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INDUSTRIAL RELATIONS ACT 1960 (SECTION 87)

INDUSTRIAL RELATIONS REGULATIONS 1960

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Regulation

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[22 October 1960]

Citation

1. These Regulations are the Industrial Relations Regulations 1960.

Definition

1A. In these Regulations, “Ministry’s website” means the website of the Ministry of Manpower at <https://www.mom.gov.sg>.

Forms

2.—(1) Any reference in these Regulations to a form is a reference to a form in the First Schedule or, in a case of the form of a claim referral certificate, as provided at the Ministry’s website.

(2) Strict compliance with any form is not necessary and substantial compliance is sufficient.

(3) The Registrar may refuse to receive any document for filing or lodgment, or issue any document if, in his or her opinion, the document does not substantially comply with the prescribed form or

the form of a claim referral certificate provided at the Ministry's website, as the case may be.

Allowance to members

3. The allowance payable to a member of a panel appointed under the Act, who is a member of the Court for the purposes of a trade dispute or matter and who is not a public officer, is \$50 for each day on which the Court is engaged in the hearing or determining of the trade dispute or matter:

Provided that half such allowance is to be paid where the Court is engaged only in the morning or in the afternoon in the hearing or determining of the trade dispute or matter.

Allowance to referee

4. The allowance payable to a referee, who is appointed in accordance with the provisions of an award for the purposes of the settlement of a dispute and who is not a public officer, is \$30 for each day on which he or she is engaged in the Court in the hearing or determining of the dispute:

Provided that half such allowance is to be paid where the referee is engaged only in the morning or in the afternoon in the Court in the hearing or determining of the dispute.

Allowance to member of board of inquiry

5. The allowance payable to a member of a board of inquiry, appointed under section 74 of the Act for the purposes of inquiring into any matter referred to it and who is not a public officer, is \$50 for each day on which the board is engaged in inquiring into any such matter:

Provided that half such allowance is to be paid where the board is engaged only in the morning or in the afternoon in inquiring into any such matter.

Documents filed or lodged to be submitted to president

6. The Registrar is to either personally or by any officer that the Registrar directs acting on the Registrar's behalf —

- (a) submit to the president of the Court and the members constituting the Court for the purposes of a trade dispute or matter all documents filed or lodged with the Registrar in relation to the dispute or matter;
- (b) issue all notices and summonses;
- (c) keep a record of the proceedings of the Court; and
- (d) notify the president, if —
 - (i) a trade union of employees, which is a party to a collective agreement submitted for certification and registration, is not entitled to represent the employees covered by the collective agreement in accordance with the constitution and rules of that trade union of employees; or
 - (ii) a platform work association of platform workers, which is a party to a collective agreement submitted for certification and registration, is not entitled to represent the platform workers covered by the collective agreement in accordance with the constitution and rules of that platform work association of platform workers.

Seal of Court

7.—(1) There is to be a seal bearing the crest of the Republic of Singapore and the words “The Seal of the Industrial Arbitration Court — Singapore”.

(2) The seal must —

- (a) be in the custody of the Registrar; and
- (b) be affixed by the Registrar or with his or her authority to all awards, orders and certificates of the Court and to any other documents that the Court directs.

Stamp of Court

8.—(1) There is to be a stamp bearing the crest of the Republic of Singapore and the words “The Stamp of the Industrial Arbitration Court — Singapore”.

(2) The stamp must —

- (a) be in the custody of the Registrar; and
- (b) be affixed by the Registrar to all documents issued by him or her in relation to proceedings before the Court.

Notice inviting negotiations in relation to industrial matters

9. A notice under section 18 of the Act must be in accordance with Form 1.

Claim referral certificate

9A. A claim referral certificate issued under section 30H(6) of the Act must be in the applicable form provided at the Ministry’s website for the specified employment dispute concerned.

President of Court to fix time and place for hearing of disputes

10.—(1) Where the Court has cognisance of a trade dispute, the president of the Court may, of the president’s own motion or on the application of a party to the dispute, fix a time and place for the hearing of —

- (a) the parties to the dispute;
- (b) the persons alleged to be parties to the dispute; and
- (c) the trade unions or platform work associations alleged to be parties to the dispute.

