

EMPLOYER’S RETURN OF EARNINGS

(Made under regulation 14(1))

1. Name of employer
2. WCF Reg. No
3. Period/ year covered (e.g. 2016/2017).....
4. Name (s) and addresses including physical addresses of branches of the same business operated by the employer and number of employees of each branch (**provide relevant attachments**)
5. Category of employees

S/No	Category of Employees based on the Contract of Employment	Number of Employees				Total	
		Male		Female		Previous year	Current year
		Previous year	Current year	Previous year	Current year		
1.	Permanent (Unspecified period of time)						
2.	Temporary (Specified period of time)						
3.	Specific task						

6. Particulars of each employee for different categories of employees may be provided as an **attachment** as shown in the example below

S/No.	Employee particulars				
	Name	Age	Sex	Job title	Annual earnings (amounts)
A.	Permanent employees (Unspecified period of time)				
	John Chacha	26	M	Electrical engineer	24,000,000
B.	Temporary employees (Specified period of time)				
	Irene George	23	F	Assessor	36,000,000
C.	Specific Task employees				
	Magafu Manyama	25	M	Steel Fixer	8,000,000

Note:

- a) **Annual Earnings means the annual amount which is paid by an employer for his employees during their employment period. This include basic salaries and other fixed allowances which are paid on monthly basis along with basic salaries.**
- b) **For any change with respect to employee’s earnings or employment provide separate information as an attachment.**

DECLARATION

I,.....,declare that what I have stated herein above is true to the best of my knowledge.

Name.....,
 Designation.....,
 Signature.....,
 Date.....,

Official Stamp of the employer

Attachment

EMPLOYEE'S PARTICULARS

S/N	First Name	Middle Name	Last Name	Date of Birth	Sex	Job Title	Employment Category(Permanent, temporary, contract)	Annual Basic Salary	Annual allowance	WCF employee Unique No*

***Please note:** WCF member employee unique number will be generated by the Fund after submission of the returns.