

REPUBLIQUE DE VANUATU

DEPARTEMENT DU TRAVAIL ET DE L'EMPLOI

✉ Sac Postal Privée 9022
PORT VILA

☎ Telephone #33130/33135/Voip- 3790

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🌐 Site web-dol.gov.vu

📘 Page Facebook -Department of Labour Vanuatu



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Reference: LAB/ V/ 4-1

Date: 25th November 2020

Attention: **NOTICE OF ANNUAL RETURNS**

Notice to all Employers and Business Houses.

Dear Sir / Madame,

RE: NOTICE OF ANNUAL RETURNS

I refer to the above matter.

This notification serves to advise all Employers of their legal obligation to provide to the Department of Labour & Employment Services their annual returns.

I now draw your attention to section 72 of the Employment Act, which provides the following:

72. Employers may be required to submit returns

The Commissioner may, by written notice, require any employer to submit to him, within a period specified in the notice, a return in a prescribed form showing –

- a) the date of opening of his undertaking;
- b) the business of the undertaking; and
- c) the numbers of workers employed in the various trade categories of the undertaking at such date as shall be specified in the notice.

We are serving you Notice to submit annual returns **within One month** from the day of this notice under this respective section.

Should you have any queries please do not hesitate to contact me.

Thank you for your understanding.

Yours sincerely,

Murielle Melfenoven
Commissioner of Labour Department

