

REPUBLIQUE DE VANUATU

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DEPARTMENT OF LABOUR & EMPLOYMENT SERVICES  
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Reference: LAB/ V/ 3-2

Date: 24 January 2025

**ATTENTION: NOTICE TO ALL EMPLOYERS & BUSINESS HOUSES**

I refer to the above matter.

This notification serves to advise all Employers that Notice of Annual Returns for 2024 will be due at the end of April 2025.

You are all reminded that you have a legal obligation to provide to the Department of Labour & Employment Services your annual returns for the previous year. **The Annual Returns are statistical information of employment but not financial returns.**

I now draw your attention to section 72 (a), (b), and (c) and Section 74 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.**

**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.**



We acknowledge the hardships that you have faced with the recent earthquake and we understand that some employers from the CBD area have been relocated to areas outside of CBD and some are still closed therefore, we are giving you time until end of April 2025 to provide your annual return.

**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.

The forms can be downloaded from our website: <https://dol.gov.vu>

Should you have any queries please do not hesitate to contact via email; [stavo@vanuatu.gov.vu](mailto:stavo@vanuatu.gov.vu); [mtokataam@vanuatu.gov.vu](mailto:mtokataam@vanuatu.gov.vu) and [mnamaka@vanuatu.gov.vu](mailto:mnamaka@vanuatu.gov.vu)

Thank you for your understanding.

Yours sincerely,



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Murielle Meltenoven  
Commissioner of Labour & Employment Services