

EXPLANATORY NOTE

(This Note is not part of the Regulations but is intended to indicate their general purport.)

These Regulations regulate the procedure of the industrial tribunals on references of questions on or after 15th May 1967 with regard to—

- (a) the written particulars of terms of employment required to be given by an employer to an employee under Part I of the Contracts of Employment and Redundancy Payments Act (Northern Ireland) 1965; and
- (b) any compensation question which under statutory Provisos passed or made on or after 19th October 1965 is directed to be determined by those tribunals.

1967. No. 111

[C]

INDUSTRIAL TRIBUNALS

Redundancy Payments

REGULATIONS, DATED 12TH MAY 1967, MADE BY THE MINISTRY OF HEALTH AND SOCIAL SERVICES UNDER SECTION 52 OF THE CONTRACTS OF EMPLOYMENT AND REDUNDANCY PAYMENTS ACT (NORTHERN IRELAND) 1965.

The Ministry of Health and Social Services in exercise of powers conferred by section 52 of the Contracts of Employment and Redundancy Payments Act (Northern Ireland) 1965(a) and of all other powers enabling it in that behalf hereby makes the following Regulations:

Citation, commencement and revocation

1.—(1) These Regulations may be cited as the Industrial Tribunals (Redundancy Payments) Regulations (Northern Ireland) 1967 and shall come into operation on 15th May 1967.

(2) The Industrial Tribunals (Redundancy Payments) Regulations (Northern Ireland) 1965(b) shall cease to have effect.

Interpretation

2.—(1) In these Regulations—

“the Act” means the Contracts of Employment and Redundancy Payments Act (Northern Ireland) 1965;

“applicant” means a person (including the Ministry) who in pursuance of Rule 1 has sent an originating application to the Secretary of the Tribunals for a decision of a tribunal;

“the clerk to the tribunal” means the person appointed by the Secretary of the Tribunals to act in that capacity at one or more hearings;

“hearing” means a sitting of a tribunal duly constituted for the purpose of receiving evidence, hearing addresses and witnesses or doing anything

(a) 1965, c. 19 (N.I.).

(b) S.R. & O. (N.I.) 1965, No. 255.

lawfully requisite to enable the tribunal to reach a decision on any reference;

“the Ministry” means the Ministry of Health and Social Services;

“the Office of the Tribunals” means the Central Office of the Industrial Tribunals;

“the President” means the President of the Industrial Tribunals or the person nominated by the Ministry to discharge for the time being the functions of the President;

“rebate” means a payment referred to as such in section 40 of the Act;

“the Register” means the Register of Applications and Decisions kept in pursuance of these Regulations;

“respondent” means a party to the proceedings before a tribunal other than the applicant;

“Rule” means a Rule of Procedure contained in the Schedule;

“the Secretary of the Tribunals” means the Secretary of the Central Office of the Industrial Tribunals for the time being;

“tribunal” means an industrial tribunal established in pursuance of the Industrial Tribunals Regulations (Northern Ireland) 1965(a) and in relation to any proceedings means the tribunal to which the proceedings have been referred.

(2) A form referred to by number means the form so numbered in the Appendix to the Schedule.

Procedure of tribunals

3.—(1) The Rules of Procedure contained in the Schedule shall have effect in relation to proceedings to which this Regulation applies.

(2) This Regulation applies to proceedings in pursuance of references or appeals under Part II or Part III or section 47 or section 49 of the Act—

- (a) as to the right of any person to a redundancy payment, to a payment under an agreement, or to a payment to which section 49 of the Act applies, or as to the amount of any such payment;
- (b) as to the liability of any person to make an employer's payment, that is to say, a payment falling within paragraph (a), paragraph (b) or paragraph (c) of section 40(1) of the Act;
- (c) as to the amount of the rebate payable in accordance with Schedule 6 to the Act;
- (d) as to the amount of the sum payable in accordance with Schedule 7 to the Act; or
- (e) against the Ministry's withholding, or reducing the amount of, a rebate.