(2) The Registrar is to then, either at the direction of the president or on the application of a party, issue a notice in accordance with Form 2 to any person, trade union or platform work association appearing to be, or alleged to be, a party to the dispute.

(3) A notice under paragraph (2) is to be served or given by the Registrar or a person authorised by the Registrar.

(4) For the purposes of section 11 of the Act, any trade union, platform work association or person upon whom a notice under paragraph (3) has been served who, within 3 days after service of the notice, files with the Registrar a notice of intention to be present or to be represented at the hearing of the trade dispute is deemed to be a party to the dispute.

(5) Paragraph (4) does not apply to any trade dispute involving a trade union of employees and an employer that is submitted for arbitration pursuant to section 31(a) of the Act and, for the purposes of section 11 of the Act, the trade union and the employers who jointly make the request for submission to arbitration are deemed to be the parties to the trade dispute.

(6) Paragraph (4) does not apply to any trade dispute involving a platform work association of platform workers and a platform operator that is submitted for arbitration pursuant to section 31(a), read with section 77A, of the Act and, for the purposes of section 11 of the Act, the platform work associations and the platform operators who jointly make the request for submission to arbitration are deemed to be the parties to the trade dispute.

(7) In the case of a trade dispute involving a trade union of employees and an employer —

- (a) where an invitation has been sent to the trade union of employees under section 11(1) of the Act, the trade union must, within one week of the date of the invitation, select the member of the worker panel; and
- (b) where an invitation has been sent to the employer under section 11(1) of the Act, the employer must, within one week of the date of the invitation, select the member of the business panel.

(8) In the case of a trade dispute involving a platform work association of platform workers and a platform operator —

- (a) where an invitation has been sent to the platform work association under section 11(1) of the Act, the platform work association must, within one week of the date of the invitation, select the member of the worker panel; and

- (b) where an invitation has been sent to the platform operator under section 11(1) of the Act, the platform operator must, within one week of the date of the invitation, select the member of the business panel.

(9) If a selection is not made within the time specified in paragraph (7)(a) or (b) or (8)(a) or (b), the president must proceed to act in accordance with section 11(3) of the Act.

Application for order that award to continue

11. For the purposes of section 39 of the Act, an application for an order that an award, with or without variation, shall continue in force, may be made by filing with the Registrar an application in accordance with Form 3.

Person to file intention to appear in interested matter

12.—(1) Where a notice has been published in the *Gazette* in accordance with section 41(3) of the Act in respect of the proposed extension of the operation of an award to be binding on any person or trade union or any class or description of persons or trade unions not already bound by the award, a person or trade union interested and desiring to be heard in relation to the questions stated in the notice may file with the Registrar, at least 7 clear days before the date fixed for the hearing of the matter, a statement of intention to appear or be represented at the hearing and stating the facts by reason of which the person or trade union claims to be interested in the matter.

(2) Where a notice has been published in the *Gazette* in accordance with section 41(3), read with section 77A, of the Act in respect of the proposed extension of the operation of an award to be binding on —

- (a) any person or platform work association; or
(b) any class or description of persons or platform work associations,

not already bound by the award, a person or platform work association interested and desiring to be heard in relation to the questions stated in the notice may file with the Registrar, at least 7 clear days before the date fixed for the hearing of the matter, a statement of intention to appear or be represented at the hearing,

which states the facts by reason of which the person or platform work association claims to be interested in the matter.

(3) For the purposes of section 11 of the Act —

- (a) those persons and trade unions who have filed statements in accordance with paragraph (1) showing, in the Registrar's opinion, an interest in the matter; or
- (b) those persons and platform work associations who have filed statements in accordance with paragraph (2) showing, in the Registrar's opinion, an interest in the matter,

are deemed to be the parties to the matter.

Application for interpretation of awards

13. For the purposes of section 44 of the Act, an application for an interpretation of an award may be made by filing with the Registrar an application in accordance with Form 4 supported by an affidavit or affirmation verifying the application and the facts in relation to which the interpretation is sought.

Application for setting aside and variation of awards

14.—(1) For the purposes of section 45 of the Act —

- (a) an application for the setting aside of any of the terms of an award may be made by filing with the Registrar an application in accordance with Form 5; and
- (b) an application for the variation of any of the terms of an award may be made by filing with the Registrar an application in accordance with Form 6.

