### INDUSTRIAL RELATIONS (TRIBUNAL PROCEDURE) RULES

S.I. 136/2010.

#### (SECTION 66)

[Commencement 7th December, 2010]

- 1. These Rules may be cited as the Industrial Citation. Relations (Tribunal Procedure) Rules.
  - 2. (1) In these Rules —

Interpretation.

- "applicant" means a person by whom, or on behalf of whom, a trade dispute within an essential service or a non-essential service has been reported under section 68 of the Act;
- "Full Tribunal" has the meaning assigned to that expression by section 56 of the Act;
- "Hearing" means a sitting of the Tribunal duly constituted for the purpose of receiving evidence, hearing addresses and witnesses or doing anything lawfully requisite to enable the Tribunal to reach a decision on any question;
- "Judge" means the President or the Vice-President of the Tribunal presiding at a Hearing;
- "party" means the Applicant or the Respondent;
- "President" means the member appointed under section 54(3)(a) of the Act as President of the Tribunal:
- "Register" means the Register kept by the Secretary pursuant to rule 11(3);
- "Respondent" means a person against whom relief is sought by or on behalf of an Applicant;
- "Secretary" means the person appointed, under paragraph 19 of the Fourth Schedule to the Act, as the Secretary of the Tribunal;
- "sexual offence" means any offence under section 6 to 14 or section 16 of the Sexual Offences Act;
- "Tribunal" means the Industrial Tribunal and includes a Full Tribunal;

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"Vice-President" means a member appointed under section 54(3)(b) of the Act as Vice-President of the Industrial Tribunal.

Mode of addressing Members of the Tribunal. (2) The members of the Tribunal shall be addressed orally as, "Your Honour" and in correspondence shall be addressed as, "His Honour" or "Her Honour" followed by their names as appropriate.

Originating Application.

3. (1) Where the Minister has referred a dispute to the Tribunal pursuant to sections 72 or 73 of the Act, the Applicant shall within fourteen days of receiving notice of the referral present to the Secretary an Originating Application in Form A in the Schedule, which shall be signed by the Applicant.

Form A, Schedule.

- (2) The Originating Application shall contain —
- (a) the name and address of the Applicant;
- (b) the name and address of the Respondent;
- (c) the relief sought; and
- (d) the grounds, with particulars thereof, upon which the relief is sought.

(3) Where the Judge having carriage of a trade dispute is of the opinion that any of the matters specified under paragraph (2) are not sufficiently particularised in the Originating Application, he may give Notice in Form B in the Schedule to that effect to the Applicant stating the reasons for his opinion and requiring the Applicant within fourteen days of receipt of the Notice, to furnish in writing to the Secretary sufficient particulars in support of the Originating Application.

Form B, Schedule.

- (4) If the requirement under paragraph (3) is not complied with, the Tribunal may strike out the whole or part of the Originating Application.
- (5) If a party to the proceedings is represented by counsel or other representative pursuant to section 57(3) of the Act a brief or skeleton arguments may be submitted by the said counsel or representative to the Secretary of the Tribunal and a copy thereof served on the other parties to the proceedings no later than seven days prior to the commencement of the Hearing.
- (6) If an unrepresented party wishes to submit representations in writing for consideration by the Tribunal at the Hearing of the Originating Application he shall present his representations to the Secretary no later than

seven days before the commencement of the Hearing and shall at the same time serve a copy thereof on the other parties to the proceedings.

**4.** Upon receiving an Originating Application, the Secretary shall send to the Respondent —

Action upon receipt of Originating Application.

- (a) a copy of the Application;
- (b) a copy of any additional particulars required to be furnished by the Applicant; and
- (c) a Notice in Form C in the Schedule which includes information, as appropriate to the case, about the means and time for entering an Appearance and Defence, the consequences of failure to do so, and the right to receive a copy of the Decision.

Form C, Schedule.

5. (1) A Respondent shall within seven days of receiving the copy of the Originating Application enter an Appearance to the proceedings by presenting to the Secretary a written Notice of Appearance in Form D in the Schedule —

Appearance by Respondent.

Form D, Schedule.

- (a) setting out his full name and address; and
- (b) stating whether or not he intends to resist the Application.
- (2) Upon receipt of a Notice of Appearance the Secretary shall send a copy of it to the Applicant.
- (3) A Respondent who has not entered an Appearance shall not be entitled to take part in the proceedings except
  - (a) to apply under rule 14 for an extension of the time appointed by this rule for entering an Appearance;
  - (b) to make an application under rule 7(1)(a); or
  - (c) to be called as a witness.

