



# UNITED TRANSPORT & ALLIED TRADE UNION

Ref: UT/Claims/02/LFB/nzs

2011-08-03

## ALL EXECUTIVE COUNCIL MEMBERS, ALTERNATES, TRADE UNION REPRESENTATIVES (TUR), TRANSNET, PRASA AND BOMBELA

### SUBMISSION OF DOCUMENTS AND CLAIMS

To ensure that all of the above are received at Head Office and to eradicate any/all confusion, the following documents have to be mailed or faxed to Head Office:

- 1) Applications for disputes
- 2) Minutes and Attendance Registers for meetings held
- 3) Discretionary Fund Application
- 4) Receipts for UTATU credit card used (inclusive of invoices)
- 5) Receipts of UTATU fleet petrol card used
- 6) Membership Application Stop Orders (USO3)
- 7) Claim Forms;
  - 7.1 Disciplinary Hearings
  - 7.2 Arbitration Hearings
  - 7.3 Conciliation Hearings
  - 7.4 Nights Out
  - 7.5 Days away
  - 7.6 Kilometers travelled
  - 7.7 Any other relevant correspondence.
  - 7.8 Funeral Fund Assistance

The abovementioned must under no circumstances be handed to a third (3<sup>rd</sup>) party unless it is hand delivered to UTATU and written acknowledgement of receipt is received from Head Office.

Your closest co-operation in this regard is of paramount importance to assist us in enhancing good governance.

UTATU Greetings

pp Louis Brockett  
GENERAL SECRETARY

Nonprofit Organisation – Ref: Number 036-913

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