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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](mailto: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. | |

**… please turn over** →

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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: …………………………………………………