**6.** A Respondant who intends to resist the Application shall within fourteen days of entering an Appearance to the proceeding, present to the Secretary in writing a Defence in Form E in the Schedule setting out sufficient particulars to show on what grounds he intends to resist the Application.

Defence.

Form E, Schedule.

7. (1) The Tribunal may, on the Application of a party made by Notice in Form F in the Schedule to the Secretary or at the Hearing of the Originating Application, or of its own motion —

Power to require further particulars, etc. Form F, Schedule.

- (a) require a party to furnish in writing to the person specified by the Tribunal, further particulars of the grounds upon which that party relies and of any facts and contentions relevant thereto; or
- (b) require one party to grant to another such discovery or inspection (including the taking of copies) of documents as might be granted by the Supreme Court,

and may appoint the time at or within which and the place at which any act required in pursuance of this rule is to be done.

Form G, Schedule.

- (2) The Tribunal may, on the application of a party made either by notice in Form G in the Schedule to the Secretary or at the Hearing of the Originating Application, or of its own motion
  - (a) require the attendance of any person including a party, as a witness; and
  - (b) if it does so require the attendance of a person, require him to produce any document relating to the matter to be determined,

and may appoint the time and place at which the person is to attend and, where appropriate, the time at or within which and the place at which any such document is to be produced.

Form H, Schedule.

- (3) The Tribunal may on the application of a party made by notice in Form H in the Schedule to the Secretary or of its own motion, require a party in writing to furnish to the Tribunal a written answer to any question if it considers
  - (a) that the answer of the party to that question may help to clarify any issue likely to arise for determination in the proceedings; and
  - (b) that it would be likely to assist the progress of the proceedings for that answer to be available to the Tribunal before the Hearing,

and may appoint the time within which the written answer is to be furnished.

- (4) Upon the imposition of a requirement under paragraph (3), the Secretary shall send a copy of the requirement and a copy of the answer to each other party.
- (5) The Tribunal shall take account of a written answer furnished pursuant to paragraph (3) in the same

way as it takes account of representations in writing presented by a party pursuant to Rule 3(5) and (6).

- (6) Where a requirement has been imposed under paragraph (1), (2), or (3)
  - (a) on a party in his absence; or
  - (b) on a person other than a party,

that party or person may make an Application to the Tribunal to vary or set aside the requirement by Notice in Form I in the Schedule to the Secretary given before the time at which or, as the case may be, the expiration of the time within which the requirement is to be complied with; and the Secretary shall give notice of the Application to each party or, where applicable, to each party other than the party making the Application.

Form I, Schedule.

- (7) If a requirement under paragraph (1) or (3) is not complied with, the Tribunal, before or at the Hearing, may strike out the whole or part of the Originating Application, or, as the case may be, of the Notice of Appearance, and where appropriate, direct that a Respondent shall be debarred from defending altogether.
- **8.** (1) The Judge shall instruct the Secretary to fix the date, time and place of the Hearing of the Originating Application and the Secretary shall send to each party a Notice of Hearing in Form J in the Schedule together with information and guidance as to attendance at the Hearing, witnesses and the bringing of documents, representation by another person and the making of written representations.

Time and place of Hearing.

Form J, Schedule.

- (2) The Secretary shall send the Notice of Hearing to every party not less than fourteen days before the date fixed for the Hearing except where the Secretary has agreed a shorter time with the parties.
- **9.** (1) The Tribunal may at any time before the Hearing of an Originating Application, on the application of a party made by Notice to the Secretary or of its own motion, determine any issue relating to the entitlement of any party to bring or contest the proceedings to which the Originating Application relates.

(2) The Tribunal shall not determine such an issue unless the Secretary has sent Notice to each of the parties giving them an opportunity to submit representations in writing and to advance oral argument before the Tribunal.

Entitlement to bring or contest the proceedings.

The Hearing.

- **10.** (1) Any Hearing of an Originating Application shall be heard by the Tribunal composed pursuant to sections 54 or 56 of the Act.
- (2) Any Hearing of or in connection with an Originating Application shall take place in public except where the Minister has directed the Tribunal to sit in private on grounds of national security.
- (3) Notwithstanding paragraph (2) the Tribunal may sit in private for the purpose of
  - (a) hearing evidence which in the opinion of the Tribunal relates to matters of such a nature that it would be against the interest of national security to allow evidence to be given in public; or
  - (b) hearing evidence from any person which in the opinion of the Tribunal is likely to consist of
    - (i) information which he could not disclose without contravening a prohibition imposed by or under any written law; of
    - (ii) any information which has been communicated to him in confidence, or which he has otherwise obtained in consequence of the confidence reposed in him by another person.

