



GOVERNMENT GAZETTE

OF THE

REPUBLIC OF NAMIBIA

N\$2.00

WINDHOEK - 21 July 2005

No. 3465

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Government Notice

MINISTRY OF LABOUR AND SOCIAL WELFARE

No. 89 2005

SUBMISSION OF PARTICULARS AND INFORMATION BY EMPLOYERS IN THE AGRICULTURAL SECTOR

In terms of section 4(1)(b) of the Labour Act, 1992 (Act No. 6 of 1992), I determine that -

- (a) every employer in the agricultural sector must, not later than 30 April of every year, submit a return containing the particulars and information specified in the Schedule, to the Permanent Secretary: Ministry of Labour and Social Welfare, Private Bag 19005, Windhoek.
- (b) for the purposes of employers in the agricultural sector, paragraph (b) of Government Notice No. 174 of 20 November 1992, ceases to be of effect; and
- (c) Government Notice No. 115 of 2 June 2003 is withdrawn.

U.M. HIVELUAH
PERMANENT SECRETARY
MINISTRY OF LABOUR AND SOCIAL WELFARE

Windhoek, 6 July 2005

SCHEDULE

FORM FOR SUBMISSION OF PARTICULARS BY EMPLOYERS IN THE AGRICULTURAL SECTOR

IDENTIFICATION OF FARM AND TYPE OF FARMING									
Region in which farm is located	Name and number of farm	Postal address of owner/manager of farm		Type of farming undertaken					
PARTICULARS RELATING TO EMPLOYEES									
Name of employee	Sex: Male/ Female	Namibian citizen: Yes/ No*	Monthly remuneration paid to each employee		State whether worker is employed permanently or temporarily	Commencement date of employment	Termination of employment*		Are records kept by the employer of his/her employees as required in terms of Government Notice No. 174 of 20 November 1992?*
			Number of hours worked per month	Monthly gross remu- neration in N\$			Date of termination	Reason for termination	

*Note: Provide the applicable information required in terms of item 1, 2 or 3

1. If an employee is a foreigner, provide on a separate sheet of paper, the following information relating to that employee:
 - (a) the full name, passport number and nationality;
 - (b) the capacity in which he or she is employed; and
 - (c) work permit number and an indication as to whether the employee is domiciled in Namibia as contemplated in Part IV of the Immigration Control Act, 1993 (Act No. 7 of 1993).

2. Provide on a separate sheet of paper the full details of any severance pay, pension or any financial assistance paid or granted to an employee, whose employment was terminated during the period under consideration. The amounts must be specified in Namibian Dollars.

3. If you do not keep records as specified in Government Notice No. 174 of 20 November 1992, provide on a separate sheet of paper, the reasons for not keeping such records and the particulars of records kept.

I (full name of employer) do solemnly declare that the information and particulars given in this form and any annexures thereto are to the best of my knowledge true and correct.

Signed at on

Telephone number: (code)

Signature of employer:

Note:

Any employer who -

- (a) fails to submit a return as specified in this notice;
- (b) in a return wilfully furnishes information which is false or misleading in any material respect,

is guilty of an offence and on conviction liable to a fine not exceeding N\$4000 or to imprisonment for a period not exceeding 12 months or to both such fine and such imprisonment as stipulated in section 4(4) of the Labour Act, 1992 (Act No. 6 of 1992).