(2) Where the award to which the application relates has not been in force for 18 months the application must be supported by an affidavit setting out the circumstances by reason of which it is claimed that it is desirable that the order sought should be made by the Court.

Application for variation of collective agreements

15. For the purposes of section 46 of the Act, an application for the variation of a collective agreement may be made by filing with the Registrar an application in accordance with Form 7.

Commissioner for Labour to settle disputes

16. An order made under section 54(1) or 77G(1) of the Act must be in accordance with Form 8.

Powers of Court in relation to orders made by Court

17.—(1) Proceedings under section 56 or 58 of the Act are to be by order in accordance with Form 9.

(2) An application for an order to show cause under this regulation may be made to the president of the Court in the absence of any person other than the applicant supported by an affidavit verifying the facts upon which the application is based.

(3) As soon as practicable after an application for an order to show cause under this regulation is granted, the applicant must file the order and supporting affidavit with the Registrar.

Contempt of Court

18.—(1) Proceedings before the Court in respect of an alleged contempt of the Court are to be instituted by summons upon information in accordance with Form 10.

(2) A summons issued on an information is to be in accordance with Form 11.

Determinations, decisions or certifications of Court to be signed by president of Court

19.—(1) Every determination, decision or certification made by the Court in relation to a trade dispute or matter is to be forthwith reduced to writing and embodied in an award, order or certificate and that award, order or certificate is to bear the date of its making and is to be signed by the president of the Court.

(2) If the president dies or ceases to be the president after a determination or decision or finding has been made by the Court and the award, order or certificate has not been reduced to writing or has not been signed by him or her, an award, order or certificate recording the determination, decision or finding so made, signed by the

Registrar, has effect as if the award, order or certificate had been signed by the president.

Court to direct Registrar to settle minutes of awards

20.—(1) The Registrar must, if the Court so directs, settle the minutes of an award or order of the Court.

(2) Where the Court directs that the minutes of an award or order be settled by the Registrar, the party who was the applicant or the party directed by the Court must, within 14 days after the decision of the Court was given, or within such further time as the Registrar allows, lodge the minutes of the award or order with the Registrar.

(3) The Registrar must, within 14 days after the lodging of the minutes of an award or order, give to the parties such notice of the Registrar's intention to settle the minutes as he or she thinks proper, but may, if the Registrar thinks it unnecessary to give notice to a party, settle the minutes without giving notice to that party.

(4) If a party is dissatisfied with the form in which the minutes of an award or order have been settled, the party may, within 3 days after the settlement, apply to the president of the Court to vary the minutes as settled.

(5) If the party who is required to do so fails to lodge the minutes of the award or order within the time prescribed by this regulation, the Registrar is to proceed to prepare and settle the minutes, and for that purpose may give all necessary notices, and the party in default must, on demand by the Registrar, pay to the Registrar the fee prescribed in the Second Schedule for the preparation by the Registrar of an award or order for settlement.

Board of inquiry

21. When, in the notification in the *Gazette* appointing a board of inquiry, the Minister so directs, the chairman of the board of inquiry or if the board of inquiry consists of one person such person may —

- (a) order any person who appears to the board of inquiry to have any knowledge of the subject-matter of the inquiry to furnish in writing any particulars in relation to the inquiry that the board of inquiry may require;

- (b) summon any person who appears to the board of inquiry to have any knowledge of the subject-matter of the inquiry to attend before the board of inquiry to give evidence on affirmation or otherwise relating to the subject-matter of the inquiry and examine him or her; and
- (c) summon any person to produce to the board of inquiry any document in his or her possession which the board determines to be relevant to the subject-matter of the inquiry.

Order and summons at discretion of board

22. The form of any order or summons issued under regulation 21 is in the discretion of the board of inquiry.

Penalty

23. If any person fails without sufficient cause to comply with any order or summons issued under regulation 21 or on being required by the board of inquiry to give evidence refuses to do so he or she shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$500.

Advocate and solicitor may appear with permission

24. Any person may with the permission of the board of inquiry appear by advocate and solicitor in proceedings before the board of inquiry.