Decision of the Tribunal

- 11. (1) The Decision of the Tribunal, which may be given orally at the end of a Hearing or reserved, shall be recorded in a document signed by the Judge.
- (2) The Tribunal shall give reasons for its Decision in a document signed by the Judge and where the Tribunal makes an award of compensation, the document shall also contain a statement of the amount of compensation awarded, followed either by a table showing how the amount or sum has been calculated or by a description of the manner in which it has been calculated.
- (3) The Secretary shall keep a Register at the office of the Tribunal and the Register shall be open to the inspection of any person without charge at all reasonable hours.
- (4) The Secretary shall enter the documents referred to in paragraphs (1) and (2) in the Register and shall send a copy of the entry to each of the parties and to the Minister.

- (5) The document referred to in paragraph (2) shall be omitted from the Register in any case in which
  - (a) the Minister has directed the Tribunal to sit in private on grounds of national security; or
  - (b) evidence has been heard in private and the Tribunal so directs.
- (6) Clerical mistakes in the documents referred to in paragraphs (1) and (2), or errors contained in those documents from an accidental slip or omission, may at any time be corrected by the Judge by certificate under his hand.
- (7) If a document is corrected by certificate under paragraph (6), the Secretary shall alter any entry in the Register which is affected to conform with the certificate and send a copy of any entry so altered to each of the parties and to the Minister.
- (8) Where a document omitted from the Register pursuant to paragraph (5) is corrected by certificate under paragraph (6), the Secretary shall send a copy of the corrected document to each of the parties and to the Minister.
- (9) Where this Rule requires a document to be signed by the Judge having carriage of the matter but by reason of death or incapacity he or she is unable to sign it, the document shall be signed by another Judge of the Tribunal who shall certify that the Judge having carriage of the matter is unable to sign.
  - **12.** (1) The Tribunal may —

Miscellaneous powers.

(a) if the Applicant at any time gives Notice of the withdrawal of his Originating Application in Form K in the Schedule, deem the proceedings to have been dismissed:

Form K, Schedule.

- (b) if both or all of the parties agree in writing upon the terms of a Decision to be made by the Tribunal, decide accordingly;
- (c) consider representations in writing which have been submitted by or on behalf of a party to the Secretary pursuant to rule 3(5) and 3(6) but less than seven days before the Hearing;
- (d) at any stage of the proceedings, order to be struck out or amended any Notice of Appearance or Defence on the grounds that it is scandalous, frivolous or vexatious:

- (e) at any stage of the proceedings, order to be struck out any Originating Application, Notice of Appearance or Defence, on the grounds that the manner in which the proceedings have been conducted by or on behalf of the Applicant or, as the case may be, the Respondent has been scandalous, frivolous or vexatious; and
- (f) on the application of the Respondent, or of its own motion, order an Originating Application to be struck out for want of prosecution.
- (2) The Tribunal may, before determining an Application under rule 7 or rule 16, require the party making the Application to give notice of it to every other party; and such notice shall give particulars of the Application and indicate the address to which and the time within which any objection to the Application shall be made, being an address and time specified for the purposes of the Application by the Tribunal.
- (3) The Judge may postpone the day or time fixed for, or adjourn any Hearing and vary such postponement or adjournment.
- (4) Any function of the Secretary may be performed by a person acting with the authority of the Secretary.

Restricted reporting orders.

- 13. (1) In any case which involves allegations of sexual misconduct the Tribunal may at any time before the promulgation of its Decision in respect of an Originating Application, either on the application of a party made by notice to the Secretary or of its own motion, make a restricted reporting order.
- (2) Where the Tribunal makes a restricted reporting order
  - (a) it shall specify in the order the persons who may not be identified;
  - (b) the order shall remain in force until the promulgation of the Decision of the Tribunal on the Originating Application to which it relates unless revoked earlier; and
  - (c) the Secretary shall ensure that a notice of that fact is displayed on the door to the Court in which the relevant proceedings are taking place.
- (3) For the purposes of this Rule "promulgation" occurs on the date recorded as being the date on which the

document recording the determination of the Originating Application was sent to the parties.

**14.** (1) The Judge may on the application of a party or of his own motion extend the time for doing any act appointed by or under these Rules (including this Rule) and may do so whether or not the time so appointed has expired.

Extension of time.

(2) An application under paragraph (1) shall be made by presenting to the Secretary a Notice of Application in Form L in the Schedule which shall state the title of the proceedings and shall set out the grounds of the Application.

