
EMPLOYMENT (FORMS) REGULATIONS

Subsidiary
1954.02.18-2

Regulations made under s.86.

EMPLOYMENT (FORMS) REGULATIONS

(1954.02.18-2)

1.5.1954

Amending enactments	Relevant current provisions	Commencement date
LN. 1971/007	r. 3, Sch. 1, 2	
1974/061	r. 2	
1994/023	r. 3, Sch. 1, 2	14.2.1994

ARRANGEMENT OF REGULATIONS.

Regulation

1. Title.
2. Records of employees.
3. *Omitted.*
4. Certificates of service.

Title.

1. These Regulations may be cited as the Employment (Forms) Regulations.

Records of employees.

2. The register to be kept by every employer under section 79 of the Act shall contain the following particulars in respect of each employee—

- (a) the nature of the occupation;
- (b) the hourly, daily, weekly or monthly wages paid as the case may be, or where the wages are solely calculated on a piece-work or output basis, the rates applicable;
- (c) the number of hours to which such daily, weekly or monthly wages relate;
- (d) the number of hours worked by the employee in each day, week or month, as the case may be;
- (e) the wage paid to the employee for each day, week or month, as the case may be, showing clearly the amounts of and the reasons for any deductions or other variations from the normal wage for the period.

3. *Omitted.*

Certificates of service.

4. The certificates of service to be given by employers under section 58 of the Act shall be in the form shown in Schedule 3.

SCHEDULE 1

Omitted

SCHEDULE 2

Omitted

SCHEDULE 3

EMPLOYMENT ACT.

Certificate of Service

In accordance with section 58(1) of the above Act, this certificate must be given by employers to employees, who so request, at the termination of employment, if the employment has lasted longer than one month.

Name of Employee

.....

Nature of Work or Services Performed.

.....

Duration of Employment

From..... to

*** Rates of Wages Paid**

.....

(State whether hourly, daily, weekly or monthly.)

*** Reason for termination**

.....

.....

(It is sufficient compliance with the provisions of this section if the general reason is stated, e.g., redundancy, unsuitable, unsatisfactory, etc.)

Signature of employer

Address.....

Date.....

** Only to be completed if employee requests completion.*