Board may regulate its own procedure

25. Subject to these Regulations and any directions given by the Minister, a board of inquiry may regulate its procedure as it may think fit.

Documents to be served by parties

26. Except as otherwise prescribed, or unless the Court or the president of the Court otherwise directs, parties to proceedings in the Court must serve all documents.

Name and address of party filing documents

27. Every document which is filed in connection with any matter before the Court or the Registrar must be endorsed with the name and address of the party filing it, and that address is deemed to be filed by that party as the address for service of that party.

Service of documents

28. Service of a document upon a person other than a body corporate shall be effected by —

- (a) leaving it with that person;
- (b) tendering it to that person;
- (c) leaving it with any person apparently above 14 years of age at the residence or usual place of business of the person intended to be served or, where that person has filed an address for service at that address; or
- (d) where that person has filed an address for service, by posting it in prepaid registered letter addressed to that person at that address.

Service of documents on bodies corporate

29. Service of a document upon a body corporate shall be effected by —

- (a) leaving it with the secretary of the body corporate;
- (b) tendering it to the secretary of the body corporate;
- (c) leaving it with any person apparently above 14 years of age at the registered office of the body corporate or, where the body corporate has filed an address for service, at that address; or
- (d) posting it in a prepaid registered letter to the secretary of the body corporate at the registered office of the body corporate or, where the body corporate has filed an address for service, at that address.

Service of documents on trade unions and platform work associations

30. Service of a document upon a trade union or platform work association shall be effected by —

- (a) leaving it with the president, the secretary, the treasurer or other officer of the trade union or platform work association, as the case may be;
- (b) tendering it to the president, the secretary, the treasurer or other officer of the trade union or platform work association, as the case may be;
- (c) leaving it with a person apparently above 14 years of age at the registered office of the trade union or platform work association (as the case may be), or where the trade union or platform work association (as the case may be) has filed an address for service, at that address; or
- (d) posting it in a prepaid registered letter to the secretary of the trade union or platform work association (as the case may be) at the registered office of the trade union or platform work association (as the case may be) or, where the trade union or platform work association (as the case may be) has filed an address for service, at that address.

Substituted service

31.—(1) Where provision is made for personal or other service of any document in proceedings before the Court, the president of the Court may make such order for substituted or other service, or for the substitution for the service otherwise required, of notice by letter, telegram, public advertisement or otherwise, as he or she thinks just.

(2) Where the president orders that notice by telegram or public advertisement be substituted for the service otherwise required, the notice must contain the particulars that the president directs.

Documents to be taken out, signed, etc.

32. Except where otherwise provided by these Regulations or directed by the Court, the president of the Court or the Registrar, if

any document is required by the Act or these Regulations to be taken out, made or signed, or any step is required to be taken, by any person, trade union, platform work association or company, that document may be taken out, made or signed, or the step taken on behalf of that person, trade union, platform work association or company —

- (a) in the case of a person — by that person or by any other person authorised by him or her in writing;
- (b) in the case of a trade union or platform work association — by an officer of the trade union or platform work association (as the case may be) duly authorised by, or in accordance with the rules of, the trade union or platform work association, as the case may be; and
- (c) in the case of a company — by an officer or person duly authorised under the seal of the company to represent it under the Act or in the proceedings.

Summons to witnesses

33.—(1) A summons to a witness is to be in accordance with Form 12 or a form approved by the Court, the president of the Court or the Registrar.

(2) Service shall be effected by serving on the witness a copy of the summons signed by the president or a member of the Court or the Registrar.

(3) Any number of witnesses may be included in one summons, but the copy served need contain only the name of the witness upon whom it is served.

Parties to lodge 3 copies of documents 3 days before hearing

34.—(1) Not less than 3 days before the date fixed for the hearing of any matter by the Court, every party who has filed any document in the matter must lodge in the Registry 3 copies of the document.

(2) The Registrar may, on the application of any party, exempt that party from compliance with the requirements of paragraph (1).

Affidavits

- 35.**—(1) An affidavit for use in proceedings before the Court —
- (a) must be on foolscap paper;
 - (b) must be legibly written, typewritten or printed on one side of the paper only so that one-quarter of the page is left as a margin;
 - (c) must be signed on each page by the deponent and the person before whom it is made; and
 - (d) must be made before the Registrar or a person authorised under the Supreme Court of Judicature Act 1969 to take an affidavit.
- (2) A copy of an affidavit filed in support of a document which is to be served on another party must be served with that document.