Proof of decisions of tribunals

4. The production in any proceedings in any court of a document purporting to be certified by the Secretary of the Tribunals to be a true copy of an entry of a decision in the Register shall, unless the contrary is proved, be sufficient evidence of the document and of the facts stated therein.

Sealed with the Official Seal of the Ministry of Health and Social Services for Northern Ireland this 12th day of May 1967.

(L.S.)

W. Slinger,
Assistant Secretary.

SCHEDULE

Rules of Procedure

Originating application

1.—(1) Proceedings for the determination by a tribunal of any question or appeal shall be instituted by the applicant sending to the Secretary of the Tribunals an originating application in accordance with such one of Forms 1 to 3 as is appropriate to the case and shall set out the grounds of the application.

(2) Where the Secretary of the Tribunals is of the opinion that the originating application does not seek or on the facts stated therein cannot entitle the applicant to a remedy which a tribunal has power to give, he may give notice to that effect to the applicant stating the reasons for his opinion and inviting the applicant to state in writing whether he agrees to withdraw his application or wishes to proceed with it.

(3) An application as respects which a notice has been given in pursuance of the preceding paragraph shall not be treated as having been received for the purposes of Rule 2 unless the applicant intimates in writing to the Secretary of the Tribunals that he wishes to proceed with it; and upon receipt of such an intimation the Secretary of the Tribunals shall proceed in accordance with that Rule.

(4) The withdrawal of an application under this Rule shall be without prejudice to any right of the applicant to make a further application to a tribunal.

Registering of originating application

2. Upon receiving an originating application the Secretary of the Tribunals shall enter particulars of it in the Register and shall forthwith send a copy of it to the respondent (and to the Ministry if it is not a party) and inform the applicant and the respondent (and the Ministry if it is not a party) in writing of the case number of the originating application entered in the Register (which shall thereafter constitute the title of the proceedings) and of the address to which notices and other communications to the Secretary of the Tribunals shall be sent. The copy of the originating application sent by the Secretary of the Tribunals to a respondent shall be accompanied by a notice in accordance with Form 4.

Appearance by respondent

3.—(1) A respondent shall within 14 days of receiving the copy originating application enter an appearance to the proceedings by sending to the Secretary of the Tribunals a notice of appearance which shall be in accordance with Form 5 stating whether he intends to resist the application and, if so, on what grounds. Upon receipt of a notice of appearance the Secretary of the Tribunals shall forthwith send a copy of it to the other party (and to the Ministry if it is not a party).

(2) A respondent who has not entered an appearance shall not be entitled to take any part in the proceedings except—

- (i) to apply under Rule 12(1) for an extension of the time appointed by this Rule for entering an appearance; and
- (ii) to be sent a copy of a decision or specification of reasons or corrected decision or specification in pursuance of Rule 9(3) or 9(6),

and accordingly (without prejudice to the generality of this provision) he shall not be entitled—

- (a) to make an application under Rule 4;
- (b) to notice of the date, time and place of the hearing in pursuance of Rule 5;
- (c) to submit representations in writing for consideration by the tribunal in pursuance of Rule 6(2);
- (d) to be heard or represented at the hearing in pursuance of Rule 7 or 8;
- (e) to enter into a written agreement in pursuance of Rule 11(1)(d); or
- (f) to apply for directions in pursuance of Rule 12(2) or to receive a notice in pursuance of Rule 12(4).

(3) A notice of appearance which is sent to the Secretary of the Tribunals after the time appointed by this Rule for entering an appearance shall be deemed to include an application under Rule 12(1) (by the respondent who has sent the notice of appearance) for an extension of the time so appointed. Without prejudice to Rule 12(4), if the tribunal grants the application (which it may do notwithstanding that the grounds of the application are not stated) the Secretary of the Tribunals shall forthwith send a copy of the notice of appearance to the other party (and to the Ministry if it is not a party). The tribunal shall not refuse an extension of time under this Rule unless it has given the person wishing to enter an appearance an opportunity to show cause why the extension should be granted.

