**application for exemption questionnaire**

**date of this APPLICATION:** ……………………………………………….

**part 1. registration details:**

**1. 1. Council Registration Number:** ……………………………………………………….

**1. 2. Date the firm was Registered with the Council:** .................................................

**1. 3. Name of firm:** ………………………….………………………………………………...

**1. 4. Address of firm:** ………………………………………………………………………...

**1. 5. Telephone Number:** ………….…………. **Fax Number:** ………..………………….

**1. 6. E-mail Address:** …………………………………………………………………………

**1. 7. Contact person:** ……………………………………………………….........................

**1. 8. Name of Employer Organisation:** ……………………………………………………

**1. 9. Activities of firm:** ……………………………………………………………………….

**part 2. labour details:**

**2. 1. Total Number of Employees:** …………………………………………………………

**2. 2. Total Number of Scheduled Employees:** …………………………………………

**2. 3. Name/s of Trade Union/s involved:** ………………………………………………..

**2. 4. Are Main Agreement Rates for 2021/2022 being paid? [Yes] [No]**

**2. 5. If No, please specify the % of the Rates presently being paid:** ……………….

**part 3. exemption details:**

**3. 1. Specify exemption applied for:** ……………………………………………..............

**3. 2. Are any Director/s - Member/s - partner/s - owners/s of the firm a Shareholder in any other Business?**

 **If yes please specify:** ...........................................................................................

**3. 3. Specify by ticking, whether the Exemption will affect [Workshop] [Site]**

 **[all Employees]**

**3. 4. Have Trade Union/s been consulted? [Yes] [No] [NA]**

**3. 5. Date of consultation/s:** ………………………………………………………………

**3. 6. Did Trade Union/s support the Application? [Yes] [No] [NA]**

 **If not, why?** …………………………………………………………………………….

**3. 7. Have affected employees been consulted? [Yes] [No]**

**3. 8. Did affected Employees support the Application? [Yes] [No]**

 **If not, why?** ………………………………………………………………………………

**3. 9. Has the following been attached to this Application?**

**3. 9. 1. Minutes of Meetings with Employees and Trade Union? [Yes] [No]**

**3. 9. 2. Signatures of Trade Union Official/s who attended the meeting? [Yes] [No]**

**3. 9. 3. Signatures of Employees who attended the Meeting? [Yes] [No], if not, please state reason:** …………………………………………………………………

**3. 10. Has the firm during the past 12 months worked (please tick) short time - embarked on lay-offs - retrenched employee/s?**

 **Please supply details (e.g.: specify date/s - period/s and number of employees affected:** .............................................................................................

**3. 11. Are the firm’s contributions paid up to date? If not, please state reason:**

…………………………………………………………………………………..………….

 **If yes, please attach Bank Deposit Slips as proof of payment.**

**3. 12. *Audited Financial Statements for 2021/2022* and *Auditors Report* together with *Balance Sheets and Income Statements* for the last three months**

**3. 13. MOTIVATION: An explanation of the difficulties being faced by the firm. Please attach to the Exemption Application Questionnaire. If no Motivation is attached to the Application, we will not consider your request.**

**3. 14. business plan: give dates - amounts - percentages and how long it will take for the firm to come in line with the latest Main Agreement Minimum Rates of Pay, keeping in mind the yearly Increases which come into effect the end of June of each year which is to be included in your calculations made in the Business plan. Please attach to the Exemption Application Questionnaire. If no Business Plan is attached to the Application, we will not consider your request.**

**please note:**

1. **All relevant documentation pertaining to the Application must be attached in order to ensure an expeditious reply. If any Section of this document is NOT completed or any document/s is not attached, the Council will not consider the Application and the firm would have to make a new Application.**

**2. The details reflected in this document have been provided by the employer or person so designated as being true and correct at the date of this Application. It is understood that all information contained in this document is subject to verification if required. Any information found to have been incorrect would result in immediate disqualification of the Application.**

**signed:** ………………………………………………………………………….

**date:** ……………………………………………………………………………..

**please print name:** …………………………………………………………

**designation:** …………………………………………………………………..

**APPLICATION FOR EXEMPTION FROM METAL AND ENGINEERING INDUSTRIES BARGAINING COUNCIL**

We:

1. ……………………………………………………………………………….
2. ……………………………………………………………………………….

Being the duly appointed Employees Representatives, do hereby confirm that the Management of:

………………………………………………………………………………………

Discussed and consulted with all employees of the Company, all aspects and reasons for the Application for Exemption.

The employees unanimously accepted and agreed to Management’s reasons for the Application and as a result, requested that we sign all documentation to give affect thereto:

**SIGNED:** ……………………………. **SIGNED:** ………………………..

**DESIGNATION:** ……………………… **DESIGNATION:** ………………….

**DATE:** ………………………………. **DATE:** ……………………………

**Employee / Trade Union Acknowledgment of this Application**

We the undersigned do hereby confirm, as required by Section 38 above, that we have been consulted about the employers need to submit this application. We are aware of the right to submit in writing reasons for objecting to this exemption application (attached as an annexure to this application).

**SIGNED ON BEHALF OF THE EMPLOYEES:** ………………………………………………………………………….

**PLEASE PRINT NAME/S CLEARLY:** ……………………………………………………………………………………..

**DATE:** ……………………………………………………………………………………………………………………………..

**SIGNED ON BEHALF OF THE EMPLOYEE REPRESENTATIVE/S:** …………………………………………….

**PLEASE PRINT NAME/S CLEARLY:** …………………………………………………………………………………….

**DATE:** ……………………………………………………………………………………………………………………………..

**SIGNED ON BEHALF OF THE TRADE UNION:** ……………………………………………………………………….

**PLEASE PRINT NAME CLEARLY:** ………………………………………………………………...................................

**DATE:** ……………………………………………………………………………………………………………………………….

**APPLICATION FOR EXEMPTION FROM THE METAL AND ENGINEERING INDUSTRIES BARGAINING COUNCIL**

We, the employees of:

 …………………………………………………………………………………………………….

Hereby confirm that the Company’s Management called a meeting on:

………………………………………………………………………………………………………

To discuss and consult with us the company’s need to make application for exemption to the Metal and Engineering Industries Bargaining Council.

We fully understand the reasons for and the effect the application will have on us as well as the company.

We unanimously accept the need and terms of the exemption application and agree to the company making such an application.

Signed at: …………………………………. on ……day of……………….…………….2022

**SIGNATURES OF EMPLOYEES:**

……………………………………… ……………………………………………..

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