

PART C: PARTICULARS OF RESPONDENT(S) (The under mentioned particulars should be furnished in respect of each respondent.

Name of person(s)/organization(s) against whom/which proceedings are instituted:																						
ID. No./Date of birth/Registration No.:																					/	/
Residential address (if applicable):																						
	Code ()																					
Residential telephone number:																						
Cellular telephone number:																						
Work/Business address:																						
	Code ()																					
Work telephone number:																						
Fax number:																						
Preferred method in which the form is to be served:	Registered post				E-mail				Fax				Sheriff				Clerk					
Correspondence contact details (In terms of above)																						
Physical address (where documents can be served):																						
	Code ()																					
E-mail address:																						

PART D: PARTICULARS OF PERSON APPEARING ON BEHALF OF COMPLAINANT

Full names and surname of person appearing on your behalf: (representative)																						
ID. No./Date of birth:																					/	/
Postal address of representative:																						
	Code ()																					
Residential telephone number:																						
Cellular telephone number:																						
Fax number:																						
E-mail address:																						

PART E: PARTICULARS OF COMPLAINT AND RELIEF SOUGHT

Nature of complaint: <i>(Please give full details of the complaint, the date of the incident(s) and the particulars of possible witnesses. Also indicate which right has been violated and the reasons why you think such right was violated.)</i>	
How has it affected you?	
Documents: Are there any documents to substantiate your complaint (e.g. pay slips, references, records of conversations) to substantiate your claim? (If so please attach):	
Relief sought: <i>(Please indicate what assistance you require. The court may make an interim order, declaratory order, an order for the payment of damages, an order that an unconditional apology be made etc)</i>	

PART F: PARTICULARS OF INSTITUTIONS/BODIES APPROAVHED

Particulars of institutions/bodies previously approached in respect of the complaint:	
The response of the institutions/bodies mentioned above:	

Signed atthis.....day of..... year

.....
Signature of Complainant/Representative of class of persons/institution/organisation

PART G: AFFIDAVIT

I certify that before administering the oath/affirmation, I asked the deponent the following questions and wrote down his/her answers in his/her presence:

(1) Do you know and understand the contents of the declaration?

Answer:.....

(2) Do you have any objection to taking the prescribed oath?

Answer:.....

(3) Do you consider the prescribed oath to be binding on your conscience?

Answer:.....

I certify that the deponent has acknowledged that he/she knows and understands the contents of this declaration. The deponent uttered the following words: "I swear that the contents of this declaration are true, so help me God."/" I truly affirm that the contents of the declaration are true." The signature/mark of the deponent was affixed to the declaration in my presence.

.....

Commissioner of Oaths

Full first names and

surname.....

.....

(Block letters)

Designation (rank).....Ex Officio Republic of South Africa

Business address.....

.....Code.....

(Street address must be stated)

Date:.....Place.....