



APPLICATION FOR CONDONATION [FORM 2]
APPLICATION FOR CONDONATION/ NON COMPLIANCE WITH THE RULES
AFFIDAVIT

(Applicant / Referring Party)

And

(Respondent)

I, the undersigned,

(full name of Applicant / Referring Party)

Do hereby make oath and say:

1. **BACKGROUND**

The dispute arose on _____ after all attempts to negotiate or follow other internal procedures the dispute remains unresolved.

2. **DEGREE OF LATENESS**

2.1. The Applicant signed the referral form on _____

2.2. The referral is _____ days late.

3. **REASONS FOR LATENESS**

The reason/s why the Applicant referred the matter late is:

4. **PROSPECTS OF SUCCESS**

Applicant believes that he/she has good cause because:

5. **PREJUDICE**

As the Applicant (employee), if condonation is not granted, I will be prejudiced because

6. **GENERAL [ANY OTHER RELEVANT INFORMATION]**

APPLICANT/REFERING PARTY

Signed before me on _____ at _____ by the deponent who acknowledges that he/she knows and understands the contents of the affidavit, has no objection to taking the oath / affirmation and considers it binding upon his/her conscience.

DISCIPLINARY

COMMITTEE OF OATHS: _____

NAME: _____

CAPACITY: _____

ADDRESS: _____

FORM – 3 NOTICE TO ATTEND A DISCIPLINARY HEARING

Matter No: _____

In the matter between

Referring Party/Applicant : _____

And

Respondent : _____

TAKE NOTICE THAT that the hearing of the above matter has been set down for hearing on _____ at _____ or thereafter as soon as the Chairperson may order.

SIGNED at _____ on the _____ day of _____

Secretary (Disciplinary Committee)

*(Name)

*(Address)

TO: Referring Party/Applicant
(Address)

AND TO: Respondent
(Address)

FORM - 5 NOTICE OF POSTPONEMENT OF HEARING

Matter No: _____

In the matter between

Referring Party/Applicant : _____

And

Respondent : _____

TAKE NOTICE THAT that the hearing of the above matter has been postponed to be heard on _____ at _____ or thereafter as soon as the Disciplinary Committee may order.

SIGNED at _____ on the _____ day of _____

Secretary (Disciplinary Committee)

*(Name)

*(Address)

TO: Referring Party/Applicant
(Address)

AND TO: Respondent
(Address)

FORM 1: NOTICE OF DISCIPLINARY HEARING

NOTICE OF DISCIPLINARY HEARING OF RULE ART 8.9 OF THE DISCIPLINARY CODE

Date: _____

Time: _____

To: _____

You are hereby notified of a disciplinary enquiry that will be held on:

Date: _____

Time: _____

Venue: _____

Chairman: _____

ALLEGED OFFENCE/COMPLAINT

Please note that the following allegations have been preferred against you:

Date: _____

Time: _____

Place: _____

Details:

1. Your rights in terms of the disciplinary procedure are, *inter alia*, that:
 - (a) You are entitled to be represented as per the Code, at your cost. Your representative shall not, however, be a lawyer, attorney or advocate, or a witness to the abovementioned alleged charge.
 - (b) You and your representative will be given the opportunity to challenge evidence against you, by cross-examining the witnesses and examining any documents pertaining to the matter.
 - (c) Kindly notify the chairperson at least 2 (two) days before the hearing as to who your representative is, so that the arrangements can be made for his/her attendance. Failure to notify the chairperson will be construed as a waiver of your right. No request for postponement will be entertained by your failure to notify the chairperson of your representative.
 - (d) You or your representative will be entitled to put your case by presenting evidence yourself and by calling your own witnesses to testify at the hearing
 - (e) Failure by yourself to attend the hearing, either in person, or through a representative, shall in no way invalidate the proceedings and the proceedings will commence in your absence. You are required to be present throughout the proceedings.
 - (f) You and your representative will be given the opportunity to challenge the evidence brought against you at the enquiry. You will be allowed to cross-examine the witnesses of NAMEF and any documents brought in evidence.
 - (g) You are entitled to an interpreter at your cost.
 - (h) You have the right to present evidence in mitigation.
 - (i) The chairperson of the disciplinary enquiry shall within 7 (seven) days of the date on which the enquiry is completed, inform you of the Disciplinary Committee's findings.
 - (j) The enquiry will be recorded.
 - (k) Should you admit to the charge(s) before or during the disciplinary hearing, it shall be deemed that you are guilty of the charge(s).
 - (l) Should a verdict of guilty be arrived at by the Disciplinary Committee, you will then be entitled to give evidence in mitigation of sentence, concerning your personal circumstances, length of service, previous disciplinary record. You are entitled to a reasonable opportunity to prepare your defence.

Yours faithfully

Chairperson

I hereby certify that I have received a copy of this notification, and that I understand the allegations/charges against me, and I understand that the allegations are of a serious nature.

Received by: _____

Signature: _____

Date: _____

Time: _____