CCMA Filing Guide

Justice 4 Me · watermarked marketing sample · fictional parties · Procedure, deadlines and filing steps

Matter: Thandiwe Nomvula Dlamini v Ubuntu Retail (Pty) Ltd **Forum:** CCMA (CCMA — Johannesburg)
Category: Misconduct (Code of Good Practice: Dismissal, Item 2)

Before you file — prescription deadlines (DO NOT MISS)

Deadline	Rule	Your matter
30 days from dismissal to refer dispute	LRA s.191(1)(b)(i)	Dismissed 2026-10-15 — file Form 7.11 before expiry
Condonation if late	CCMA Rule 31	Not required if within 30 days
Compensation cap	LRA s.194(1)	**12 months** = R216 000,00 (at CTC R18 000,00/month)

> **Note:** Automatically unfair dismissals under LRA s.187 go to the Labour Court, not the CCMA. If your matter involves pregnancy, discrimination, whistleblowing, or union activity, consider the Labour Court pack instead.

Step-by-step filing procedure

1. Prepare your pack

Print and sign: 1. **LRA Form 7.11** (referral) — signed by you 2. **Founding / supporting affidavit** (if prepared) 3. Copies of annexures (ID, dismissal letter, contract, payslips)

2. File at the CCMA

- **Where:** CCMA — Johannesburg, 28 Harrison Street, Johannesburg (verify current address with CCMA)
- **Phone:** 0861 16 16 16
- **Fee:** CCMA services are **free** — no filing fee for referrals
- Obtain a **case reference number** from the CCMA

3. Serve on the employer

- Deliver a copy of the referral to **Ubuntu Retail (Pty) Ltd** at 1 Market Street, Johannesburg
- Keep proof: registered post receipt, email read-receipt, or hand-delivery acknowledgment

4. Conciliation (CCMA Rule 17)

- CCMA will schedule a conciliation meeting (typically within 30 days)
- Both parties attend — bring your evidence bundle
- If settlement is reached, request a **settlement agreement** in writing

5. Con-arb (if requested)

- You requested **con-arb** — if conciliation fails, arbitration proceeds immediately on the same day
- Prepare your opening statement and witnesses

6. Arbitration hearing

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- Present your case: opening statement → evidence → cross-examination → closing statement
- Commissioner decides within reasonable time — award issued in writing

7. Review / Labour Court appeal

- Unhappy with the award? Review to Labour Court within **6 weeks** (verify current rule)
- Seek legal advice if the award involves reinstatement with back pay

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Evidence checklist

- [x] FA 1: Dismissal letter — Letter dated 15 October 2026
- [x] FA 2: Employment contract — Signed contract dated 1 February 2023

Cost estimate

Item	Estimate
CCMA referral	**Free**
CCMA conciliation / arbitration	**Free**
Travel to CCMA office	Variable
Certified copies	R5–R20 per page
Commissioner award enforcement (if needed)	Sheriff fees apply

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LRA Form 7.11 — Referral

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Document type: `unfair_dismissal_lra711`

Form: LRA 7.11 (Labour Relations Act 66 of 1995) **Date of referral:** _____

PART A — REFERRING PARTY (APPLICANT)

Field	Details
Full name	Thandiwe Nomvula Dlamini
ID number	8001015009087
Address	12 Vilakazi Street, Orlando West, Soweto
Occupation	Retail supervisor
Contact phone	0821234567
Contact email	thandiwe.dlamini@example.co.za

PART B — OTHER PARTY (EMPLOYER / RESPONDENT)

Field	Details
Employer name	Ubuntu Retail (Pty) Ltd
Registration number	2018/123456/07
Address for service	1 Market Street, Johannesburg
Contact person	Ms Naledi Mokoena

PART C — DETAILS OF DISPUTE

Field	Details
Nature of dispute	Unfair dismissal — Misconduct (Code of Good Practice: Dismissal, Item 2). Employer reason: Alleged misconduct.
Date of dismissal	15 October 2026
Employment start date	1 February 2023
Position held	Retail supervisor

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Monthly remuneration (CTC)	R18 000,00
Disciplinary hearing held?	Yes
Written reasons provided?	Yes
Con-arb requested?	Yes — con-arb in terms of CCMA Rule 17
Late referral / condonation?	No — within 30-day referral period (LRA s.191(1)(b)(i))

PART D — FACTS (SUMMARY)

On 15 October 2026 I was dismissed for alleged misconduct. I had a disciplinary hearing and received written reasons. I believe the dismissal was unfair.

PART E — REMEDY SOUGHT

Compensation equivalent to 6 month(s) remuneration (LRA s.194(1) cap: 12 months)

Estimated monthly remuneration: R18 000,00. Maximum compensation cap (LRA s.194(1)): R216 000,00 (12 months).

PART F — CCMA OFFICE

CCMA office: Johannesburg

PART G — ANNEXURES

1. FA 1 — Dismissal letter: Letter dated 15 October 2026 [attached] 2. FA 2 — Employment contract: Signed contract dated 1 February 2023 [attached]

DECLARATION

I, **Thandiwe Nomvula Dlamini**, declare that the information in this referral is true and correct to the best of my knowledge.

[SAMPLE — signing / service block removed until pack unlock]

[SAMPLE — signing / service block removed until pack unlock]

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