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| **LRA Form 3.20 B****Section 54(2)(f)** **Labour Relations Act, 1995** | **COUNCIL SUBMITS PARTICULARS OF SMALL ENTERPRISES** |  |
| **READ THIS FIRST****WHAT IS THE PURPOSE OF THIS FORM?**Every bargaining council must annually supply information required on this form to the Registrar of Labour Relations annually by January covering the previous calendar year ending 31 December.**WHO FILLS IN****THIS FORM?**The Secretary of the Bargaining Council.**WHERE DOES THIS****FORM GO?**The Registrar of Labour Relations, Department of Labour, Private Bag X117, Pretoria, 0001. Fax 012-309 4156; E-mail: registrar.labourrelations@labour.gov.za. **OTHER INSTRUCTIONS**Two completed copies of this form must be sent to the Registrar. | **1) BARGAINING COUNCIL DETAILS** Name of council: ……………………………………………………….……….…..……………….. ……………………………………………………………………………………………….…….……Address: …………….…………………………………………………………….……….….............…………………………………………………………………………………….….………..……….…………………………………..…………………..………..…………………………..…………….Secretary of Council: …………………………………..…………………..………..………………Contact Number: ………………………….….……….…………………………………………….. E-mail Address: ……………………………………………………………….………..……..……..**2) COUNCIL’S DEFINITION OF SMALL ENTERPRISE**…………………………………………..…………………..………………………………………… …………………………………………..…………………..………………………………………… …………………………………………..…………………..………………………………………… …………………………………………..…………………..………………………………………… …………………………………………..…………………..…………………………………………**3) EMPLOYMENT WITHIN COUNCIL’S JURISDICTION** ………………….………. Employers employing a total of ……………………..………………. Employees are within the registered scope of the Council. |

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**4) INFORMATION ON SMALL ENTERPRISES FALLING WITHIN REGISTERED SCOPE OF COUNCIL**

How many small enterprises: -

 - Are within the Bargaining Council’s registered scope? ……………………….

 - Are members of the employer parties to the Council? ……………………….

 - Are covered by collective agreements extended to non-parties in terms of section 32? ……………………….

 - How many employees are employed by small enterprises within the Council’s registered scope? ……………………….

 Of those employees, how many are: -

 - Employed by members of the employer parties to the Council? …………………………

 - Party trade union members? …………………………

**5) REPRESENTATION OF SMALL ENTERPRISES**

 Do small enterprises have representatives on the Council? ……………………..

 - Number of seats allocated to small enterprises ……………………..

 - Total number of seats in the Council ………………………

 Do small enterprises have representatives on the Exemption Board? ………………………

 - Number of seats allocated to small enterprises on the Board ………………………

 - Total number seats on the Board ………………………

 \*Do small enterprises have representatives on the Boards of Council’s Funds? ………………………

 - Number of seats allocated to small enterprises ………………………

 - Total number of seats on the Boards of the Council’s Funds ……………………….

Signature of Secretary of Council: ………………………………………………………….

Date: …………………………………………………