

EMPLOYMENT REGULATIONS 1957

ARRANGEMENT OF REGULATIONS

Regulation

1. Citation
2. Interpretation
3. Exclusion from section 34 of the Act
4. Registers to be kept under section 44 of the Act
5. Register
6. Keeping of Register
7. Employer to make available register for examination
8. Employer to furnish copy of particulars under regulation 5 (b)
9. Employer to furnish particulars under regulation 5 (c)
10. Fees
11. *(Revoked)*
12. *(Revoked)*
13. *(Revoked)*
14. Forms

FIRST SCHEDULE

SECOND SCHEDULE

THIRD SCHEDULE – *(Revoked)*

FOURTH SCHEDULE

- FORM “A” – Defendant Summons
- FORM “B” – Summons
- FORM “C” – Order
- FORM “D” – Summons
- FORM “E” – Prohibitory Order
- FORM “F” – Summons

EMPLOYMENT REGULATIONS 1957*

1. Citation.

These Regulations may be cited as the Employment Regulations 1957.

2. Interpretation.

In these Regulations –

“extra work” includes overtime work, and work on rest days and holidays;

“the Act” means the Employment Act 1955;

“Register” means a book or separate cards kept by every employer containing the information relating to his employees as required under these Regulations and includes a register required to be maintained under the Internal Security (Registration of Labour) Regulations 1960.

3. Exclusion from section 34 of the Act.

A female employee employed by or under any City Council, Municipal Council, Town Council, Town Board or Local Council in the collection or disposal of night soil may work in such undertaking between the hours of ten o'clock in the evening and five o'clock in the evening.

4. Registers to be kept under section 44 of the Act.

The Register kept by every employer under section 44 of the Act shall be in the form set out in the First Schedule to these Regulations.

5. Register.

The Register kept by every employer under section 61 of the Act shall contain the following groups of particulars regarding each employee –

(a) Personal details;

(1) Name;

(2) Sex;

(3) Age (date of birth);

(4) National Registration Identification Card No;

(5) Employment permit or Immigration Work Pass No. (if applicable) and date of expiry;

(6) Permanent home address;

(7) Occupation or appointment;

**Published as PU (A) 333 of 1983.*

- (8) Date of commencing employment;
- (9) Date of leaving employment;
- (10) Amount of termination or lay-off benefits paid and the date of such payment;
- (11) The method of computing the termination or lay-off benefits payments;

(b) Details of terms and conditions of employment:

- (1) name of employee and National Registration Identification Card No;
- (2) Occupation or appointment;
- (3) Wage rates (excluding other allowances);
- (4) Other allowances payable and rates;
- (5) Rates for overtime work;
- (6) Other benefits (including approved amenity and service);
- (7) Agreed normal hours of work per day;
- (8) Agreed period of notice for termination of employment or wages in lieu;
- (9) No. of days entitlement to holidays and annual leave with pay;
- (10) Duration of wage period;

(c) Details of wages and allowances earned during the each wage period:

- (1) Where pay is calculated by reference to time, that is by the hour, day, week or month:
 - (i) Rate of pay;
 - (ii) Total No. of days of normal hours of work during each wage period;
 - (iii) Total amount of wages for normal hours of work during each wage period;
 - (iv) Rate of pay per hour for overtime work;
 - (v) Total No. of hours of overtime work done during each wage period;
 - (vi) Total amount of overtime wages during each wage period;

- (2) Where pay is calculated by reference to work done, that is by piece, volume or task of work:
 - (i) Rate of pay per piece, volume or task of work during normal hours of work;
 - (ii) Total number of piece, volume, or task of work done during normal hours of work in each wage period;

- (iii) Total amount of wages earned during normal hours of work in each wage period;
 - (iv) Rate of pay per piece, volume or task of work done exceeding normal hours of work per day;
 - (v) Total number of piece, volume or task of work done exceeding normal hours of work in each wage period;
 - (vi) Total amount of overtime wages earned exceeding normal hours of work in each wage period;
- (3) Total number of days work or total number of piece, volume or task of work done on rest days and holidays with pay during each wage period;
 - (4) Amount of wages paid in lieu of annual leave with pay in each wage period;
 - (5) Details of other allowances payable during each wage period;
 - (6) Total amount of wages and allowances earned during each wage period under paragraphs (1) to (5);
 - (7) Details of advances made during each wage period;
 - (8) Details of deductions made during each wage period;
 - (9) Balance of wages and allowances payable at end of each wage period;
 - (10) Details of holidays, annual and sick leave with pay granted during each wage period;
 - (11) Date of payment;
 - (12) Signature of employee;

and the particulars under paragraph (c) shall be brought up-to-date in the Register not later than the 3rd day after the end of each wage period in respect of which the particulars relate.

