

SCHEDULE 3

Industrial Tribunals (Levy Appeals) Rules of Procedure 1996 *For use in proceedings in levy appeals*

Action by the Board upon receipt of appeal

2.—(1) Subject to the provisions of rules 3 and 4, the Board upon receiving the notice of appeal shall send within 21 days to the Secretary—

- (a) a copy of the notice of appeal;
- (b) a copy of the assessment notice and of any notice by the Board allowing further time for appealing;
- (c) a notice giving the Board's address for service under these Rules, where that address is different from the address specified in the assessment notice, as the address for service of a notice of appeal; and
- (d) any representations in writing with respect to the appeal that the Board may think fit.

(2) Failure to comply with any provision of this rule or rule 3 shall not render the appeal or anything done in pursuance thereof invalid.