

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

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

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

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

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

Private agency applies for subsidy	Section 132(1)	LRA Form 7.9. Form deleted
Council or private agency applies to renew subsidy	Section 132(8)(a)	LRA Form 7.10. No longer in use, combined in LRA Form 7.8
Referring a dispute to the CCMA for conciliation (including Con-Arb)	Sections 9, 16, 21, 22, 24, 26, 45, 61, 63, 64, 72, 74, 86, 89, 94, 134, 191(1), 198 and 198A – C  Employment Equity Act, 1998 Section 10  Basic Conditions of Employment Act, 1997 Sections 41 and 80  Skills Development Act, 1998 Section 19	LRA Form 7.11
Certificate of outcome of dispute referred for conciliation	Section 64(1)a)(i), 135(5)(a), 136(1)(a)	LRA Form 7.12
Request for arbitration	Sections 16, 21, 22, 24, 45, 61, 74, 86, 94, 133, 141, 191, 198, 198A – C  Employment Equity Act, 1998 Section 10  Basic Conditions of Employment Act, 1997 Section 41	LRA Form 7.13

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

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



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


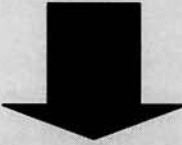
Subpoena by Essential Services Committee	Section 70 and 71	LRA 4.6	Form
Bargaining Council request for essential service investigation	Section 70(3)	LRA 4.7	Form
<b>Maintenance Service</b>			
Employer applies for maintenance service determination	Section 75(2)	LRA 4.3	Form

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

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

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

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

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

<p style="text-align: center;"><b>LRA Form 3.2</b> Section 25(4)(b) Labour Relations Act, 1995</p>	<p style="text-align: center;"><b>LIST OF DEDUCTIONS FROM CONSCIENTIOUS OBJECTORS' WAGES</b></p>																		
<p style="text-align: center;"><b>READ THIS FIRST</b></p> <div style="text-align: center;"> </div> <p style="text-align: center;"><b>WHAT IS THE PURPOSE OF THIS FORM?</b></p> <p>This form lists the names of conscientious objectors and the amounts deducted by the employer for the Department of Labour.</p> <p style="text-align: center;"><b>WHO FILLS IN THIS FORM?</b></p> <p>The employer.</p> <p style="text-align: center;"><b>WHERE DOES THIS FORM GO?</b></p> <p>To the Chief Director Provincial Operations, Department of Labour.</p> <p style="text-align: center;"><b>OTHER INSTRUCTIONS</b></p> <p>The employer must send two completed copies of this form with the agency fee deducted, to the Chief Director Provincial Operations, Department of Labour.</p> <p>Refer to Table LRA 7 in the Regulations for the applicable address.</p> <p>If you need more space to write the information, use an extra piece of paper and attach it to this form.</p>	<p><b>1) CONSCIENTIOUS OBJECTORS' DETAILS</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%; text-align: left;">Names of employees</th> <th style="width: 30%; text-align: left;">Amount</th> </tr> </thead> <tbody> <tr><td>1. ....</td><td>.....</td></tr> <tr><td>2. ....</td><td>.....</td></tr> <tr><td>3. ....</td><td>.....</td></tr> <tr><td>4. ....</td><td>.....</td></tr> <tr><td>5. ....</td><td>.....</td></tr> <tr><td>6. ....</td><td>.....</td></tr> <tr><td>7. ....</td><td>.....</td></tr> <tr> <td style="text-align: right;"><b>TOTAL:</b></td> <td>.....</td> </tr> </tbody> </table> <p><b>2) EMPLOYER DETAILS</b></p> <p>Name: .....</p> <p>.....</p> <p>Postal address: .....</p> <p>.....</p> <p>.....</p> <p>.....</p>	Names of employees	Amount	1. ....	.....	2. ....	.....	3. ....	.....	4. ....	.....	5. ....	.....	6. ....	.....	7. ....	.....	<b>TOTAL:</b>	.....
Names of employees	Amount																		
1. ....	.....																		
2. ....	.....																		
3. ....	.....																		
4. ....	.....																		
5. ....	.....																		
6. ....	.....																		
7. ....	.....																		
<b>TOTAL:</b>	.....																		



**LRA Form 3.3  
Section 29(1)  
Labour Relations Act,  
1995**

**APPLICATION FOR REGISTRATION OF  
A BARGAINING COUNCIL**

**READ THIS FIRST**



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

This form is an application for registration of a bargaining council.

