

FORM 2

**IN THE INDUSTRIAL COURT OF THE REPUBLIC OF BOTSWANA
HELD AT GABORONE**

Case No. _____

IN THE DISPUTE BETWEEN

APPLICANT: _____

And

RESPONDENT: _____

APPLICANT'S STATEMENT OF CASE
(in terms of Rule 25(1))

TO: **The Registrar**
 Industrial Court
 Private Bag BR 267
 Gaborone

AND TO: (Insert the full names and address of the respondent)

1. **PARTICULARS OF THE APPLICANT:**

 (a) Name: (If there are a number of Applicants, attach a list with all their names):

(b) Description: (e.g. individual/s, firm, company, partnership, organization, trade union, etc.):

(c) Physical Address:

(d) Postal Address:

(f) Telephone No.: _____

(g) Telefax No.: _____

(h) Address where the applicant will receive service of documents in these proceedings:

2. PARTICULARS OF THE RESPONDENT:

(a) Name: _____

(b) Description: (e.g. individual, firm, company, partnership, organization, trade union, etc.)

(c) Physical Address:

(d) Postal Address:

(e) Telephone No: _____

(f) Telefax No: _____

3. EMPLOYMENT PARTICULARS OF THE APPLICANT

(a) Date of commencement of employment with the Respondent:

(b) Nature of the Respondent's business:

(c) Nature of the Applicant's employment:

(d) Remuneration of the Applicant on termination of employment:

(e) Date of termination of contract of employment or date on which alleged trade dispute arose:

4. BRIEF DESCRIPTION OF ALLEGED TRADE DISPUTE: (E.G. DISMISSAL, SUSPENSION, WITHHOLDING WAGES ETC.)

5. PARTICULARS OF ALLEGED TRADE DISPUTE: (SET OUT CLEAR AND CONCISE PARTICULARS IN PARAGRAPHS, INCLUDING SUBPARAGRAPHS, CONSECUTIVELY NUMBERED ON A SEPARATE SHEET OF PAPER.)

6. PARTICULARS OF RELIEF SOUGHT:

7. DATES AND VENUES OF ALL ATTEMPTS TO SETTLE THE ALLEGED TRADE DISPUTE:

(a) Before the District Labour Officer:

(b) Before the Commissioner of Labour:

(c) Privately between the parties:

8. LIST OF BOOKS OR DOCUMENTS RELEVANT TO THIS MATTER, WHICH ARE IN THE APPLICANT'S POSSESSION OR UNDER HIS CONTROL (USE A SEPARATE SHEET OF PAPER)

9. NOTICE TO THE RESPONDENT:

(a) If the Respondent intends opposing this application, he is required within 14 days after service on him of the Applicant's statement of case to deliver, in terms of Rule (26(2)(a), a statement of defence, as near as may be in accordance with Form 2 set out under the Second Schedule to the Rules of the Industrial Court.

(b) If the Respondent fails to deliver such statement of defence, a determination, including an order as to costs, may be made in his absence.

SIGNED AT (PLACE) _____ **ON THIS (FULL DATE)** _____

APPLICANT OR APPLICANT'S REPRESENTATIVE

10. RESPONDENT'S ACKNOWLEDGEMENT OF RECEIPT

Received by me (state full names) _____ for and on behalf of the respondent, on this day (insert full date)

RESPONDENT OR RESPONDENT'S REPRESENTATIVE