature of Minister/  
 Signature and designation of  
 appropriate authority acting on  
 behalf of Minister)

## LABOUR RELATIONS ACT, 1985

## Disposal Order

- N.B.*— (i) 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.
- (ii) 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.

Name, designation and address of appropriate authority making the disposal order .....

Names and addresses of parties to the dispute .....

Return day of show cause order .....

Facts of dispute to which disposal order relates .....

Order by appropriate authority to dispose of dispute .....

Date of disposal order ....., 19.....

Served on parties by hand/posted to parties concerned on 19.....

(Appropriate authority)

## LABOUR RELATIONS ACT, 1985

## Notice of Appeal to Labour Court

- N.B.*— (i) This notice must be completed in triplicate by the appellant; two copies shall be sent to the Registrar, one which shall be served on 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 appealed 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 Relations (General) Regulations, 1993, must be lodged within *thirty days* of the date on which the appellant was notified of the decision.

To the Registrar,

I, ..... (name of the person noting the appeal)

of ..... (address of the above)

hereby note an appeal to the Court from the attached decision/determination/order/show cause order/disposal order (*delete inapplicable*) of /the Minister/the Registrar/the Works Council/the National Employment Council/the appropriate authority named therein (*delete inapplicable*).

I note this appeal on my own behalf/on behalf of .....

(name and address of person or body on whose behalf acting)

in my capacity as .....

(specify interest in appeal)

The grounds on which this appeal is noted are as follows:

I wish to have summoned to attend the appeal the following persons as witnesses:

Name	Address	Notes
.....	.....	.....
.....	.....	.....
.....	.....	.....

(Signature of person noting appeal)

As Witnesses:

1. ....

2. ....

For official use only

Received by the Registrar on the ....., 19.....

Registrar

\* Delete inapplicable.

## LABOUR RELATIONS ACT, 1985

## Summons

To ..... Name of witness and address

You are hereby required to appear in person before\* .....  
 ..... at .....  
 ..... (place)

on ..... (date)  
 at the hour ..... m., and on any subsequent  
 day to which the proceedings may be postponed, giving evidence respecting†

You are to bring with you and then produce to\* .....  
 the several books, documents and/or things specified in the list hereunder.  
 List of books, documents or things to be produced—

1. ....
2. ....
3. ....

*N.B.*—If you fail to appear in person as witness at the time and place notified, you shall be guilty of an offence and liable to a fine not exceeding two thousand dollars or to imprisonment for a period not exceeding one year or to both such fine and such imprisonment.

Given under my hand at ..... this .....  
 day of ....., 19.....

Registrar on behalf of Tribunal†  
 Senior Labour Relations Officer†  
 Labour Relations Officer†

\*State body or person concerned.

†Specify in what connexion witness is required to give evidence.

‡Delete whichever is inapplicable.

## LABOUR RELATIONS ACT [CHAPTER 28:01]

LABOUR INSPECTORATE  
INSPECTION FORM

*N.B.*—

- (a) This form shall be completed in triplicate.
- (b) All copies of this form shall be signed by the labour officer/inspector and the employer/his or her representative.
- (c) Any contravention shall be noted with a direction to rectify in the space for comments/action taken provided on this form.

Name and address of employer (physical): .....

Tel: .....

Telefax: .....

Inspection date: .....

Industry classification: .....

State:

(a) Collective Bargaining Agreement: S.I. No.: .....

(b) Employment Regulations: S.I. No.: .....

(c) Works Council/Plant level Agreement: .....

## I. Employees Profile:

Nature of Contract	Number of employees		
	Totals	Males	Females
(i) Permanent			
(ii) Fixed Term Contract			
(a) Seasonal			
(b) Casual			
(iii) Employees under 15 years			

## 2.1 General Conditions of Employment

Conditions 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

Conditions 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 committee/ 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		

3. Operational Institutions/Instruments under the Labour Act

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: (a) Registered (b) Unregistered			
(v) Employment Council			
(vi) Employment Code of Conduct: (a) Works Council (b) NEC			

4. Evidence of any offence/contravention:

Books or documents/records seized as evidence of offence:

- (i) .....
- (ii) .....

5. General observations:

.....

.....

.....

Signed: ..... *Employer/Representative* ..... *Labour officer/Inspector*

Date: ..... .....

OFFICIAL USE ONLY

SUPERVISOR: INSPECTORATE UNIT: .....	DATE: .....
COMMENTS: .....	
.....	
PROVINCIAL HEAD: PLO: .....	
COMMENTS: .....	