



Reference: LAB/ V/ 3-2

Date: Thursday 18<sup>th</sup> January 2024.

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Dear Sir/ Madame,

**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 (a), (b), and (c) and Section 74 of the Employment Act, which provides the following:

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**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.*

**74. Statistical returns**

*Without prejudice to the generality of the provisions of section 3 the Commissioner may require any employer to furnish in writing returns and statistics, whether periodically or otherwise, as to the number of employees employed by him in any particular employment and the rates of remuneration and other conditions affecting the terms or conditions of employment.*

**78. Offences**

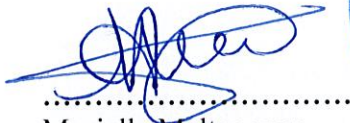
- (1) Except as provided in subsection (2) any person who contravenes or fails to comply with any provisions of this Act or with any order or direction made by the Commissioner or a labour officer acting in the exercise of his functions under this Act is guilty of an offence punishable on conviction by a fine not exceeding VT100,000.

We are serving you Notice to submit annual returns by the end of the month of March 2024 from the date 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,



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Murielle Meltenoven  
**Commissioner of Labour & Employment Services**



Cc: