



REQUEST FOR TAXATION

READ THIS FIRST



WHAT IS THE PURPOSE OF THIS FORM?

To tax a bill of costs.

WHO FILLS IN THE FORM?

The party requesting the taxation.

WHERE DOES THE FORM GO?

To the General Secretary of the Council.

OTHER INSTRUCTIONS

A copy of this form must be served on the other party.

Proof that a copy of this form has been served on the other party must be supplied by attaching:

- A copy of a registered slip from the Post Office;
- A copy of a signed receipt if hand delivered;
- A signed statement confirming service by the person delivering the form;
- A copy of a fax confirmation slip; or
- Any other satisfactory proof of service.

A copy of the draft bill of costs must be attached to this form.

ELRC Case Ref. Number:

1. DETAILS OF PARTY REQUESTING TAXATION:

Surname:..... First Names:.....

Identity number:.....

Postal Address:.....

.....Postal Code:.....

Tel:..... Cell:.....

Fax:..... Email:

2. DETAILS OF OTHER PARTY

Names:.....

Postal Address:.....

.....Postal Code:.....

Tel:..... Cell:.....

Fax:..... Email:

3. REQUEST FOR TAXATION:

Case Reference Number

In the case between and
(applicant)

..... a cost order was
(respondent)

made in favour of the applicant/respondent.

In terms of Clause 65 of the Constitution: Negotiation, Consultation and Dispute Resolution Procedures (Annexure B), I/we now request that the matter be set down for taxation.

The bill of costs is attached.

4. CONFIRMATION OF ABOVE DETAILS:

Form submitted by (name):.....

Signature:.....

Position:

Date:

Place: