



GOVERNMENT GAZETTE

OF THE

REPUBLIC OF NAMIBIA

R0,50

WINDHOEK — 20 November 1992

No. 533

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Government Notices

MINISTRY OF LABOUR AND MANPOWER DEVELOPMENT

No. 173 1992

DETERMINATION OF DATE UNDER SECTION 52(1) OF LABOUR ACT, 1992

Under subsection (1) of section 52 of the Labour Act, 1992 (Act 6 of 1992), I hereby determine 15 October 1991 as the other date for the purposes of that section.

H. WITBOOI
MINISTER OF LABOUR AND
MANPOWER DEVELOPMENT

Windhoek, 9 November 1992

**MINISTRY OF LABOUR AND
MANPOWER DEVELOPMENT**

No. 174

1992

**KEEPING OF RECORDS AND SUBMISSION OF
CERTAIN PARTICULARS BY EMPLOYERS
IN TERMS OF SECTION 4(1) OF LABOUR ACT, 1992**

Under section 4(1) of the Labour Act, 1992 (Act 6 of 1992) -

- (a) It is hereby made known that I have determined that the records and particulars to be kept by every employer at an address in Namibia as contemplated in that section, shall be the records and particulars as specified in the Schedule; and
- (b) I hereby determine, with effect from 1 January 1993, a return containing the particulars specified in item 3 of the said Schedule shall be submitted to the Permanent Secretary as contemplated in that section -
 - (i) for the period 1 January to 30 June of each year, not later than 15 July of that year;
 - (ii) for the period 1 July to 31 December of each year, not later than 15 January of the succeeding year.

**S.T. HIVELUAH
PERMANENT SECRETARY:
LABOUR AND MANPOWER
DEVELOPMENT**

Windhoek, 3 November 1992

SCHEDULE

**RECORDS TO BE KEPT BY EMPLOYERS
AT AN ADDRESS IN NAMIBIA**

1. A register shall be kept by every employer of every employee in his or her employment containing the following particulars, namely -
 - (a) the name, age, identity number (if any) and sex of employee;
 - (b) the ordinary hourly, daily, weekly, fortnightly or monthly scale of remuneration of an employee;
 - (c) the period in respect of which such remuneration is payable;
 - (d) the time (in hours or fractions thereof) per day or per shift worked by the employee during the period referred to in paragraph (c) in respect of -

- (i) ordinary working hours;
 - (ii) overtime;
 - (iii) night work;
 - (iv) work on Sundays; and
 - (v) work on public holidays;
- (e) the total number of hours worked by the employee during the period referred to in paragraph (c) in respect of -
- (i) ordinary working hours;
 - (ii) overtime;
 - (iii) night work;
 - (iv) work on Sundays; and
 - (v) work on public holidays;
- (f) remuneration payable to the employee in respect of -
- (i) ordinary working hours;
 - (ii) overtime;
 - (iii) night work;
 - (iv) work on Sundays;
 - (v) work on public holidays; and
 - (vi) any other amount or allowances;
- (g) the gross amount of remuneration payable to the employee;
- (h) the particulars and amount of any deductions from the amount referred to in paragraph (g); and
- (i) the nett amount of remuneration payable to employee.
2. A register relating to the granting of leave shall be kept by every employer of every employee in his or her employment containing the following particulars, namely -
- (a) the name, occupation and sex of the employee;
 - (b) the date on which the employee commenced his or her employment;
 - (c) the period granted in respect of -
 - (i) annual leave;
 - (ii) sick leave;
 - (iii) maternity leave; and
 - (iv) occasional leave;
 - (d) the date on which such leave commenced;
 - (e) the date on which such leave ended;
 - (f) the number of days of such leave with full remuneration granted to the employee; and
 - (g) the number or days of such leave without remuneration granted to the employee.

3. A register shall be kept by every employer of every employee in his or her employment who is not a Namibian citizen containing the following particulars, namely -
- (a) the name, nationality, date and place of birth of such employee;
 - (b) the date of employment of such employee;
 - (c) the capacity in which such employee is employed;
 - (d) the period of the contract of employment of such employee (if any);
 - (e) a full description of academic, technical or professional qualifications and any special expertise of such employee; and
 - (f) the number and date of the issue of any permit in relation to such employment to such employee and the date of expiry of such permit.
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**MINISTRY OF LABOUR AND
MANPOWER DEVELOPMENT**

No. 175

1992

**PARTICULARS TO BE INDICATED ON ENVELOPE OR
STATEMENT WHEN REMUNERATION IS PAID TO
EMPLOYEE IN TERMS OF SECTION 36(3) OF
LABOUR ACT, 1992**

Under section 36(3) of the Labour Act, 1992 (Act 6 of 1992), I hereby determine that the particulars to be indicated on the envelope or statement when remuneration is paid to any employee as contemplated in that section, shall be the particulars as set out in the Schedule.

**S.T. HIVELUAH
PERMANENT SECRETARY:
LABOUR AND
MANPOWER DEVELOPMENT**

Windhoek, 3 November 1992

SCHEDULE

**PARTICULARS TO BE INDICATED ON
ENVELOPE OR STATEMENT**

- (a) the name and identity number (if any) of employee;
- (b) the name and postal and business address of employer;

- (c) ordinary hourly, daily, weekly, fortnightly or monthly scale of remuneration of employee;
 - (d) the period in respect of which such remuneration is payable;
 - (e) the amount paid to the employee in respect of -
 - (i) his or her remuneration;
 - (ii) overtime;
 - (iii) night work;
 - (iv) work on Sundays;
 - (v) work on public holidays; and
 - (vi) any other remuneration or allowances;
 - (f) the gross amount of remuneration payable to the employee;
 - (g) the particulars and amount of any deductions from the amount referred to in paragraph (f); and
 - (h) the nett amount of remuneration payable to the employee.
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