

# 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 seven days prior to the date of the arbitration hearing.

If the Form is filed late, it must be accompanied by an application for condonation.

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)