

SCHEDULE 4

INDUSTRIAL TRIBUNALS (LEVY APPEALS) RULES OF PROCEDURE

For use only in proceedings on levy appeals

Entry of appeal

6. The Secretary shall as soon as reasonably practicable after receiving from the Board the relevant documents in accordance with rule 3(1), 4(4) or 4(5) –

- (a) enter the following details of the appeal in the Register, namely –
 - (i) the case number;
 - (ii) the date the Secretary received the relevant documents;
 - (iii) the name of the appellant;
 - (iv) the fact that the appeal is an appeal by a person assessed to levy imposed under a levy order made under Article 23(2) of the Industrial Training Order;
- (b) give notice to the appellant and to the Board of the case number of the appeal (which must from then on be referred to in all correspondence relating to the appeal) and of the address to which notices and other communications to the Office of the Tribunals shall be sent;
- (c) give notice to the appellant of the Board's address for service; and
- (d) send to the appellant a copy of any representations in writing that the Board has submitted to the tribunal under rule 3 or 4.