

SUBPOENA



The following **MUST** be attached to a request for a subpoena:

(a) motivation for the application

and

(b) proof that witness fees, travelling costs and subsistence expenses have been paid.

This form, together with the motivation and proof of payment of witness fees, travelling costs and subsistence expenses, must be submitted to the CCMA at least fourteen (14) days prior to the date of the arbitration hearing.

To:

(Name of Subpoenaed Person)

(Organisation of Subpoenaed Person)

(Address of Subpoenaed Person)

A Commissioner has been appointed to resolve a dispute in terms of the Labour Relations Act 66 of 1995.

Commissioner _____ has been appointed
(Name of Commissioner)

The matter between – _____ CCMA Case number: _____

(Names of Parties)

(Issue of Disputes)

You are required in terms of Section 142 of the Labour Relations Act 66 of 1995 to appear before the Commissioner at

(Address where hearing is being held)

on _____ at _____
(Date of Hearing) (Time of Hearing)

You are subpoenaed-

for questioning

to produce any book, document, visual footage or object

to give expert evidence in terms of Section 142(1)(c)

(Tick appropriate block)

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

(List books, documents and objects)

The party requesting the subpoena has been directed to furnish you with the first day witness fees together with the reasonable travelling costs and subsistence expenses to attend the hearing.

(Signed by CSC/SC)

(Date and CCMA Stamp)

(Print name)

(Place)



**COMMISSION FOR CONCILIATION,
MEDIATION & ARBITRATION**

TO THE CCMA

PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013

By signing this referral form, I/we hereby grant my/our voluntary consent that my/our personal information may be processed, collected, used and disclosed in compliance with the Protection of Personal Information Act, 4 of 2013. I/we furthermore agree that my/our personal information may be used for the lawful and reasonable purposes in as far as the CCMA (responsible party) must use my/our information in the performance of its public legal duty. I/we understand that my/our personal information may be disclosed to a third party in as far as the CCMA must fulfil its public legal duty. I/we furthermore understand that there are instances in terms of abovementioned Act where my express consent is not necessary to permit the processing of personal information, which may be related to litigation or when the information is publicly available. Further details are available on the CCMA website.

SIGNED AT _____ ON THIS _____ DAY OF _____ 202__

INITIAL AND SURNAME: _____

SIGNATURE: _____