



Republic of Namibia
Annotated Statutes

REGULATIONS

REGULATIONS MADE IN TERMS OF

Employment Services Act 8 of 2011
section 34

Employment Service Regulations

Government Notice 62 of 2013

(GG 5147)

came into force on date of publication: 11 March 2013

ARRANGEMENT OF REGULATIONS

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Annexure - Forms

[The format of these regulations has been altered to harmonise with the usual style.]

Definitions

1. In these regulations any word or expression to which a meaning has been given in the Act has the same meaning and, unless the context otherwise indicates -

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“the Act” means the Employment Service Act, 2011 (Act No. 8 of 2011).

Application for licence

2. (1) An application for a licence in terms of section 20(1) of the Act -

(a) must be made on Form ESA 1 set out in the Annexure; and

(b) must be accompanied by a non-refundable application fee of N\$50.

(2) An applicant for a licence must submit along with its application a valid business registration certificate issued in terms of the Companies Act, 2004 (Act No. 28 of 2004).

Issue of licence

3. (1) The Director must issue a decision to approve or refuse the application in terms of section 20(3) of the Act on Form ESA 2 as set out in the Annexure.

(2) The fee for the issuance of the licence in terms of section 21(1) of the Act is N\$200.

(3) The licence fee must be paid by certified cheque or cash.

(4) The Director must issue the licence on Form ESA 3 as set out in the Annexure, after the Director has approved and received the licence fee.

Validity of licence

4. A licence issued under section 21(1) of the Act is valid for two years from the date of issuance and is renewable.

Renewal of licence

5. (1) An application for the renewal of a licence must be submitted to the Director on Form ESA 1 set out in the Annexure at least three months before the expiry of the licence.

(2) The fee for the issuance of a renewal of the licence is N\$200.

(3) The Director must decide the application for renewal and communicate the decision to the applicant before the expiry of the existing licence.

(4) In the event that a private employment agency applies for a renewal of its licence at least three months prior its expiration, the licence remains valid until the Director decides on the application.

Obligation to notify changes

6. A licence-holder must inform the Director of any changes in the information provided in the initial application, or application for renewal, within 30 days of the change in circumstances which the decision to issue or to renew the licence was based.

Requirements for commencing operation

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7. (1) After a licence is granted, a licensee may not commence operations until it fulfills the following requirements:

- (a) the applicant must possess a fixed telephone number;
- (b) the applicant must possess a business bank account; and
- (c) the applicant must maintain a fixed non-residential business address.

(2) The licensee must notify the Director on Form ESA 4 set out in the Annexure, of its compliance with the requirements of subregulation (1) within seven days after it started operations.

Records and returns

8. (1) A private employment agency must keep records of -

- (a) the name, address, e-mail address and telephone number of each user enterprise or person to whom the private employment agency refers individuals for employment; and
- (b) the name, address and telephone number of each person whom it referred to a user enterprise or individual and whether that person was employed after referral.
- (c) The records must -
 - (i) be in English language;
 - [The word “the” should appear before the phrase “English language”.]
 - (ii) be kept at the employment agency’s principal place of business; and
 - (iii) be retained by the private employment agency for five years.

(2) Every private employment agency must submit to the Director annual returns containing the following:

- (a) the names, address, telephone, fax and email address of each enterprise to whom the private employment agency referred persons for employment during the past year; and
- (b) the number of job seekers referred to each enterprise, occupation or position for which each person was referred and the number of such persons hired after referral, by sex, job category and age range.

[The word “and” is repeated in the closing phrase of paragraph (b).]

(3) A licensee is obliged to produce its licence or records for inspection at the request of an employment officer appointed in terms of the Act.

(4) Any person who contravenes or fails to comply with this regulation commits an offence and is liable on conviction to a fine not exceeding N\$5 000 or to imprisonment not exceeding six months or to both such fine and such imprisonment.

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Cancellation of licence

9. (1) A notification of intention to cancel a licence in terms of section 22 (2) of the Act must be on Form ESA 5 set out in the Annexure.

(2) A notice of cancellation of a licence made in terms of section 22(1) of the Act, must be on Form ESA 6 set out in the Annexure.

(3) The requirements set forth in regulations 6-8 constitute requirements in terms of section 22(1) of the Act, that constitute grounds for cancellation of a licence.

Exemptions from Part 4 of Act

10. (1) An application to the Minister in terms of section 28(1) of the Act for exemption from Part 4 of the Act must be made on Form ESA 7 set out in the Annexure.