President may approve different forms in certain circumstances

- 36.**—(1) Where a form is not prescribed for any document, or where a prescribed form is not suitable to the circumstances of a particular case, the form may be such as the Court or the president of the Court directs or approves for the purposes of a particular case.
- (2) Paragraph (1) does not apply to any form of a claim referral certificate provided at the Ministry's website.

Fees

- 37.**—(1) The fees to be demanded and paid in respect of matters under the Act or these Regulations are those set out in the Second Schedule.
- (2) The fees payable under these Regulations are to be paid in advance, and the Registrar may refuse to receive or issue any document, to do any act or permit any inspection in respect of which a fee is payable until the fee is paid.

FIRST SCHEDULE

FORM 1

Regulation 9

INDUSTRIAL RELATIONS ACT 1960
NOTICE INVITING NEGOTIATIONS
IN RELATION TO INDUSTRIAL MATTERS

To

(Employer, registered trade union of employees, platform operator or registered platform work association of platform workers)

Set out below in this notice, which is served pursuant to section 18 of the Industrial Relations Act 1960, are proposals for a collective agreement in relation to industrial matters.

You are invited to negotiate with (registered trade union of employees or employers or registered platform work association of platform workers or platform operators) in relation to those matters with a view to arriving at a collective agreement.

PROPOSALS FOR COLLECTIVE AGREEMENT

[Set out proposals in relation to industrial matters.]

Dated *[set out date]*.

Signature.

FIRST SCHEDULE — *continued*

FORM 2

Regulation 10(2)

INDUSTRIAL RELATIONS ACT 1960
INDUSTRIAL ARBITRATION COURT
NOTICE FIXING TIME AND PLACE
FOR HEARING OF TRADE DISPUTE

Take notice that you *are/are alleged to be a party to a trade dispute in relation to the following industrial matters or in which the following claims are being made by [*set out the names of claimants*] against [*set out names of other parties*], namely:

[*Set out matters or claims*]

You are notified that the trade dispute will be heard by the Industrial Arbitration Court at [*set out time*] on [*set out date*], at [*set out address*], Singapore, being the time and place fixed for hearing the parties to the dispute, and that you may appear and be heard at the time and place so fixed.

If you do not satisfy the Court before the conclusion of the hearing of the trade dispute that you are not a party to the trade dispute, you will be bound by any award made by it in settlement of the dispute.

Dated [*set out date*].

Registrar.

To each of the persons and *trade unions/platform work associations abovementioned.

[*or name and address of person to whom notice is to be given*].

* Delete whichever is inapplicable.

FIRST SCHEDULE — *continued*

FORM 3

Regulation 11

INDUSTRIAL RELATIONS ACT 1960

APPLICATION TO THE INDUSTRIAL ARBITRATION COURT FOR
AN ORDER THAT AN AWARD OR A COLLECTIVE AGREEMENT
CONTINUE IN FORCE

In the matter of

[*Set out the title of the award or collective agreement to which the application relates.*]

Application is made by _____ for an order that the
abovementioned *award/collective agreement which will in accordance with its
terms cease to be in force on _____ will [as varied in the manner
hereinafter set forth] continue in force for a period of [*set out period*] from that
date.

Application is further made by the said _____ for an order that the
*award/collective agreement will continue in force for the said period as varied
in the following respects:

[*Set out in numbered paragraphs the variation sought.*]

The grounds upon which the application is made are as follows:

[*Set out in numbered paragraphs the grounds on which the application is made.*]

Dated [*set out date*].

Applicant.

To the person and *trade unions/platform work associations bound by the
abovementioned *award/collective agreement:

You are notified that the abovementioned application will be heard by the
Industrial Arbitration Court at [*set out time*] on [*set out date*], at [*set out address*],
Singapore, and that you may appear and be heard on the hearing of the
application.

Dated [*set out date*].

Registrar.

* Delete whichever is inapplicable.