**WHO FILLS IN THIS  
FORM?**

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

**WHERE DOES THIS  
FORM GO?**

The Registrar of Labour Relations, Department of Labour, Private Bag X117, Pretoria, 0001.  
Fax 012-309 4156  
Email: [registrar.labourrelations@labour.gov.za](mailto:registrar.labourrelations@labour.gov.za)

**OTHER INSTRUCTIONS**

- One completed copy of this form must be sent to the Registrar of Labour Relations.
- Each employers' organisation which is a party to the bargaining council must fill in page 4 of 6.
- Each trade union which is a party to the bargaining council must fill in page 5 of 6.
- Two signed copies of the constitution of the bargaining council must be attached to this form.
- An authorized representative of each party must sign this form.
- If there is insufficient space on the form, use a separate piece of paper.
- A resolution to form a bargaining council to be attached.

**1) NAME OF THE BARGAINING COUNCIL**

.....  
.....

**2) ADDRESS:**

Postal Address: .....

.....

Physical Address: .....

.....

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

**3) NAME AND CONTACT DETAILS OF REPRESENTATIVE OF THE COUNCIL**

.....  
.....

**4) DATE OF APPLICATION:**

.....

**5) PARTIES**

**i) Employers' Organisations**

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

**ii) Trade Unions**

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

--- please turn over --->



6) REPRESENTATIVENESS OF THE BARGAINING COUNCIL:

- \_\_\_\_\_ Total number of employees falling within the proposed scope of the Bargaining Council and who belong to the trade unions which are party to the Council
- \_\_\_\_\_ Total number of employers falling within the proposed scope of the Bargaining Council and who belong to the employers' organisations which are party to the Council
- \_\_\_\_\_ Total number of employees employed within the proposed scope of the Bargaining Council by the employers that belong to the employers' organisations which are party to the Council
- \_\_\_\_\_ Total number of employers within the proposed scope of the Council
- \_\_\_\_\_ Total number of employees employed within the proposed scope of the Council

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

.....

8) SIGNATORIES:

**Employers' Organisation**

Name .....

Position .....

Signature .....

Date .....

Tel. ....

Fax. ....

**Trade Union**

Name .....

Position .....

Signature .....

Date .....

Tel. ....

Fax. ....

--- please turn over →

9) PROPOSED SCOPE

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

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

ii) Area(s):

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

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

Date: .....

-- please turn over -->

LRA Form 3.3  
Application for Registration of a Bargaining Council  
Page 4 of 6

REPRESENTATIVENESS OF EMPLOYERS' ORGANISATION

Name of Employers' Organisation .....

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

... please turn over →

**REPRESENTATIVENESS OF TRADE UNION**

Name of Trade Union .....

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

... please turn over →

**CHECK!**

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

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

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

Signature: .....

Date: .....

Place: .....

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



## CERTIFICATE OF REGISTRATION OF BARGAINING COUNCIL

This is to certify that the .....

.....  
(Name of Bargaining Council)

has in terms of section 29(15)(a) of the Labour Relations Act, 1995, been registered as a  
Bargaining Council with effect from .....  
(date)

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

.....  
(Sector)

in .....



.....  
(Area)

Date: .....

Reference number: .....

.....  
Registrar of Labour Relations

(Official stamp of the Registrar)

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

... please turn over →

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

**CHECK!**

Have you prepared/filled in:

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

and .....

.....

.....

.....

.....

.....

(area/s)

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

.....

.....

.....

.....

.....

(names of trade unions)

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

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

.....

.....

(names of employers' organisations)

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

... please turn over →





REPRESENTATIVENESS OF TRADE UNION

Name of Trade Union .....

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

... please turn over →

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

**DEPARTMENT OF LABOUR DETAILS**

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

checked the information and certify that it is substantially correct.



Signature: .....

Date: .....

Place: .....



(Official stamp)

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

-- please turn over →

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

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

**CHECK!**

Have you prepared / included:

Two completed and signed copies of this form.

Two signed copies of the collective agreement?

A resolution to extend a collective agreement to non-parties

and .....

.....

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.....

.....

(area/s)

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

.....

.....

.....

.....

.....

(names of trade unions)

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

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

.....

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.....

.....

(names of employers' organisations)

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

... please turn over →

REPRESENTATIVENESS OF EMPLOYERS' ORGANISATION PARTY

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

... please turn over →



**3) REPRESENTATIVENESS OF THE STATUTORY COUNCIL**

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

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

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

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

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

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

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

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

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

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

Signature of Secretary of Council .....

Name .....

Date .....

... please turn over →



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**DEPARTMENT OF LABOUR DETAILS**



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

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

Signature: .....

Date: .....

Place: .....

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

.... please turn over →

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

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

**CHECK!**

Have you prepared/included:

Two copies of the collective agreement?

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

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

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

(names of employers' organisations)

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

... please turn over →





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



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



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

Signature: .....

Date: .....

Place: .....

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

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