(2) The decision of the Minister in terms of section 28 of the Act -

(a) to grant an exemption must be issued on Form ESA 8 set out in the Annexure and must be signed by the Minister; and

(b) to refuse an application for exemption must be issued on Form ESA 8 set out in the Annexure.

Issuance of receipts

11. An employment officers, upon seizing documents in terms of section 30(6) of the Act, must issue a receipt on Form ESA 9 set out in the Annexure.

ANNEXURES

[The regulations elsewhere refer to a single annexure containing multiple forms.]

Form ESA 1:	Application for Licence and Renewal of Licence
Form ESA 2:	Decision to Approval or Disapproval of Application for Licence
Form ESA 3:	Licence to operate a Private Employment Agency
Form ESA 4:	Notification of Compliance with regulation 13
Form ESA 5:	Notice of Intention to Cancel Licence
Form ESA 6:	Notice of Cancellation of Licence
Form ESA 7:	Application for Exemption
Form ESA 8:	Declaration of Exemption from Part 4
Form ESA 9:	Receipt for Seizure of Documents

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FORMS

To view content without printing, scroll down.

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GN 62/2013 Forms
ESA 1-9

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Form ESA 1

REPUBLIC OF NAMIBIA
MINISTRY OF LABOUR AND SOCIAL WELFARE

Tel: 061 206 6111

32 Mercedes Street

Fax: 061- 210047

Khomasdal

APPLICATION FOR LICENCE/RENEWAL OF LICENCE

(section 20(1), Regulations 1)

PLEASE CROSS WHERE APPLICABLE				
Type of application	New licence		Licence renewal	
Form of business	Sole trader	Partnership	Company	Close cooperation

Instruction Attach hereto the following documents:

- Business registration certificate
- Application fee of N\$50

1. PARTICULARS OF PERSON AUTHORIZED TO SUBMIT TO APPLICATION		
Surname:	First names:	
Physical address:	Postal address of the applicant:	
Telephone number:	Fax number:	E mail address:
Position:		
2. PARTICULARS OF PRIVATE EMPLOYMENT AGENCY		
Name by which private employment agency will operate:		
Physical operating address (if already secured):		
CONTACT DETAILS		
Business telephone number (if already secured):	Business fax number (if any):	Postal address (if any):
Date of intended commencement of operation:		

REPRESENTATIVE'S SIGNATURE

DATE

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NOTE: In terms of the section 19(1) of the Employment Services Act, 2011, it is an offence for any person to keep or conduct a Private Employment Agency unless s/he is in possession of a licence issued under Section 20 (1) of the Act.

OFFICIAL USE ONLY			
Date of Application	Date received	Fee Paid N\$ _____	Date received
Verified by	Full names	Signature	Date

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Form ESA 2



REPUBLIC OF NAMIBIA

MINISTRY OF LABOUR AND SOCIAL WELFARE

Tel: 061 206 6111

32 Khomasdal Street

Fax: 061- 210047

Khomasdal

DECISION TO APPROVE OR DISAPPROVE APPLICATION FOR LICENCE

(Section 20(3), Regulation (3))

I, acting in my capacity as Director,

herby certify that the application of for a licence
(NAME OF PRIVATE EMPLOYMENT AGENCY)

Is approved

Is not approved for the following reasons:

.....
.....
.....
.....

SIGNATURE

DATE

To: (Name and address of applicant)

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Form ESA 3



REPUBLIC OF NAMIBIA

MINISTRY OF LABOUR AND SOCIAL WELFARE

Tel: 061 206 6111

32 Khomasdal Street

Fax: 061- 210047

Khomasdal

LICENCE TO OPERATE PRIVATE EMPLOYMENT AGENCY

(Section 21(1), Regulation 7)

This is to certify that

(NAME(S) OF APPLICANT)

has been issued a licence to operate a private employment agency

IN THE REPUBLIC OF NAMIBIA

With effect from:

DD	MM	YYYY
----	----	------

to

DD	MM	YYYY
----	----	------

Signature _____

DIRECTOR: LABOUR MARKET SERVICES

DATE

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Form ESA 4



REPUBLIC OF NAMIBIA

MINISTRY OF LABOUR AND SOCIAL WELFARE

Tel: 061 206 6111

32 Khomasdal Street

Fax: 061- 210047

Khomasdal

NOTIFICATION OF COMPLIANCE WITH REGULATION 7

I
(NAME OF PRIVATE EMPLOYMENT AGENCY/ESTABLISHMENT)

on behalf of the agency
(FULL NAMES, SURNAME)

