

Arbitration Case Preparation Sheet: Representation

Name of representative:

The representative represents: Workers* (answer questions in A and C below)

Employer (answer questions in B and C below)

**Each union must complete a separate representation sheet.*

A. Representative of Workers:

Name of union bringing the claim:

Date of registration of the union:/...../.....

(Submit union certificate and recognition letter of union leaders from MoLVT if available)

The number of union members:

Does the union have Most Representative Status (MRS)?

Yes (*Submit the MRS certificate*) No

If the union has not been registered, please specify the date of the application for registration:

...../...../..... (*Submit registration receipt from MoLVT*)

Is there an authorization letter from the workers for this claim? (*Submit the authorization letter*)

Number of the workers in authorization letter:

number of union members (*Please specify the exact numbers*)

number of non-union members (*Please specify the exact numbers*)

In the letter, the workers authorize:

Mr. /Mrs. / Ms.

Position:

Is s/he present in the hearing? Yes No

If no, did s/he authorize any other person to come to the hearing on the behalf of

him/her? Yes (*Please submit the letter*) No

The name of the workers' representative who is present in the hearing:

Mr. /Mrs. /Ms.

Position:

B. Representative of Employer:

Is there an authorization letter from the employer? (*Submit the authorization letter*)

In the letter, the employer authorizes:

Mr. /Mrs. / Ms.

Position:

Is s/he present in the hearing? Yes No

If no, did s/he authorize any person to come to the hearing on the behalf of him/her?

Yes (*Please submit the letter*) No

The name of the employer’s representative who is present in the hearing:

Mr. /Mrs. /Ms.

Position:

Please bring 5 copies of the evidence to the AC hearing. The copies will be given to the 3 Arbitrators, the other party and SAC.

[This 'hearing preparation sheet' is designed to assist the parties in preparing for hearings at the Arbitration Council. It is not legal advice. Further information and evidence may be required by the Arbitration Panel.]

