

EMPLOYMENT ACT, 1982
(29 of 1982)

EMPLOYMENT (EMPLOYMENT CARDS) REGULATIONS,
1984

(Published on 28th December, 1984)

ARRANGEMENT OF REGULATIONS

REGULATION

1. Citation
2. Interpretation
3. Procedure for issuing employment card
4. Production and inspection of employment cards and copies
5. Penalties
6. Revocation of Cap. 47:01 (Sub. Leg.)

IN EXERCISE of the powers conferred on the Minister of Home Affairs by sections 32 and 175 of the Employment Act, 1982, the following Regulations are hereby made —

1. These Regulations may be cited as the Employment (Employment Cards) Regulations, 1984. Citation
2. In these Regulations, "employment card" means an employment card such as is referred to in section 32 of the Act. Inter-pretation
3. Where an employer is required by the Commissioner of Labour under section 32 of the Act to issue an employment card, the employer shall — Procedure for issuing employment card
 - (a) prepare an employment card in the form set out in the Schedule and ensure that it contains all the particulars therein indicated;
 - (b) having performed the duties imposed by paragraph (a), prepare one true copy of the employment card;
 - (c) sign both the employment card and the copy thereof and then ensure that both documents are also signed by the employee; and
 - (d) deliver the employment card to the employee for safe keeping by him and retain the copy thereof for safe keeping with his records.
4. (1) The Commissioner or any labour officer may, at any time during ordinary working hours, require any employer forthwith — Production and inspection of employment cards and copies
 - (a) to produce from his records, for inspection by the Commissioner or labour officer, any copy of any employment card retained by the employer in terms of regulation 3; and
 - (b) to provide the Commissioner or labour officer with a true copy of the same.
- (2) The Commissioner or any labour officer may require any person claiming or reasonably believed to be the holder of an employment card —
 - (a) immediately to produce the card for inspection by the Commissioner or labour officer (if that person has the employment card on his person); or
 - (b) to produce the card for inspection by the Commissioner or a labour officer at such reasonable place and within such reasonable

time as the Commissioner or labour officer shall specify (if that person does not have the employment card on his person).

(3) Any employer or other person of whom a requirement is made under this regulation shall comply with the same.

Penalties

5. (1) Any person who fails, without reasonable excuse, to comply with any provision of these Regulations shall be guilty of an offence and liable to a fine of P200.

(2) In any proceedings in respect of an offence under this regulation, the court shall presume, unless the contrary is proved, the absence of a reasonable excuse on the part of the person charged with the offence.

Revocation
of
Cap. 47:01
(Sub. Leg)

6. The Employment (Employment Cards) Regulations are hereby revoked.

(r. 3(a))

SCHEDULE

EMPLOYMENT ACT, 1982 (29 of 1982)

(section 32)

EMPLOYMENT (EMPLOYMENT CARDS) REGULATIONS, 1984

(S.I. 155 of 1984)

(regulation 3(a))

EMPLOYMENT CARD

1. Full name of employer
2. Postal and locational addresses of employer
3. Full name of employee
4. Residential address of employee
5. The above named employee, having entered into a contract of employment with the above named employer, commenced employment under the contract on the day of 19.....
and in terms thereof works at
(locational address of work place)
as or in the capacity of
(nature of employee's occupation)
6. The following are the other terms or conditions of employment under the said contract of employment —
 - (a) Period contract
(term unless unspecified)

(b) Ordinary wage rate

(c) Pay interval
(daily/weekly/fortnightly/monthly)

(d) Usual hours of work: from to.....
from to.....

(e) Number of paid public holidays a year

(f) Number of days paid leave a year

(g) Number of days permitted sick leave a year

(h) Overtime (regular or occasional) to be worked

(i) Overtime wage rate.....

(j) Notice period.....

(k) Any other explicit terms or conditions of employment (e.g. rations;
gratuity; bonus; free housing, transportation; etc.)

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

Dated at.....this.....day of, 19.....

.....
(signature of employer) (signature or mark of employee)*

.....
(signature of witness
to mark, if any)

Full name of witness

Postal address and/or residential address of witness

MADE this 14th day of December, 1984.

E.M.K. KGABO,
Minister of Home Affairs.

L2/7/34