



Ministry of Commerce, Industry and Labour
Matagaluega o Pisinisi, Alamanuia ma Leipa



Name of Business:

Type of Business:

To be submitted within thirty days from end of each half year

*Note: The information contained in this form will be for the use of the Ministry of Commerce, Industry and Labour **ONLY** and will be treated with the strictest confidence.*

1. Pursuant to the provisions of section 13(i) and (j) of the Labour & Employment Relations Act 2013; and Regulation 22 of the Labour and Employment Regulations 1973, I submit herewith the employment periodic information for Half Year ending:

30 June 31 Dec (Tick Half Year Applicable) 20.....

2. No. of normal work days per week

3. No. of normal hours of work

Per Day:
Per Week:

4. Lowest salary/wage payable:

Per hour:
Per Day:
Per Annum:

5. No. of workers paid at lowest/wage above

6. Total normal salary/wage payroll for the half year period (excluding overtimes, bonuses, allowances, etc)

(Tala) \$..... WEEK
 FORTNIGHT
 OTHER
(Tick Appropriate Box)

7. Non-Citizen worker(s) if any

MALE	FEMALE	TOTAL
<input type="text"/>	<input type="text"/>	<input type="text"/>

8. Total number of workers (including noncitizen)

MALE	FEMALE	TOTAL
<input type="text"/>	<input type="text"/>	<input type="text"/>

9. If a variation in total employment occurred since the last six (6) months, what were the reasons?

- Sales (increase or decrease)
- Technology (change in production methods)
- Products/Services (expansion or education in range or type of products manufactured/or services rendered)
- Other (please specify)

10. If the business is experiencing difficulties recruiting particular types of labour within Samoa, what are the occupations or skills that are in short supply?

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I HEREBY CERTIFY that the above information is true:

Signed (Employer).....

Date:/...../.....

FOR OFFICE USE ONLY

Average Weekly Wage \$:

Date Received: Signature of Receiver:

..... / /

Comments:

Reg. No.