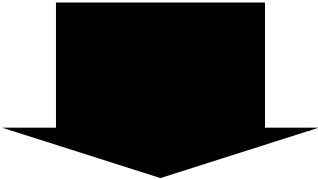



<p style="text-align: center;"><b>NBCRFI FORM</b></p> 	<p><b>PART A</b></p> <p><b>REFERRING A DISPUTE TO THE NBCRFLI FOR CONCILIATION</b></p>	 <p><b>NBCRFLI</b> <small>National Bargaining Council for the Road Freight and Logistics Industry</small> <i>Your Road Freight Partner.</i></p>
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### WHO FILLS IN THIS FORM?

Employer, employee, trade union or employer's organisation situated anywhere in the country, except Johannesburg and Cape Town.

### WHERE DOES THIS FORM GO?

### NATIONAL BARGAINING COUNCIL FOR THE ROAD FREIGHT AND LOGISTICS INDUSTRY (NBCRFLI) OFFICES:

29 De Korte Street  
Private Bag X69  
Braamfontein  
2017

TEL: (011) 703-7000  
EMAIL: [info@nbcrfli.co.za](mailto:info@nbcrfli.co.za)

FAX: (011) 403-4379 / (011) 403-2060

### WHAT WILL HAPPEN WHEN THIS FORM IS SUBMITTED?

When you refer the dispute to the NBCRFLI, it will appoint a panelist from the NBCRFLI panel who will attempt to resolve the dispute. If the parties to the dispute have agreed on a particular NBCRFLI panelist, the NBCRFLI will appoint that panelist (provided the panelist is available).

### OTHER INSTRUCTIONS

**Please note** that the following disputes must be forwarded directly to the CCMA, and cannot be dealt with by a bargaining council in terms of the Labour Relations Act, 66 of 1995 ("the LRA"):

- Disclosure of information (Sections 16 and 89 of the LRA)
- Organisational rights (Chapter III part A of the LRA)
- Agency shop disputes (Section 25 of the LRA)
- Closed shop disputes (Section 26 of the LRA)
- Interpretation or application of collective bargaining provisions (Section 63 (1) of the LRA)
- Picketing disputes (Section 69 of the LRA)
- Workplace forum disputes (Sections 86 and 94 of the LRA)
- Facilitation – Operational Requirements (Section 189A of the LRA)

### FURTHER OTHER INSTRUCTIONS

A copy of this form must be served on the other party:

Proof that a copy of this form has been served on the other party must be supplied by attaching:

- A copy of a registered slip from the Post Office;
- A copy of a signed receipt if hand delivered;
- A signed affidavit confirming service by the person delivering the form;
- A copy of a fax confirmation slip; or
- Any other satisfactory proof of service.

## READ THIS FIRST



Tick the correct box ☒

The name of the employee or an employer that is referring the dispute must be filled in (a). If there is more than one employee to the dispute and the referring party is not a trade union, then each employee must supply their personal details and signature on a separate page, which must be attached to this form.

These alternate contact details should be of a union official or representative, a relative or a friend.

The name of the trade union or employer's organisation that is referring the dispute or assisting a member to refer a dispute must be filled in (b).

### OTHER PARTIES

If more than one party is referring the dispute or if the dispute is referred against more than one party, write down the additional names and particulars on a separate page and attach this page to this form.

Tick the correct box ☒

## 1. DETAILS OF PARTY REFERRING THE DISPUTE

As the referring party, are you:

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> An employee | <input type="checkbox"/> A trade union (admitted to the NBCRFI)                  |
|                                      | <input type="checkbox"/> A trade union (not admitted to the NBCRFI)              |
| <input type="checkbox"/> An employer | <input type="checkbox"/> An employers' organisation (admitted to the NBCRFI)     |
|                                      | <input type="checkbox"/> An employers' organisation (not admitted to the NBCRFI) |

### (a) Name and details of the referring party :

Name:.....

ID Number:.....

Postal Address:.....

.....Postal Code:.....

Tel:.....Cell:.....

Fax:..... Email: .....

### (b) Alternate contact details of the referring party:

Name:.....

Postal Address:.....

.....Postal Code:.....

Tel:.....Cell:.....

Fax:..... Email: .....

## 2. DETAILS OF THE OTHER PARTY WITH WHOM YOU ARE IN DISPUTE

The other party is:

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> An employee | <input type="checkbox"/> A trade union (admitted to the NBCRFI)                  |
|                                      | <input type="checkbox"/> A trade union (not admitted to the NBCRFI)              |
| <input type="checkbox"/> An employer | <input type="checkbox"/> An employers' organisation (admitted to the NBCRFI)     |
|                                      | <input type="checkbox"/> An employers' organisation (not admitted to the NBCRFI) |

Name:.....

Postal Address:.....

.....Postal Code:.....

Tel:.....Cell:.....

Fax:..... Email: .....

Please turn over

What is the dispute about (tick only one box)?

☐ Unfair Labour Practice  
(*Give details*)

☐ Unfair Labour Practice  
( probation)

☐ Severance pay  
S41 BCEA

Summarise the facts of the dispute you are referring: .....

The dispute arose on: .....  
(give the date, day, month and year)

The dispute arose where: .....  
(give the city/town in which the dispute)

If the dispute concerns a dismissal, the date inserted here must be the same as that set out in Item 2 of Part B of this form.