6. Keeping of Register.

Every employer shall unless otherwise permitted by the Director General keep the Register required to be kept under these Regulations in the office within the place of employment on which employees are employed and shall make such Register available for inspection by the Director General as and when required to do so.

7. Employer to make available register for examination.

Every employer shall make for examination by every employee employed by him the Register containing the particulars specified in regulation 5__

- (a) in a place within the place of employment to which every employee shall have the right of access for a period sufficient to allow examination thereof by employee for not more than twice in each wage period; or
- (b) in any other manner which the Director General may approve and such particulars shall be in the National Language.

8. Employer to furnish certified copy of particulars under regulation 5 (b).

- (1) Every employer shall furnish to every employee employed by him on or before the date of his commencing employment and subsequently on any change in the terms and conditions of employment resulting in any change in his wages a certified copy of the particulars as specified in paragraph (b) of regulation 5.
- (2) When a collective agreement is currently in force and applicable to an employee in the place of employment the employer shall furnish him with a copy of the collective agreement or display permanently, at a conspicuous place accessible to the employee, in the place of employment a copy of the collective agreement.

9. Employer to furnish particulars under regulation 5 (c).

Every employer shall furnish to every employee employed by him in a separate statement or card the particulars relating to details of wages and other allowances earned during each wage period as specified in paragraph (c) of regulation 5 on or before the date of payment of wages.

10. Fees.

The fees to be paid for copies of notes evidence under Part XV of the Act shall be those set out in the Second Schedule to these Regulations.

11. (Omitted – PU (A) 376/76).

12. (Revoked – PU (A) 373/46).

13. (Revoked – PU (A) 375/76).

14. Forms.

The forms prescribed in the Fourth Schedule, with such variation as the circumstances of each case require, may be used for the respective purposes therein mentioned.

FIRST SCHEDULE
REGISTER OF MATERNITY LEAVE AND
ALLOWANCES (IC)

Serial Number of
Claim

(EMPLOYMENT ACT 1955)

(Section 44)

Place of employment

PART A

(To be completed in respect of a female employee about to leave her employment who reports that she knows or has reason to believe that she will be confine within a period of four months from the date on which she leaves her employment).

1. Name and National Registration Identification Card Number
2. Future address
3. Date of leaving employment
4. Date of notifying pregnancy
5. Expected date of confinement
6. Name, National Registration Identification Card Number and address of nominee (if any) appointed to receive maternity allowance under the provision of section 41
7. Number of days employed during the
1st 2nd 3rd
4th 5th 6th
7th 8th 9th
Month preceding her departure.

PART B

(To be completed in respect of maternity leave and allowances under the provisions of section 37)

1. Name and National Registration Identification Card Number

2. Name, National Registration Identification Card Number and address of nominee (if any)

.....
3. Date of notifying commencement of maternity leave

.....
4. Date on which employee commenced her maternity leave

.....
5. Number of days employed during the

1 st	2 nd	3 rd
4 th	5 th	6 th
7 th	8 th	9 th

month preceding confinement.
6. Date of confinement
7. Date of notifying confinement
8. Date on which work was resumed (or date of leaving the employment or date of death)

.....
9. Number of consecutive days employee was on maternity leave :
 - (i) Prior to confinement
 - (ii) After confinement
10. Ordinary rate of pay of employee per day

.....
11. Amount of maternity allowance and date of payment :
 - (i) Before confinement \$
 - (ii) After confinement \$
12. If maternity allowance is not paid or not paid in full, state here the reasons

.....

.....

I confirm that the above particulars are correct.

.....

Signature of Employer

I confirm that the amounts stated above have been paid to me.

.....

Signature of Employee/Nominee

SECOND SCHEDULE

	<i>Amount</i>	<i>Fee</i>
		\$ c.
Folio comprising hundred words (every figure to count as a word) 		1 00
Part folio 		50
Extra copies ordered with originals 		25

THIRD SCHEDULE

(Revoked – P.U. (A) 376/76)

FOURTH SCHEDULE

FORM A

DEFENDANT SUMMONS

(Under section 70 (c) of the Employment Act 1955)

Director General of Labour Summons Case No

Between

AB Complainant

and

CD Defendant

The above – named defendant
residing (or having his place of business or employed) at

You are hereby summoned to appear at
at a.m./p.m. on the day of
19 to answer a complaint made against you by the above – named complainant, that :
(Here set out particulars of complaint).

Take notice that you may bring to the hearing of the above complainant such witnesses as you may wish to call on your behalf and that you may apply to the Director General of Labour for summonses to such persons to appear and give evidence.

And take notice further that in default of your appearance the complainant may be heard and decided in your absence; and that you will be bound by such decision may be enforced against you pursuant to section 70 (h) and (i) of the Employment Act 1955.

