



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 (3rd) 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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