Have you followed all internal grievance / disciplinary procedures before coming to the NCBRFI?

☐ YES☐ NO

Describe the procedures followed:.....

What outcome do you require?.....

.....

Tick the correct box ☒

**If the dispute concerns dismissal, also complete Part B (See Page 5) of this form.**

**This section must be completed!**

If necessary write the details on a separate page and attach to this form.

## UNFAIR LABOUR PRACTICE

If the dispute(s) concerns an unfair labour practice the dispute must be referred (ie. received by the NCRFI) within 90 days of the act or omission which gave rise to the unfair labour practice. If more than 90 days have elapsed you are required to apply for condonation.

<p>Tick the correct box <input checked="" type="checkbox"/></p> <p>Parties may, at their own cost, bring interpreters for languages other than the official South African languages. Please indicate this under 'other'</p> <p>Special features might be the urgency of the matter, the large number of people involved, important legal or labour issues etc.</p> <p>Only fill this in if this is a dispute about unilateral change to terms and conditions of employment.</p>	<p><b>7. SECTOR</b></p> <p>Indicate the sector or service in which the dispute arose.</p> <p><input type="checkbox"/> Road Freight</p> <p><input type="checkbox"/> Other (please describe)</p> <p><b>8. INTERPRETATION SERVICES</b></p> <p>Do you require an interpreter at the conciliation? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>If yes, please indicate for what language below:</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Afrikaans</td> <td><input type="checkbox"/> isiNdebele</td> <td><input type="checkbox"/> isiZulu</td> <td><input type="checkbox"/> isiXhosa</td> </tr> <tr> <td><input type="checkbox"/> Sepedi</td> <td><input type="checkbox"/> Sesotho</td> <td><input type="checkbox"/> Setswana</td> <td><input type="checkbox"/> siSwati</td> </tr> <tr> <td><input type="checkbox"/> Tshivenda</td> <td><input type="checkbox"/> Xitsonga</td> <td colspan="2"><input type="checkbox"/> Other (please indicate).....</td> </tr> </table> <p><b>9. SPECIAL FEATURES / ADDITIONAL INFORMATION</b></p> <p>Briefly outline any special features / additional information the NBCRFI needs to note:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p><b>10. DISPUTE ABOUT UNILATERAL TO TERMS AND CONDITIONS OF EMPLOYMENT (S64(4))</b></p> <p>I/We require that the employer party not implement unilaterally the proposed changes that led to this dispute for 30 days, or that it restore the terms and conditions of employment that applied before the change.</p> <p>Signed: ..... (Employee party referring the dispute)</p> <p><b>11. CONFIRMATION OF ABOVE DETAILS</b></p> <p>Signature of party referring the dispute: .....</p> <p>Signed at.....on this .....  <div style="display: flex; justify-content: space-around; width: 100%;"> <span>(place)</span> <span>(date)</span> </div> </p>	<input type="checkbox"/> Afrikaans	<input type="checkbox"/> isiNdebele	<input type="checkbox"/> isiZulu	<input type="checkbox"/> isiXhosa	<input type="checkbox"/> Sepedi	<input type="checkbox"/> Sesotho	<input type="checkbox"/> Setswana	<input type="checkbox"/> siSwati	<input type="checkbox"/> Tshivenda	<input type="checkbox"/> Xitsonga	<input type="checkbox"/> Other (please indicate).....	
<input type="checkbox"/> Afrikaans	<input type="checkbox"/> isiNdebele	<input type="checkbox"/> isiZulu	<input type="checkbox"/> isiXhosa										
<input type="checkbox"/> Sepedi	<input type="checkbox"/> Sesotho	<input type="checkbox"/> Setswana	<input type="checkbox"/> siSwati										
<input type="checkbox"/> Tshivenda	<input type="checkbox"/> Xitsonga	<input type="checkbox"/> Other (please indicate).....											



## PART B ADDITIONAL FORM FOR DISMISSAL DISPUTES ONLY

### DATE OF REFERRAL

Dismissal disputes must be referred (i.e. received by the NBCRFI) within **30 days** of dismissal or, if it is a later date, within 30 days of the employer making a final decision to dismiss or to uphold the dismissal. If more than 30 days has elapsed since the date of your dismissal, you are required to apply for condonation.

Tick the correct box ☒

Tick the correct box ☒

If necessary write the details on a separate page and attach to this form.

### 1. COMMENCEMENT OF EMPLOYMENT

When did you start working at the company? .....

### 2. NOTICE OF DISMISSAL

When were you dismissed (date)? .....

How were you informed of your dismissal?

☐ In writing

☐ Orally

☐ Other (*please describe*) .....

### 3. REASON FOR DISMISSAL

Why were you dismissed?

☐ Misconduct

☐ Incapacity

☐ Operational Requirements  
(Retrenchment)

☐ Unknown

☐ Constructive

☐ Other (please describe) .....

### 4. WAS THE DISMISSAL RELATED TO PROBATION ☐ Yes ☐ NO

### 5. FAIRNESS/UNFAIRNESS OF DISMISSAL

#### a. Procedural Issues

Was the dismissal procedurally unfair? ☐ YES ☐ NO

If yes, why?

.....  
.....

#### b. Substantive Issues

Was the reason for the dismissal unfair? ☐ YES ☐ NO

If yes, why

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