Form L, Schedule.

- (3) The Secretary shall give Notice to each of the parties of any extension of time granted under this Rule.
- **15.** (1) The Tribunal may at any time on the application of a party or of its own motion, give directions on any matter arising in connection with the proceedings.

Directions.

- (2) An application under paragraph (1) shall be made by presenting to the Secretary a Notice of Application, which shall state the title of the proceedings and set out the grounds of the Application.
- **16.** (1) The Tribunal may at any time on the application of any person made by Notice to the Secretary in Form M in the Schedule or of its own motion, direct any person against whom any relief is sought to be joined as a party, and give such consequential directions as it considers necessary.

Joinder and representative Respondents. Form M, Schedule.

- (2) The Tribunal may likewise, on such application or of its own motion, order that any Respondent named in the Originating Application or subsequently added, who appears to the Tribunal not to have been, or to have ceased to be directly interested in the subject of the Originating Application, be dismissed from the proceedings.
- (3) Where a number of persons have the same interest in an Originating Application, one or more of them may be cited as the person of persons against whom relief is sought, or may be authorised by the Tribunal before or at the Hearing, to defend on behalf of all the persons so interested.
- 17. (1) Where, in relation to two or more Originating Applications pending before the Tribunal, it appears to the Tribunal on the application of a party made

Combined proceedings.

Form N, Schedule.

by Notice to the Secretary in Form N in the Schedule or of its own motion, that —

- (a) a common question of law or fact arises in some or all of the Originating Applications;
- (b) the relief claimed in some or all of those Originating Applications is in respect of or arises out of the same set of facts; or
- (c) for any other reason it is desirable to make an order under this Rule.

the Tribunal may order that some (as specified in the order) or all of the Originating Applications shall be considered together, and may give such consequential directions as may be necessary.

- (2) The Tribunal shall only make an order under this Rule if
  - (a) each of the parties concerned has been given an opportunity at a Hearing to show cause why such an order should not be made; or
  - (b) it has sent notice to all of the parties concerned giving them an opportunity to show such cause.

Form O, Schedule.

(3) The Tribunal may, on the application of a party made by Notice to the Secretary in Form O in the Schedule or of its own motion, vary or set aside an order made under this Rule but shall not do so unless it has given each party an opportunity to make either oral or written represent-tations before the order is varied or set aside.

Notices, etc.

- **18.** (1) Any notice given under these Rules shall be in writing.
- (2) All notices and documents required by these Rules to be presented to the Secretary may be presented at the Office of the Tribunal or such other office as may be notified by the Secretary to the parties.
- (3) All notices and documents required or authorised by these Rules to be sent or given to any person hereinafter mentioned may be sent by post (subject to paragraph (5)) or delivered to or at
  - (a) in the case of a notice or document directed to a party
    - (i) the address specified in his Originating Application or Notice of Appearance to which notices and documents are to be sent, or in a notice under paragraph (4); or

- (ii) if no such address has been specified, or if a notice sent to such an address has been returned, to any other known address or place of business in The Bahamas or, if the party is a corporate body, the body's registered or principal, office in The Bahamas, or, in any other case, such address or place outside of The Bahamas as the Judge may allow; or
- (b) in the case of a notice or document directed to any person (other than a party to the proceedings), his address or place of business in The Bahamas or, if the person is a corporate body, the body's registered or principal office in The Bahamas,

and a notice or document sent or given to the authorised representative of a party shall be deemed to have been sent or given to that party.

(4) A party may at any time by Notice to the Secretary in Form P in the Schedule and to the other party or parties change the address to which notices and documents are to be sent to him.

Form P, Schedule.

- (5) The registered postal service shall be used instead of the ordinary post
  - (a) when a second set of notices or documents is sent to a Respondent who has not entered an Appearance under rule 5(1); and
  - (b) for service of an order under rule 7(2).
- (6) The Judge may direct that there shall be substituted service in such manner as he may deem fit in any case he considers appropriate.

#### **SCHEDULE**

The forms contained in this Schedule may be adapted as the circumstances of each case may require.

#### FORM A

(Rule 3(1))

#### ORIGINATING APPLICATION

COMMONWEALTH OF THE BAHAMAS INDUSTRIAL TRIBUNAL NASSAU/FREEPORT

No. of

In the matter of the Industrial Relations Act

X Y Applicant

v.

Α

B Respondent

To: The Secretary of the Industrial Tribunal Office of the Industrial Tribunal (address)

1. I hereby apply to the Tribunal for a Decision on a dispute referred by the Minister pursuant to the provisions of the Industrial Relations Act as between myself and the Respondent(s) mentioned herein.