Power to require further particulars and attendance of witnesses and to grant discovery

4.—(1) Subject to Rule 3(2), the tribunal may on the application of a party to the proceedings (or of the Ministry if it is not a party) made either by notice to the Secretary of the Tribunals or at the hearing of the originating application—

- (a) require a party to furnish in writing to another party (and to the Ministry if it is not a party) further particulars of the grounds on which he relies and of any facts and contentions relevant thereto;
- (b) grant to a party (or to the Ministry if it is not a party) such discovery or inspection of documents as might be granted by a county court; and
- (c) require the attendance of any person (including a party to the proceedings) as a witness or require the production of any document relating to the question or appeal to be determined;

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

(2) A party on whom a requirement has been made under paragraph (1)(b) on an *ex parte* application and a person on whom a requirement has been made under paragraph (1)(c) may apply to the tribunal to vary or set aside the requirement.

(3) No such application to vary or set aside shall be entertained (in a case where a time has been appointed under paragraph (1) in relation to the requirement) unless it is made before the time or, as the case may be, expiration of the time so appointed. Notice of the application in accordance with Rule 11(2) shall be given to the party on whose application the requirement was made and (if it was not that party) to the Ministry.

(4) Every document containing a requirement under paragraph (1)(b) or (1)(c) shall contain a reference to the fact that under section 52(4) of the Act any person who without reasonable excuse fails to comply with any such requirement is liable on summary conviction to a fine not exceeding £50 or imprisonment for a term not exceeding three months or both.

Time and place of hearing

5. The Ministry shall fix the date, time and place of the hearing of the originating application and the Secretary of the Tribunals shall not less than 14 days before the date so fixed (subject to Rule 3(2)) send to each party (and to the Ministry if it is not a party) a notice in accordance with Form 6.

The hearing

6.—(1) Any hearing of or in connection with an originating application shall take place in public, unless the tribunal determines at the request of a party to hear the application in private.

(2) Subject to Rule 3(2), if a party shall desire to submit representations in writing for consideration by the tribunal at the hearing of the originating application that party shall send such representations to the Secretary of the Tribunals not less than 7 days before the hearing and shall at the same time send a copy thereof to the other party (and to the Ministry if it is not a party).

Representation

7.—(1) Subject to Rule 3(2), at any hearing of or in connection with an originating application a party may appear and may be heard in person or be represented by counsel or solicitor or by a representative of a trade union or of an employers' association or, with the leave of the tribunal, by any other person.

(2) The Ministry, if it so elects, shall be entitled to appear and be heard at any hearing of or in connection with an originating application notwithstanding that it is not a party and may be represented by any officer of the Ministry or by counsel or solicitor.

Procedure at hearing

8.—(1) Subject to Rule 3(2), at the hearing of the originating application the parties (and the Ministry if it is not a party and it elects to appear) shall be entitled to make opening statements, to call witnesses, to cross-examine any witnesses called by any other party (or by the Ministry if it is not a party) and to address the tribunal.

(2) Subject to Rule 3(2), a party may if he so desires give evidence on his own behalf.

(3) Without prejudice to the right of the Ministry to appear and be heard, if a party shall fail to appear or to be represented at the time and place fixed for the hearing, the tribunal may dispose of the application in the absence of that party or may adjourn the hearing to a later date: Provided that before disposing of an application in the absence of a party the tribunal shall consider any representations submitted by that party in pursuance of Rule 6(2).

(4) The tribunal may require any witnesses to give evidence on oath or affirmation, and for that purpose there may be administered an oath or affirmation in due form.

Decision of tribunal

9.—(1) A decision of the tribunal may be taken by a majority thereof and, if in accordance with regulation 3(1) of the Industrial Tribunals Regulations (Northern Ireland) 1965 the tribunal shall be constituted of two members only, the chairman shall have a second or casting vote.