Hereby notify the Director of the following contact information:

1. Business Physical address:	2. Business Account number: Bank:
3. Business Postal Address:	Branch:
4. Telephone No:	Fax:
Email(s):	
5. Sector/Industry:	

Signature of Representative

Date

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Form ESA 5



REPUBLIC OF NAMIBIA

MINISTRY OF LABOUR AND SOCIAL WELFARE

Tel: 061 206 6111

32 Khomasdal Street

Fax: 061- 210047

Khomasdal

NOTICE OF INTENTION TO CANCEL LICENCE

(section 22(2), Regulation (9))

I, acting in my capacity as Director, hereby
notify: of my intentions to cancel your licence to
(NAME OF PRIVATE EMPLOYMENT AGENCY)

operate a private employment agency for the following reasons:

.....
.....
.....

Signature

Date

To: (Name and address of applicant)

.....
.....

NOTE:

Any person aggrieved by the decision of the Director in terms of section 20 or section 22 of the Act shall exercise their rights as stipulated under sections 23 of the Act

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Form ESA 6



REPUBLIC OF NAMIBIA

MINISTRY OF LABOUR AND SOCIAL WELFARE

Tel: 061 206 6111

32 Khomasdal Street

Fax: 061- 210047

Khomasdal

NOTICE OF CANCELLATION OF LICENCE

(Section 22(1), Regulation (9))

I, acting in my capacity as Director, hereby
cancel the licence of to operate a private
employment agency;

For the following reasons:

.....
.....
.....

Signature

Date

To: (Name and address of applicant)

.....
.....

NOTE: Any person aggrieved by the decision of the Director in terms of section 20 or section 22 of the Act shall exercise their rights as stipulated under sections 23 of the Act

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Form ESA 7



REPUBLIC OF NAMIBIA

MINISTRY OF LABOUR AND SOCIAL WELFARE

Tel: 061 206 6111

32 Khomasdal Street

Fax: 061- 210047

Khomasdal

APPLICATION FOR EXEMPTION

(Section 28(4), Regulation (10))

I,
(NAME OF PRIVATE EMPLOYMENT AGENCY/ESTABLISHMENT)

on behalf of the agency
(FULL NAMES, SURNAME)

1. Physical address:	2. Postal Address:
3. Telephone No: 4. Fax:	
5. Email(s):	

Apply to be exempted from the provision of Part 4 of Employment Services Act, No. 8 of 2011, for the following reasons:

.....
.....
.....

SIGNATURE OF REPRESENTATIVE

DATE

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To: Director of Labour Market Services
32 Mercedes Street - Khomasdal
Private Bag 19005
Khomasdal

NOTE: This application does not exempt the applicant from compliance with Part 4 until the Minister has approved the exemption. Attach additional sheets if possible

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Form ESA 8

REPUBLIC OF NAMIBIA

MINISTRY OF LABOUR AND SOCIAL WELFARE

Tel: 061 206 6111

32 Khomasdal Street

Fax: 061- 210047

Khomasdal

DECLARATION OF EXEMPTION

(Section 28(3))

I, acting in my capacity as Minister of Labour and Social Welfare,

Grant exemption Refuse exemption

1. Full names of the applicant(s):	
2. Physical address:	3. Postal Address:
4. Telephone No:	Fax:
Email(s):	
5. Sector/Industry:	

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from compliance with the Sections (19-26), subjected to the following conditions, if any:

a)
b)
c)

This exemption is effective from:

DD	MM	YYYY
----	----	------

 to

DD	MM	YYYY
----	----	------

Signed:
MINISTER OF LABOUR AND SOCIAL WELFARE **DATE**

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Form ESA 9



REPUBLIC OF NAMIBIA

MINISTRY OF LABOUR AND SOCIAL WELFARE

Tel: 061 206 6111

32 Khomasdal Street

Fax: 061- 210047

Khomasdal

RECEIPT FOR SEIZURE OF DOCUMENTS

(Section 30 (3)(c))

NOTE: A copy of receipt of seized documents to be given to the employer/private employment agency.

Affidavit of seizure

I do hereby certify that on day
of 20 at (time) I duly seized the following document (s):

NOTE: Describe the document(s) seized)

- a)
- b)
- c)
- d)

from (Full name of private employment agency), at
..... (place of business / main office) and s/he duly signed

the document seizure, documents handed over by
(names and title of the person)(attach copy of refusal to hand over the documents if any)

Date at this day of 20

.....
Signature of seizing officer

.....
Signature of person handing over documents