

Form 3

**STATEMENT IN REPLY**

*(Under the Employment Relations Act 2000)*

Between

Full name of applicant:.....

Address of applicant:.....

and

Full name of respondent: .....

Address of respondent: .....

**To** the applicant

**And to** the Employment Relations Authority

1. The respondent's view in relation to the problem (or matter) specified in the application is:<sup>1</sup>

.....  
.....

2. The respondent's account of the relevant facts is:<sup>1</sup>

.....  
.....  
.....  
.....  
.....

3. The respondent makes the following comments and supplies the following further information:<sup>1</sup>

.....  
.....  
.....

<sup>1</sup> Give enough detail to ensure that the Authority and the applicant are fully, fairly, and clearly informed.

4. I attach copies of the following documents (which I think are relevant to the problem (or matter)):<sup>2</sup>

.....  
.....  
.....

<sup>2</sup> List here **all** the documents that are attached, e.g. your employment agreement or letters that you wish to rely on, or documents required under any other legislation, etc.

**Mediation**

5. Have you, the respondent, tried to resolve this problem (or matter) by using, mediation services provided by the Department of Labour? Yes  No

6. Have you, the respondent, tried to resolve this problem (or matter) by using mediation provided by someone other than the Department of Labour? Yes  No

7. Have you, the respondent, taken any other steps of any kind to resolve the problem (or matter)? Yes  No

If the answer to this question is "Yes", specify the other steps taken:

.....  
.....

8. If you, the respondent, have answered "No" to both the question in paragraph 5 and the question in paragraph 6, please indicate why you have not used mediation to try to resolve the problem (or matter):

.....  
.....

Signature of respondent: .....

Date: .....

This statement in reply is lodged by ....., whose address for service is ..... and whose telephone number is ..... and whose fax number for service is ..... and whose document exchange number for service is ..... and whose e-mail address for service is .....<sup>3</sup>

or

This statement in reply is lodged by ....., on behalf of the abovenamed applicant, whose address for service is ..... and whose telephone number is ..... and whose fax number for service is ..... and whose document exchange number for service is ..... and whose e-mail address for service is .....<sup>3</sup>

<sup>3</sup> Although a full postal address must always be supplied, the supply of a telephone number and the supply for service of any 1 or more of the following, namely, a fax number, a document exchange number, or an e-mail address are optional.