(2) The decision of the tribunal shall be recorded in a document signed by the chairman which shall contain the reasons for the decision.

(3) The clerk to the tribunal shall transmit the document signed by the chairman to the Secretary of the Tribunals who shall as soon as may be enter it in the Register, and shall send a copy of the entry to each of the parties (and to the Ministry if it is not a party): Provided that the specification of the reasons for the decision shall be omitted from the Register in any case in which the tribunal on the application of either or any of the parties so directs on the ground that disclosure would be contrary to the interests of that party, and in that event a specification of the reasons shall be sent to the parties (and to the Ministry if it is not a party) together with the copy of the entry.

(4) The Register shall be kept at the Office of the Tribunals and shall be open to the inspection of any person without charge at all reasonable hours.

(5) The chairman of the tribunal shall have power by certificate under his hand to correct in documents recording the tribunal's decisions clerical mistakes or errors arising therein from any accidental slip or omission.

(6) The clerk to the tribunal shall send a copy of any document so corrected and the certificate of the chairman to the Secretary of the Tribunals who shall thereupon make such correction as may be necessary in the Register and shall send a copy of the corrected entry or of the corrected specification of the reasons, as the case may be, to the parties (and to the Ministry if it is not a party).

Costs

10.—(1) The tribunal shall not normally award costs but where in its opinion a party to the proceedings (and if he is a respondent whether or not he has entered an appearance) has acted frivolously or vexatiously the tribunal may include in its decision—

- (a) an order that that party shall pay to another party (or to the Ministry if it is not a party) a specified sum in respect of the costs incurred by that other party (or, as the case may be, by the Ministry);
- (b) an order that that party shall pay to the Ministry a specified sum in respect of the whole, or any part of, any allowances (other than allowances paid to members of tribunals) paid by the Ministry under section 13(3) of the Industrial Training Act (Northern Ireland) 1964(a) (as amended by section 52(5) of the Act) to any person for the purposes of, or in connection with, his attendance at the tribunal.

(2) Notwithstanding the provisions of paragraph (1), where on the application of a party to the proceedings the tribunal has postponed the day or time fixed for the hearing or has adjourned the hearing, the tribunal may include in its decision orders against that party as at (a) and (b) above as respects any costs incurred or any allowances paid as a result of the postponement or adjournment.

Miscellaneous powers of tribunal

11.—(1) The tribunal may, if it thinks fit,—

- (a) extend the time appointed by these Rules for doing any act notwithstanding (subject to Rule 4(3)) that the time appointed may have expired;
- (b) postpone the day or time fixed for, or adjourn, the hearing;
- (c) if the applicant shall at any time give notice of the abandonment of his originating application, dismiss the proceedings;
- (d) if both or all the parties (and the Ministry if it is not a party) agree in writing upon the terms of a decision to be made by the tribunal, decide accordingly.

(2) Subject to the provisions of these Rules the tribunal may regulate its own procedure and may, if it thinks fit, before granting an application under Rule 4 or 12 require the party making the application to give notice of it to the other party (and to the Ministry if it is not a party) or if the application is made by the Ministry require it to give notice of such application to the parties. The 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) Any act (other than the hearing of an originating application) required or authorised by these Rules to be done by the tribunal may be done by, or on the direction of, the President or the chairman of the tribunal.

(4) Rule 10 shall apply to an order dismissing proceedings under paragraph (1)(c).

Applications

12.—(1) An application to the tribunal for an extension of the time appointed by these Rules for doing any act may be made by a party either before or (subject to Rule 4(3)) after the expiration of any time so appointed.

(2) Subject to Rule 3(2), a party (or the Ministry if it is not a party) may at any time apply to the tribunal for directions on any matter arising in connection with the proceedings.

(3) An application under the foregoing provisions of this Rule shall be made by sending to the Secretary of the Tribunals a notice of application, which shall state the title of the proceedings and shall set out the grounds of the application.

(a) 1964. c. 18 (N.I.).