2.	$My \ name \ is *Mr./Mrs./Miss \ (\textit{Surname in block capitals first})$
	My address is
	Telephone No.

My date of birth is .....

3. If a representative has agreed to act for you in this case please give his or her name and address below and note that further communications will be sent to your representative and not to you.

Name of Respresentative.	 	
Address	 	
Telephone No	 	

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	Respondent's relationship to you for the purpose of the application (e.g. employer, trade union, employment agency, employer recognising the union making application, etc.)
5.	Place of employment to which this application relates, or place where complained about
5.	My occupation or position held/applied for, or other relationship to the Respondent named above is (e.g. user of a service supplied in relation to employment)
7.	Dates employment began Termination Date
3.	Basic wages/salary
€.	Other remuneration of benefits
10.	Normal basic weekly hours of work
11.	Please explain the grounds for your Application below. It will be helpful to the Tribunal if you can give details of the reasons for the application; you will be able to amplify them at the Hearing
12.	If you wish to state what in your opinion was reason for your dismissal, please do so here
13.	If the Tribunal decides that you were wrongfully/unfairly dismissed, please state which of the following you would prefer: reinstatement: to carry on working in your old job as before; re-engagement: to start another job, new contract with your old employer; or compensation: to get an award of money. You can change your mind later. The Tribunal shall consider your preference but shall not be bound by it.
	Dated the day of
	(signature) The Applicant/Counsel for Applicant/Representative for Applicant
*De	lete inappropriate items.
OTHER DESIGNATION OF THE PERSON NAMED IN	or Official Use Only
K	eccived at IT Initials

### **FORM B (Rule 3(3))**

### NOTICE FOR FURTHER AND BETTER PARTICULARS TO THE ORIGINATING APPLICATION

	OMMONWEALTH C		HAMAS	No. of						
INDUSTRIAL TRIBUNAL										
	NASSAU/FREEPORT									
In	In the matter of the Industrial Relations Act									
		X	Υ.	Applicant						
		Α	В	Respondent						
Th	e Office of the Indust	rial Tribuna	ıl							
(aa	ldress)									
To										
1.	1. By virtue of the powers conferred upon him under rule 3(3) and (4) of the Industrial Relations (Tribunal Procedure) Rules, the President/Vice President of the Tribunal makes the following directions—									
2.	Sufficient particulars required under paragrin writing to the Secrethe date of this Notice	caph 1 of thi	s Notice sho	uld be furnished						
3.	Your attention is draw if a direction made u Tribunal may strike Application.	inder rule 30	(3) is not con	mplied with, the						
	Dated the	day of		20						
			(sig	nature)						
				/Vice-President						
			Indust	rial Tribunal						

#### FORM C (Rule 4(c))

#### NOTICE OF ORIGINATING APPLICATION

COMMONWEALTH OF THE BAHAMAS No. of INDUSTRIAL TRIBUNAL NASSAU/FREEPORT

In the matter of the Industrial Relations Act

X Y Applicant
A B Respondent

Office of the Industrial Tribunal

(address)

To: The Respondent(s) (name and address)

I enclose a copy of an Originating Application for a Decision of the Tribunal in which you are named as Respondent. Under the rules of procedure you are required to enter an appearance within 7 days of receiving the copy of the Originating Application. You can do this by completing and sending to me the enclosed Form of Notice of Appearance. This Form and any other communications addressed to me may be sent by post or delivered to me at the above address.

The proceedings on this Application will be regulated by the rules of procedure contained in the Industrial Relations (Tribunal Procedure) Rules. The case number and year of the application is indicated above and should be quoted in any communications with regard to these proceedings.

If you name a representative, further communications regarding the case will be sent to him and not to you, and you should arrange to be kept informed of the progress of the case and of the Hearing date. When the application is heard by the Tribunal the parties (other than a Respondent who has not entered an Appearance) may appear and be heard in person or be represented by anyone they choose.

If you do not send me the completed Form you will not be entitled to take any part in the proceedings (except to apply for an extension of time to enter an Appearance) or to receive any further notice of the proceedings and a Decision which may be enforceable in the Supreme Court may be given against you in your absence. Whether or not you enter an Appearance you will be sent a copy of the Tribunal's decision.