FIRST SCHEDULE — *continued*

FORM 4

Regulation 13

INDUSTRIAL RELATIONS ACT 1960
APPLICATION FOR INTERPRETATION OF
AN AWARD OR A COLLECTIVE AGREEMENT
IN THE INDUSTRIAL ARBITRATION COURT

In the matter of

[Set out title of award or collective agreement.]

Application is made by _____ for an interpretation of
the following provision of the abovementioned *award/collective agreement:

[State appropriate section of award or collective agreement.]

The applicant submits that the provision should be interpreted in the
following manner:

[State concisely.]

Annexed is an affidavit or affirmation by _____ verifying this
application and the facts in relation to which the interpretation is sought.

Dated *[set out date]*.

Applicant.

To the persons and *trade unions/platform work associations bound by the
abovementioned *award/collective agreement:

You are notified that the abovementioned application will be heard by the
Industrial Arbitration Court at *[set out time]* on *[set out date]*, at *[set out address]*,
Singapore, and that you may appear and be heard on the hearing of the
application.

Dated *[set out date]*.

Registrar.

* Delete whichever is inapplicable.

FIRST SCHEDULE — *continued*

FORM 5

Regulation 14(1)(a)

INDUSTRIAL RELATIONS ACT 1960

APPLICATION TO THE INDUSTRIAL ARBITRATION COURT FOR
THE SETTING ASIDE OF ANY OF THE TERMS OF AN AWARD

In the matter of

[*Set out the title of award which is sought to be set aside.*]

Application is made by _____ for the setting aside of a
term (or the following terms) of the abovementioned award.

[*Set out, if necessary, the term or terms sought to be set aside.*]

The grounds on which this application is made are as follows:

[*Set out in numbered paragraphs the grounds on which the application is made.*]

Dated [*set out date*].

Applicant.

To the persons and *trade unions/platform work associations bound by the
abovementioned award:

You are notified that the abovementioned application will be heard by the
Industrial Arbitration Court at [*set out time*] on [*set out date*], at [*set out address*],
Singapore, and that you may appear and be heard on the hearing of the
application.

Dated [*set out date*].

Registrar.

* Delete whichever is inapplicable.

FIRST SCHEDULE — *continued*

FORM 6

Regulation 14(1)(b)

INDUSTRIAL RELATIONS ACT 1960

APPLICATION TO THE INDUSTRIAL ARBITRATION COURT FOR
THE VARIATION OF ANY OF THE TERMS OF AN AWARD

In the matter of

[*Set out the title of the award to which the application relates.*]

Application is made by _____ for the variation of a
term (or terms) of the abovementioned award in the following respects:

[*Set out in numbered paragraphs the variation sought.*]

The grounds on which this application is made are as follows:

[*Set out in numbered paragraphs the grounds on which the application is made.*]

Dated [*set out date*].

Applicant.

To the persons and *trade unions/platform work associations bound by the
abovementioned award:

You are notified that the abovementioned application will be heard by the
Industrial Arbitration Court at [*set out time*] on [*set out date*], at [*set out address*],
Singapore, and that you may appear and be heard on the hearing of the
application.

Dated [*set out date*].

Registrar.

* Delete whichever is inapplicable.

FIRST SCHEDULE — *continued*

FORM 7

Regulation 15

INDUSTRIAL RELATIONS ACT 1960

APPLICATION TO THE INDUSTRIAL ARBITRATION COURT FOR
AN ORDER THAT A COLLECTIVE AGREEMENT BE VARIED TO
CONFORM WITH AN AWARD

In the matter of

[*Set out the title of the collective agreement to which the application relates.*]

Application is made by _____ for an order that the
abovementioned collective agreement be varied so that it may be in conformity
with the terms of an award made by the Industrial Arbitration Court on [*set out
date*], in the matter of a dispute between [*set out parties to the dispute and title or
other description of the award*].

The grounds on which this application is made are as follows:

[*Set out in numbered paragraphs the grounds on which the application is made.*]

Dated [*set out date*].

Applicant.

To the persons and *trade unions/platform work associations bound by the
abovementioned collective agreement:

You are notified that the abovementioned application will be heard by the
Industrial Arbitration Court at [*set out time*] on [*set out date*], at [*set out address*],
Singapore, and that you may appear and be heard on the hearing of the
application.

Dated [*set out date*].

Registrar.

* Delete whichever is inapplicable.