(4) Subject to Rule 3(2), the Secretary of the Tribunals shall give notice to both or all the parties (and to the Ministry if it is not a party) of any extension of time granted or any directions given in pursuance of this Rule.

Notices, etc.

13.—(1) Any notice given under these Rules shall be in writing and 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 by means of the recorded delivery service or delivered to or at—

- (a) in the case of a document directed to the Secretary of the Tribunals, the Office of the Tribunals;
- (b) in the case of a document directed to the Ministry in proceedings to which it is not a party, the offices of the Ministry of Health and Social Services, Dundonald House, Upper Newtownards Road, Belfast, 4;
- (c) in the case of a document directed to a party, his address for service specified in the originating application or in a notice under paragraph (2) or (if no address for service is so specified) his last known address or place of business in the United Kingdom or, if the party is a corporation, the corporation's registered or principal office;

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

(2) A party may at any time by notice to the Secretary of the Tribunals and to the other party (and to the Ministry if it is not a party) change his address for service under these Rules.

APPENDIX

FORM 1

INDUSTRIAL TRIBUNALS (REDUNDANCY PAYMENTS) REGULATIONS
(NORTHERN IRELAND) 1967

**Originating Application by an Employee for a Question to be Decided under
the Contracts of Employment and Redundancy Payments Act
(Northern Ireland) 1965**

IMPORTANT NOTICE TO INTENDING APPLICANTS

This application form may only be used for questions relating to redundancy payments.

The tribunal cannot make you an award if you have had less than 104 weeks' continuous employment with your employer (including, in some cases employment with a predecessor of your employer or with an associated company) since you attained the age of 18 or if you attained the age of 65 (60 in the case of a woman) before the employment ended.

The rules for calculating continuous employment are explained in Appendix A to the Ministry's Guide to the Contracts of Employment and Redundancy Payments Act (Northern Ireland) 1965. Employment may be continuous despite short periods of absence. In the event of any question arising it will be for the tribunal to decide whether employment is continuous.

If your employer does not contest your right to a redundancy payment but says he cannot pay, you should make enquiries at the nearest Local Office of the Ministry before you complete this application.

To

The Secretary of the Central Office of the
Industrial Tribunals,

.....
.....

- 1. I hereby apply for a decision of a tribunal
 - *as to whether I have a right to a redundancy payment,
 - *as to the amount of the redundancy payment to which I am entitled,
 and my reasons for this application are given at item 9 below.

[Note to applicants: Delete either of the items marked thus * if it is not applicable to your case. If you do not delete the second item (relating to the amount of the payment) you should also complete item 10 of this form and, where appropriate, item 11.]

- 2. My name (surname first), address and telephone number are:

.....
.....
.....

[If a woman, state whether Mrs. or Miss]

3. All communications with regard to this originating application should be addressed

A. to me at †.....

B. to my solicitor(s)/agent(s), Mr./Messrs.

..... at †.....

[Note to applicants: You should complete either A or B above and delete where inapplicable. When the originating application is heard by the tribunal you may appear and be heard in person or be represented by counsel or solicitor or by a representative of a trade union or with the leave of the tribunal by any other person.]

4. The name, address and telephone number of the employer (and of other person(s)) against whom a decision of the tribunal is sought are:

.....
.....
.....

5. My occupation whilst employed was that of

6. My employment began [date] and ended [date]

7. My basic normal weekly hours of work were

8. My date of birth was

9. The grounds of my application are as follows:

.....
.....

(continue on a separate sheet if necessary)

[Note to applicants: Give above full details of the grounds of your application. Say how your employment ended, and give any other information which you would like the tribunal to take into consideration. If you refused an offer of alternative employment, give your reasons. If there were breaks in the continuity of the employment, give the reasons for them.]

10. The full details of my salary or wages and overtime rate were as follows:

.....
.....