Date	the day of 20	
	(signature)	•••
	Secretary	
	Industrial Tribunal	

### FORM D (Rule 5(1))

### NOTICE OF APPEARANCE

COMMONWEALTH OF THE BAHAMAS INDUSTRIAL TRIBUNAL

No. of

	In	the	matter	of	the	Industrial	Relations	s Ac
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NA	SSAU/FREEPORT			
In t	the matter of the Indu	ustrial Relation	ons Act	
		X	Y	Applicant
		A v.	В	Respondent
То	The Secretary of the	e Industrial T	ribunal	
<ol> <li>2.</li> </ol>	Office of the Indust (address) I * do/do not inte Applicant(s). *My/Our Name is *N tion)	end to resist		·
3.	My address is: Telephone No: If you have arrang you, give his name communications wi Name of Representated Address:	ged to have a and address be and be sent to be ative:	represent below and nim and no	ntative to act for note that further ot to you.
	Telephone No:			
	Dated the	day of		20
			(s	ignature) Respondent(s)

For Official Use Only

Date of receipt	Initials

<sup>\*</sup> Delete inappropriate items.

# FORM E (Rule 6) DEFENCE

COMMONWEALTH OF THE BAHAMAS No. of INDUSTRIAL TRIBUNAL NASSAU/FREEPORT

NA	ASSAU/FREEPORT								
In t	In the matter of the Industrial Relations Act								
	X Y Applicant								
		A	v. B	Respondent					
To	: The Secretary of the Office of the Industri (address)								
1.	I hereby submit a def of the Industrial Re relation to this matter.	lations (T							
2.	*My/Our name is *M sation)								
	Address:								
	Telephone number: .								
3.	If you have arranged give his name and ad Name of Representat Address:	dress belo	ow:						
4.	(a) Was the applican (b) If YES, what was	t dismisses the reaso	ed?/* YES/No on for the disi	O missal?					
	(c) Are the dates given employment correction (d) If NO, give dates	en by the ect? *YE	applicant as S/NO	to his period of					
	termination								
	(e) Are details of r correct?* YES/N		ion stated by	the applicant					

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<sup>\*</sup> Delete inappropriate items.

	(f) If not, or if the applicant has not stated such details, give the correct remuneration here
	Basic wages/salary other pay or remuneration
5.	Give below sufficient particulars to show the grounds on which you intend to resist the application. It will be helpful to the Tribunal if you give details of your reasons for resisting it; you will be able to add to them at the Tribunal Hearing (continue on reverse if there is insufficient space below).
	Dated the day of 20
	(signature)
	The Respondent(s)
Do.	Cofficial Use Only

**Initials** 

Date of receipt

### FORM F (Rule 7(1))

### NOTICE FOR FURTHER AND BETTER PARTICULARS

COMMONWEALTH OF THE BAHAMAS No. o INDUSTRIAL TRIBUNAL NASSAU/FREEPORT									
In the matter of the	In the matter of the Industrial Relations Act								
	X	**	Y	Applicant					
	A	v.	В	Respondent					
To: The Secretary of the Industrial Tribunal Office of the Industrial Tribunal (address) *I/We, the *Applicant/Respondent in this matter, hereby apply to the Tribunal, pursuant to rule 7(1) of the Industrial Relations (Tribunal Procedure) Rules, for an order directing the *Applicant/Respondent —									
(a) to furnish me/us with further and better particulars of the grounds relied upon. The particulars requested are as follows:									
have been	<ul> <li>(b) to provide me/us with a list of documents which are or have been in his possession or power relating to the matters in these proceedings;</li> </ul>								
(c) to produce for inspection at(address)									
Dated the day of 20									
(signature)  The* Applicant/Respondent)  For Official Use									
Date of receipt	Initials								
Date of receipt	muais								

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<sup>\*</sup> Delete inappropriate items.

### FORM G (Rule 7(2))

### NOTICE FOR ATTENDANCE AS A WITNESS AND PRODUCTION OF DOCUMENTS AT HEARING

COMMONWE INDUSTRIAL			BAHAN	MAS	No. of
NASSAU/FREE	EPORT				
In the matter of	the Industr	rial Re	lations	Act	
		X	v.	Y	Applicant
		A	٧.	В	Respondent
apply to the Tr Relations (Trib that (name) to give evidence on the	*Applicant ibunal, purbunal Produced Pr	t/Respersuant ocedure of	ondent to rule Rul (addr er at	in the 7(2) es, 1 ess) (add o'cloo	is matter hereby of the Industrial for a direction
Date	d the	da	ay of		20
			The*		signature) cant/Respondent)
For Official Use		_			
Date of receipt	Initials				

<sup>\*</sup> Delete inappropriate items.