FIRST SCHEDULE — *continued*

FORM 8

Regulation 16

INDUSTRIAL RELATIONS ACT 1960

ORDER MADE UNDER *SECTION 54(1)/SECTION 77G(1)
BY THE COMMISSIONER FOR LABOUR

In the matter of

[*Set out the title of award or collective agreement.*]

And in the matter of a dispute between
[*employee/platform worker] and
[*employer/platform operator] as to

[*State nature of dispute.*]

This dispute having been inquired into and decided on [*set out date*], by [*state name and official title of officer*], Commissioner for Labour, it is ordered [*state terms of order*].

Given under my hand and seal this [*set out date*].

Commissioner for Labour.

To the persons and *trade unions/platform work associations bound by the abovementioned *award/collective agreement:

It is certified that [*state no or partial satisfaction, as the case may be, and if partial satisfaction, state to what extent*] of this order has been made in this office.

Commissioner for Labour.

* Delete whichever is inapplicable.

FIRST SCHEDULE — *continued*

FORM 9

Regulation 17(1)

INDUSTRIAL RELATIONS ACT 1960

ORDER TO SHOW CAUSE
IN THE INDUSTRIAL ARBITRATION COURT

IN THE MATTER OF THE INDUSTRIAL RELATIONS ACT 1960

Between

Claimant.

And

Respondent.

It is ordered that [*name of respondent*] appear before the Industrial Arbitration Court at [*set out time*] on [*set out date*], at [*set out address*], Singapore, to show cause why [*state nature of relief required*], upon the grounds set forth in the affidavit of

sworn on [*set out date*], and filed herein.

Dated [*set out date*].

By the Court.

President.

FIRST SCHEDULE — *continued*

FORM 10

Regulation 18(1)

INDUSTRIAL RELATIONS ACT 1960

INFORMATION FOR CONTEMPT OF COURT
IN THE INDUSTRIAL ARBITRATION COURT

Be it remembered that on [*set out date*], [*name of informant*] of [*address of informant*], appears before the Registrar and informs the Registrar that .

Signed by the abovenamed informant before me.

Registrar.

FORM 11

Regulation 18(2)

INDUSTRIAL RELATIONS ACT 1960

SUMMONS TO ANSWER CHARGE OF CONTEMPT OF COURT
IN THE INDUSTRIAL ARBITRATION COURT

Informant

and

Defendant

To the abovenamed [*name of defendant*]:

You are summoned to appear before the Industrial Arbitration Court at [*set out time*] on [*set out date*], at [*set out address*], Singapore, to answer a charge of the abovenamed informant that you, on [*set out date*], at [*set out address*] did .

Dated [*set out date*].

Registrar.

FIRST SCHEDULE — *continued*

FORM 12

Regulation 33(1)

INDUSTRIAL RELATIONS ACT 1960

SUMMONS TO WITNESS
IN THE INDUSTRIAL ARBITRATION COURT

[Title and description of proceedings.]

To *[name of witness]*

You are summoned to attend before the Industrial Arbitration Court at *[set out time]* on *[set out date]*, at *[set out address]*, Singapore, and so from day to day until the hearing of the abovementioned matter is completed or until you are excused from further attendance, to give evidence on behalf of *[name of party]*.

*You are required to bring with you and produce the following books, documents and things:

[Set out books, etc., required.]

Dated *[set out date]*.

[President or member of the Court or Registrar.]

* Delete whichever is inapplicable.

SECOND SCHEDULE

Regulations 20(5) and 37

FEEs PAYABLE AT THE REGISTRAR'S OFFICE

1. On filing a collective agreement for registration \$20
2. On obtaining and filing an order to show cause \$20
3. On filing and subsequent issue of a summons to witness \$10
4. On filing any document for which no other fee is provided \$10
5. For office copies of documents including certificate of Registrar (per folio) \$2.50
6. For service of a document (when service is not the responsibility of the Registrar) \$10 (in addition, a minimum transport charge of \$10 will be imposed)
7. For publishing an advertisement Actual cost
8. For preparation by the Registrar of an award for settlement (including necessary notices and typing) \$50
9. For filing (and subsequent issue) of an application for hearing by the Court \$20
10. On filing an affidavit \$10