

# **Industrial Relations Regulations**

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## **FIRST SCHEDULE**

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### **INDUSTRIAL RELATIONS ACT (CHAPTER 136, SECTION 86)**

### **INDUSTRIAL RELATIONS REGULATIONS**

**Rg 1**

**G.N. No. S 250/1960**

**REVISED EDITION 1990**

(25th March 1992)

[22nd October 1960]

## **Citation**

1. These Regulations may be cited as the Industrial Relations Regulations.

## **Forms**

2.—(1) Any reference in these Regulations to a form shall be read as a reference to a form in the First Schedule.

(2) Strict compliance with any form shall not be necessary and substantial compliance shall be sufficient.

(3) The Registrar may refuse to receive any document for filing or lodgment, or issue any document if, in his opinion, the document does not substantially comply with the prescribed form.

## **Allowance to members**

3. The allowance payable to a member of a panel appointed under the Act, who is a member of the Court for the purposes of a trade dispute or matter and who is not a public

officer, shall be \$50 for each day on which the Court is engaged in the hearing or determining of the trade dispute or matter:

Provided that half such allowance shall be paid where the Court is engaged only in the morning or in the afternoon in the hearing or determining of the trade dispute or matter.

#### **Allowance to referee**

4. The allowance payable to a referee, who is appointed in accordance with the provisions of an award for the purposes of the settlement of a dispute and who is not a public officer, shall be \$30 for each day on which he is engaged in the Court in the hearing or determining of the dispute:

Provided that half such allowance shall be paid where the referee is engaged only in the morning or in the afternoon in the Court in the hearing or determining of the dispute.

#### **Allowance to member of board of inquiry**

5. The allowance payable to a member of a board of inquiry, appointed under section 74 of the Act for the purposes of inquiring into any matter referred to it and who is not a public officer, shall be \$50 for each day on which the board is engaged in inquiring into any such matter:

Provided that half such allowance shall be paid where the board is engaged only in the morning or in the afternoon in inquiring into any such matter.

#### **Documents filed or lodged to be submitted to President**

6. The Registrar shall either personally or by such officer as he directs acting on his behalf —

- (a) submit to the President of the Court and the members constituting the Court for the purposes of a trade dispute or matter all documents filed or lodged with him in relation to the dispute or matter;
- (b) issue all notices and summonses;
- (c) keep a record of the proceedings of the Court; and
- (d) notify the President, if a trade union of employees, which is a party to a collective agreement submitted for certification and registration, is not entitled to represent the employees covered by the collective agreement in accordance with the constitution and rules of that trade union of employees.

## **Seal of Court**

7.—(1) There shall be a seal bearing the crest of the Republic of Singapore and the words “The Seal of the Industrial Arbitration Court — Singapore”.

(2) The seal shall be in the custody of the Registrar and shall be affixed by him or with his authority to all awards, orders and certificates of the Court and to such other documents as the Court directs.

## **Stamp of Court**

8.—(1) There shall be a stamp bearing the crest of the Republic of Singapore and the words “The Stamp of the Industrial Arbitration Court — Singapore”.

(2) The stamp shall be in the custody of the Registrar and shall be affixed by him to all documents issued by him in relation to proceedings before the Court.

## **Notice inviting negotiations in relation to industrial matters**

9. A notice under section 18 of the Act shall be in accordance with the Form 1.

*[S 104/2015 wef 25/03/1992]*

## **President of Court to fix time and place for hearing of disputes**

10.—(1) Where the Court has cognizance of a trade dispute the President of the Court may of his own motion or on the application of a party to the dispute fix a time and place for the hearing of the parties to the dispute and persons and trade unions alleged to be parties to the dispute.

(2) Thereupon the Registrar shall, either at the direction of the President or on the application of a party, issue a notice in accordance with the Form 2 any person or trade union appearing to be, or alleged to be, a party to the dispute.

(3) A notice under paragraph (2) shall be served or given by the Registrar or a person thereunto authorised by the Registrar.

(4) For the purposes of section 11 of the Act, any trade union or person upon whom a notice under paragraph (3) has been served who, within 3 days after service of the notice, files with the Registrar a notice of intention to be present or to be represented at the hearing of the trade dispute shall be deemed to be a party to the dispute.

(5) Paragraph (4) shall not apply to trade disputes submitted for arbitration pursuant to section 31(a) of the Act and, for the purposes of section 11 of the Act, the trade union and the employers who jointly make the request for submission to arbitration shall be deemed to be the parties to the trade dispute.

(6) Where an invitation has been sent to the trade unions of employees or the