### FORM H (Rule 7(3)) NOTICE FOR INTERROGATORIES

COMMONWEA INDUSTRIAL T NASSAU/FREE	No. of				
In the matter of the	he Industri	ial Rei	lation	s Act	
in the matter of the	ne maasari	X	ation	Y	Applicant
		A	v.	В	Respondent
To: The Secretary Office of the (address)				_	respondent
to the Tribunal, p (Tribunal Proced Applicant/Respond the following ques	oursuant to lure) Rule dent to fur stions: (Her as, each int anbered cons	rule 'es, formish * re set conterrogo secutiv	7(3) or an fme/us out the atory to the ely.)	f the In order with winterrogo be se	atter, hereby apply ndustrial Relations directing the * written answers to gatories in the form at out in a separate
	••••••	••••••	• • • • • • • •		
Dated the	· (	day of	f		20
		•		•••••	
				The*	(signature) Applicant/Respondent)
For Official Use				THE	rippiicani respondent)
Date of receipt	Initials				
		4			

<sup>\*</sup> Delete inappropriate items.

### **FORM I (Rule 7(6))**

# NOTICE TO VARY OR SET ASIDE DIRECTION UNDER RULE 7(1), (2) OR (3) OF THE INDUSTRIAL RELATIONS (TRIBUNAL PROCEDURE) RULES

COMMONWEA	_		BAHA	MAS	No. of
INDUSTRIAL T		L			
NASSAU/FREEI	PORT				
In the matter of the	ne Industr	ial R	elation	s Act	
		X	v.	Y	Applicant
		A	••	В	Respondent
To: The Secretary Office of the (address)				bunal	
apply to the Trib Relations (Tribun	ounal, pur lal Proced Tribunal	rsuant lure) dated	to ru Rules,	le 7(6) to * requiri	nis matter, hereby of the Industrial vary/set aside the ng (name the fy direction)
Dated the		day c	of		20
			The	,	signature)
For Official Use					
Date of receipt	Initials				

<sup>\*</sup> Delete inappropriate items.

### FORM J (Rule 8(1)) NOTICE OF HEARING

COMMONWEALTH OF THE BAHAMAS No. of INDUSTRIAL TRIBUNAL NASSAU/FREEPORT

In the matter of the Industrial Relations Act

X	**	Y	Applicant
A	٧.	В	Respondent

NOTICE IS HEREBY GIVEN that the application of ..... (name) ...... of .... (address) ......, has been listed for hearing by the Tribunal at ....... (place of hearing) ....... on ........ day ....... 20 ...... at ........ o'clock ...... a.m./p.m.

- 1. Attendance should be at the above time and place. The parties (other than a Respondent who has not entered an Appearance) are entitled to appear at the Hearing and to state their case in person or be represented by anyone they wish. A party can choose not to appear and can rely on written representations (which if additional to any already submitted must be sent to the Tribunal and copied to the other party not less than 7 days before the hearing). However, experience has shown that it is normally in the interest of each party and his witnesses (if any) to attend in person even if they have made statements or representations in writing.
- 2. It is very important that each party should bring to the Hearing any documents that may be relevant (e.g. a letter of appointment, contract of employment, pay slips, evidence of unemployment and national insurance benefits, wages book, details of benefits and contributions under any pension or super-annuation scheme etc.)
- 3. If the complaint is one of unfair dismissal the Tribunal may wish to consider whether to make an order for reinstatement or re-engagement. In these cases the Respondent should be prepared to give evidence at the Hearing as to the availability of the job from which the Applicant was dismissed or of comparable or suitable employment and generally as to the practicability of reinstatement or re-engagement of the Applicant by the Respondent.
- 4. If for any reason a party (other than a Respondent who has not entered an appearance) does not propose to appear at the Hearing, either personally or by a representative, he should inform me immediately, in writing, giving the reason and the

case number and year. He should also state whether he wishes the Hearing to proceed in his absence, relying on any written representations which he may have made.

5. The Hearing of this case will take place at the time stated above or as soon thereafter as the Tribunal can hear it. If the Applicant fails to appear at the hearing, the Tribunal may dismiss or dispose of the Application in his absence.

Dated the	day of	20	
		(signature)	
	Cha	irman of the Industrial Tribuna	٠1

For Official Use

Date of receipt	Initials

# FORM K (Rule 12(1)(a)) NOTICE OF WITHDRAWAL

COMMONWEALTH OF THE BAHAMAS No. of INDUSTRIAL TRIBUNAL NASSAU/FREEPORT							
In the matter of the	e Industria	ıl Re	lations	s Act			
		X		Y	Applicant		
		A	v.	В	Respondent		
To: The Secretary of the Industrial Tribunal Office of the Industrial Tribunal (address)  I							
Dated the day of 20							
(signature)  The *Applicant/Respondent For Official Use							
		1					
Date of receipt	Initials						
		]					

<sup>\*</sup> Delete inappropriate items.