(continue on a separate sheet if necessary)

[Note to applicants: This item should only be completed if a decision is required as to the amount of the redundancy payment. If this item is applicable, give full details of your salary or wages and, where applicable, overtime rate. If you were a pieceworker or a shiftworker state what you consider to be a week's pay for the purpose of calculating a redundancy payment and explain in detail how you arrive at this figure.]

11. The amount of redundancy payment made/offered to me already in respect of this redundancy was

[Note to applicants: If you complete this item (which you should do if it is applicable to your case) you should delete either the word "made" or the word "offered".]

Date Signature

Applicant:

†Insert address as applicable.

FORM 2

INDUSTRIAL TRIBUNALS (REDUNDANCY PAYMENTS) REGULATIONS (NORTHERN IRELAND) 1967

Originating Application by an Employer for a Decision that he is entitled to a Rebate from the Redundancy Fund

IMPORTANT NOTICE TO INTENDING APPLICANTS
This application form may only be used by employers for questions relating to rebates from the Redundancy Fund.

To

The Secretary of the Central Office of the Industrial Tribunals,

.....
.....

1. I/We* hereby apply for a decision of a tribunal that I/we* am/are* entitled to a rebate from the Redundancy Fund amounting to £..... and my/our* reasons for this application are given at item 6 below.

2. My/our* name, address and telephone number are:

.....
.....
.....

3. I/We* am/are* in business as

4. All communications with regard to this originating application should be addressed

A. to me/us* at †.....

B. to my/our* solicitor(s)/agent(s)*, Mr./Messrs.*

..... at †.....

[Note to applicants: You should complete either A or B above and delete where inapplicable. When the originating application is heard by the tribunal you may appear and be heard in person or be represented by counsel or solicitor or by a representative of an employers' association or with the leave of the tribunal by any other person.]

5. This decision is sought against the Ministry of Health and Social Services.

6. The grounds of this application are as follows:

.....
.....
.....

(continue on a separate sheet if necessary)

[Note to applicants: Include above all information which you think the tribunal ought to consider.]

Date Signature

Applicant(s).

*Delete if inapplicable.
†Insert address as applicable.

FORM 3

INDUSTRIAL TRIBUNALS (REDUNDANCY PAYMENTS) REGULATIONS (NORTHERN IRELAND) 1967

Originating Application for the Determination of a Question or Appeal under the Contracts of Employment and Redundancy Payments Act (Northern Ireland) 1965

IMPORTANT NOTICE TO INTENDING APPLICANTS

This form must only be used in cases where either Form 1 or Form 2 is not applicable. If you are an employee and wish the tribunal to determine a question relating to redundancy payments, ask for Form 1. If you are an employer and wish the tribunal to determine a question relating to rebates from the Redundancy Fund, ask for Form 2.

To

The Secretary of the Central Office of the Industrial Tribunals,

.....
.....

1. I/We*
(If a woman state whether Mrs. or Miss)

of (address)

(telephone number) (occupation or business)

hereby apply under the above-mentioned Regulations (for the reasons given at item 4 below) for a decision of a tribunal to the following effect:—

.....
.....

2. All communications with regard to this originating application should be addressed

A. to me/us* at †.....

B. to my/our* solicitor(s)*, Mr./Messrs.*

..... at †.....

[Note to applicants: You should complete either A or B above and delete where inapplicable. When the originating application is heard by the tribunal you may appear and be heard in person or be represented by counsel or solicitor or by a representative of a trade union or of an employers' association or with the leave of the tribunal by any other person.]

3. The name(s), address(es) and telephone number(s) of the person(s) against whom this decision is sought are:—

.....
.....
.....

4. The grounds of this application are as follows:

.....
.....
.....

(continue on a separate sheet if necessary)

[Note to applicants: Include above *all* information which you think the tribunal ought to consider.]

Date Signature
Applicant(s).

*Delete if inapplicable.
†Insert address as applicable.

FORM 4

INDUSTRIAL TRIBUNALS (REDUNDANCY PAYMENTS) REGULATIONS
(NORTHERN IRELAND) 1967

Notice of Originating Application

Case No. Central Office of the Industrial
Tribunals,
.....
.....

