

THE EMPLOYMENT ACT  
THE EMPLOYMENT REGULATIONS  
RECORD OF ORAL CONTRACT OF SERVICE

1. Name of Employer.....  
2. Address of Employer.....  
3. Employer's occupation.....

## PARTICULARS OF EMPLOYEE

Name	Sex	Nationality	Date and place of engagement	Capacity in which employed

Amount of housing allowance where applicable	Type of contract (e.g. daily, weekly, monthly, as the case may be)	Rate of wages (per hour, per week, per day, or per month)	Intervals at which wages are paid	Additional payment in kind (give details here)

Signature of Employer.....Signature of Employee.....

NOTES: (i) This form must be prepared in duplicate, one copy to be handed to the employee, the other to be retained by the employer;

(ii) Space is provided on the reverse side of the form for subsequent changes in the employee's conditions of service or rate of pay. The employer must ensure that all such changes are duly recorded on *both* copies of the record.

[Reverse]

## DETAILS OF CHANGES IN EMPLOYEE'S CONDITIONS OF SERVICE OR RATE OF PAY

Effective date	Type of contract	Rate of wages	Additional payment in kind (give details)	Intervals at which wages are paid