# FORM L (Rule 14(2)) NOTICE OF APPLICATION FOR EXTENSION OF TIME

COMMONWEA INDUSTRIAL T	RIBUNAI		AMAS	No. of
NASSAU/FREEI	PORT			
In the matter of the	ne Industri	al Relation	ns Act	
		X	Y	Applicant
		A v.	В	Respondent
To: The Secretary Office of the (address)			ibunal	
I (name) of (address) the * Applicant/R Judge, in this mat Relations (Tribuna for (specify n grounds that — (st	despondent ter, in acco al Procedur requirement	in this mordance wire) Rules, fat and the r	atter, here th rule 14 or an exte elevant Ri	by apply to the of the Industrial nsion of the time <i>ule</i> ) on the
Dated the	day	of		20
		•••••	(:	signature) Applicant/Respondent
For Official Use				rr
Date of receipt	Initials			

<sup>\*</sup> Delete inappropriate items.

# FORM M (Rule 16(1)) NOTICE OF JOINDER OF PARTIES

INDUSTRIAL TE NASSAU/FREEP	RIBUNAL		MAS	No. of
NASSAU/FREEP	OKI			
In the matter of th	e Industria	al Relations	Act	
	,	X	Y	Applicant
		A v.	В	Respondent
To: The Secretary Office of the I (address)			unal	
I (name) of (address) hereby apply to the Industrial Relations (state the name and joined as a party	Tribunal (Tribunal) of address of to the m	, in accorda Procedure) of the person natter)	ance with Rules, fo whom i	n rule 16 of the r a direction that t is sought to be
be joined as a par considers necessary	ty and for			directions as it
Dated the	day	of		20
			(si	gnature)
For Official Use		1		
Date of receipt	Initials			

<sup>\*</sup> Delete inappropriate items.

### **FORM N (Rule 17(1))**

### NOTICE OF CONSOLIDATION OF ORIGINATING APPLICATIONS

COMMONWEALTH OF THE BAHAMAS No.					
INDUSTRIAL T		L.			
NASSAU/FREE	PORT				
In the matter of the	he Industi	rial Re	lations	Act	
		X	v.	Y	Applicant
		A	٧.	В	Respondent
To: The Secretary Office of the (address)				ounal	
*I/We,					
together and for necessary.	such con	sequei			be considered s as it considers
Dated the		day of	•••••		20
				(	signature)
				The *	Applicant/Respondent
For Official Use		1			
Date of receipt	Initials				

<sup>\*</sup> Delete inappropriate items.

### **FORM O (Rule 17(3))**

### NOTICE TO VARY OR SET ASIDE ORDER UNDER RULE 17 OF THE INDUSTRIAL RELATIONS (TRIBUNAL PROCEDURE) RULES

COMMONWEALTH OF THE BAHAMAS No. OF INDUSTRIAL TRIBUNAL NASSAU/FREEPORT							
In the matter of the Indu	strial Re	elations	Act				
	X		Y	Applicant			
	A	V.	В	Respondent			
To: The Secretary of the Office of the Industr (address)			ounal				
*I/We,(name) of(address), the *Applicant/Respondent in this matter, hereby apply to the Tribunal, pursuant to rule 17(3) of the Industrial Relations (Tribunal Procedure) Rules, to *vary/set aside an Order of the Tribunal dated that							
Dated the day of 20							
				(signature)			
			The	*Applicant/Respondent			
For Official Use Date of receipt Initials	3						
I							

<sup>\*</sup> Delete inappropriate items

### FORM P (Rule 18(4)) NOTICE TO CHANGE ADDRESS

COMMONWEAL INDUSTRIAL TR NASSAU/FREEPO	IBUNAL	AHAMAS	No. of
In the matter of the	e Industrial Rela	tions Act	
	X	Y	Applicant
	A	v. В	Respondent
To: (state the name Secretary, part notice is being	ty or parties to v		
*I/We,(nam the *Applicant/Re in accordance wi (Tribunal Procedur (state address) to which all notice or delivered to me.	spondent in this ith rule 18(4) e) Rules, of a sand document	s matter, he of the Ind change of a	ustrial Relations ddress to
Dated the	day of		20
For Official Use  Date of receipt In		*	ignature) cant/Respondent

<sup>\*</sup> Delete inappropriate items