I send you herewith a copy of an originating application in which a decision of a tribunal is sought against you.

The proceedings on this originating application will be regulated by the rules of procedure contained in the Industrial Tribunals (Redundancy Payments) Regulations (Northern Ireland) 1967. The case number of this originating application which is indicated above should be quoted in any communication to me with regard to these proceedings.

Under the rules you are required to enter an appearance within 14 days of receiving the copy originating application. You can do this by filling in and sending to me the enclosed form of notice of appearance.

The notice of appearance when completed (and any other notices or communications addressed to me) should be sent by post by the recorded delivery service or delivered to me at the address mentioned at the head of this notice, stating the case number of the proceedings.

If you do not enter an appearance you will not be entitled to take any part in the proceedings (except to apply for an extension of the time appointed by the rules for entering an appearance) or to receive any further notice of the proceedings and a decision which is enforceable in any court of competent jurisdiction 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.

When the originating 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 counsel or solicitor or by a representative of a trade union or of an employers' association or with the leave of the tribunal by any other person.

Dated 19....

Signed
Secretary.

To the Respondent(s)

FORM 5

INDUSTRIAL TRIBUNALS (REDUNDANCY PAYMENTS) REGULATIONS
(NORTHERN IRELAND) 1967

Notice of Appearance by Respondent

Case No.

To
The Secretary of the Central Office of the
Industrial Tribunals,

.....
.....

I/We* of
*intend to resist
hereby give notice that I/we* _____ the originating application
*do not intend to resist
made by

The grounds on which I/we intend to resist the said originating application
are as follows:—

.....
.....
.....

(continue on a separate sheet if necessary)

[Note to respondents: When completing this part of the form you should
indicate whether you dispute the accuracy of any of the statements made in
the originating application and if so in what respects.]

All communications with regard to the above-mentioned originating application
should be addressed to me/us* at †.....
to my/our* solicitor(s)/agent(s)*, Mr./Messrs.*
..... at †.....

Dated 19....

Signed
Respondent(s).

*Delete if inapplicable.
†Insert address as applicable.

FORM 6

INDUSTRIAL TRIBUNALS (REDUNDANCY PAYMENTS) REGULATIONS
(NORTHERN IRELAND) 1967

Notice of Hearing

Case No. Central Office of the Industrial Tribunals,
.....
.....

NOTICE IS HEREBY GIVEN that the originating application of
..... dated
will be heard by an Industrial Tribunal at
on the day of 19.... at o'clock
in the noon or as soon as may be thereafter.

In his own interest each party should appear at the hearing with his witnesses (if any) at the above time and place and bring with him all documents on which he intends to rely.

Each party (other than a respondent who has not entered an appearance) is entitled to be represented by counsel or solicitor or by a representative of a trade union or of an employers' association or with the leave of the tribunal by any other person.

If for any reason a party does not propose, or is unable, to appear at the hearing either in person or by representative, that party should *immediately* inform me in writing at the address mentioned at the head of this notice, stating the case number of the proceedings and the reason for the proposal not to, or the inability to, attend or to be represented.

The rules provide that if a party (other than a respondent who has not entered an appearance) shall desire to submit representations in writing for consideration by the tribunal at the hearing that party shall send such representations to the Secretary of the Tribunals not less than 7 days before the hearing and shall at the same time send a copy thereof to the other party (and to the Ministry if it is not a party). Any such written representations addressed to me should be sent or delivered to or at the address mentioned at the head of this notice.

Dated 19....

Signed
Secretary.

To the Applicant(s) and Respondent(s)
[and to the Ministry.]

EXPLANATORY NOTE

(This Note is not part of the Regulations but is intended to indicate their general purport.)

These Regulations regulate the procedure of industrial tribunals on references under Parts II, III and IV of the Contracts of Employment and Redundancy Payments Act (Northern Ireland) 1965 in respect of proceedings instituted on or after 15th May 1967.