And take notice further that notwithstanding the foregoing, if you fail to comply with the above summons, by virtue of sections 80 and 101 of the Employment Act 1955, you may be prosecuted for an offence under Chapter X of the Penal Code and punishable thereunder.

Dated this day of 19.....

Director General of Labour

FORM B
SUMMONS

(Under section 70 (d), (e) or (f) of the Employment Act 1955)

Director General of Labour Summons Case No

Between

AB Complainant

and

CD Defendant

To EF residing (or having his place of business or employed) at

WHEREAS, AB has complained against CD, and whereas I have reason to believe –

- (1) that you have knowledge of the matters in issue and/or can give evidence relevant thereto;
- (2) that your financial interest are likely to be affected in a manner endorsed herein by a decision which I might give.

You are hereby summoned to appear at
at a.m./p.m. on the day of
19..... to give such evidence on behalf of the complainant/defendant and/or as may be required by the Director General.

And take notice further that in default of your appearance the complaint may be heard and decided in your absence notwithstanding that your interest might be prejudicially affected thereby.

And take notice further that notwithstanding the foregoing, if you fail to comply with the above summons, by virtue of sections 80 and 101 of the Employment Act 1955, you may be prosecuted for an offence under Chapter X of the Penal Code and punished thereunder.

Dated this day of 19.....

Director General of Labour

FORM C

(Order under section 69 of the Employment Act 1955)

Director General of Labour Summons Case No

Between

AB Complainant

and

CD Defendant

Whereas the complaint in the above case No. was heard and decided at on the day of 19....., the Director General hereby makes the following order, that –

Dated this Day of 19.....

Director General of Labour

It is hereby certified that a sum of \$ in full/partial settlement of this Order has been paid in this Office.

Director General of Labour

FORM D

IN THE STATE OF

SUMMONS

(Under section 73 of the Employment Act 1955)

Director General of Labour Summons Case No.

Between

AB Complainant

and

CD Defendant

To EF residing (or having his place of business or employed) at

Whereas I have inquired into the above complaint and have made an order dated the..... day of 19..... that shall pay to me on behalf of the sum of \$; and

Whereas I have reason to believe that there exist between CD and yourself a contract in the course of the performance of which AB performed the work in respect of which the said order dated day of 19..... was made; and that money is owed by you to CD under the said contract –

You are hereby summoned to appear before me at at a.m./p.m. on day of 19..... to answer such questions as I may put to you.

And take notice further that notwithstanding the foregoing, if you fail to comply with the above summons, by virtue of sections 80 and 101 of the Employment Act 1955, you may be prosecuted for an offence under Chapter X of the Penal Code and punishable thereunder.

Dated this Day of 19.....

Director General of Labour

FORM E

IN THE STATE OF

PROHIBITORY ORDER

(Under section 73 of the Employment Act 1955)

Director General of Labour Summons Case No

Between

AB Complainant
and

CD Defendant

To EF residing (or having his place of business or employed) at

WHEREAS I have enquired into the above claim and have made an order under the provisions of section 69 of Employment Act 1955, that shall pay to the sum of \$; and

WHEREAS after enquiry I am satisfied that there exist between CD and yourself a contract in the course of the performance of which AB performed the work in respect of which

the said Order dated day of 19..... was made; and

WHEREAS you have admitted to me (in writing)* that the sum of \$ is owing by you under such contract to the said

NOW I DO ORDER you to pay the said sum of \$ to me on behalf of the said

Dated this day of 19.....

Director General of Labour

It is hereby certified that a sum of \$ in full/partial settlement of this Order has been paid in this Office.

Director General of Labour

FORM F
IN THE STATE OF
SUMMONS
(Under section 79 of the Employment Act 1955)

Director General of Labour summons Case No

To AB residing (or having his place of business or employed) at

WHEREAS, I Director General of Labour :

- (i) have reasonable grounds for suspecting that an offence under the Employment Act 1955, has been committed;
- (ii) wish to enquire into the following matter/a dispute as to the following matter* dealt with by the Employment Act 1955 (herein set out particulars of the matters);
- (iii) wish to enquire into the death of/injury one

**Delete where inapplicable.*

- (iv) have received a complaint of the following provisions of the Employment Act 1955 (herein set out particulars of breach); and

WHEREAS, I have reason to believe that you can give information respecting such offence/the subject matter of such enquiry/complaint;

You are hereby summoned to appear at
at a.m./p.m. on the day of
19 to give evidence.

And take notice further that notwithstanding the foregoing, if you fail to comply with the above summons, by virtue of sections 80 and 101 of the Employment Act 1955, you may be prosecuted for an offence under Chapter X of the Penal Code and punishable thereunder.

Dated this day of 19

Director General of Labour