

**Front Page**[ Jump to: [Front Page](#) / [Arrangement of Provisions](#) / [Actual Provisions](#) ]**EMPLOYMENT ACT****(CHAPTER 91, SECTIONS 95 AND 139)****EMPLOYMENT (REGISTER OF EMPLOYEES) REGULATIONS**

<b>History</b>	<b>G.N. NO. S</b> <b>287/87</b>	<b>-&gt;</b>	<b>1990REVISED</b> <b>EDITION</b>	<b>-&gt;</b>	<b>RG6</b> <b>2000 REVISED</b> <b>EDITION</b>
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1. These Regulations may be cited as the Employment (Register of Employees) Regulations.

**Particulars to be kept by employer**

2. The register required to be kept by an employer under section 95 of the Act shall contain the following particulars regarding each employee employed by him:

- (a) name (according to the employee's Identity Card);
- (b) address (if a non-citizen, indicate his foreign address as well);
- (c) NRIC No. (if a non-citizen, indicate his work permit number and period of validity);
- (d) date of birth;
- (e) sex;

(f) occupation;

(g) date of commencing employment;

(h) date of leaving employment;

(i) working hours (indicate the time or duration of meal and tea breaks);

(j) rate of pay;

(k) allowances paid (detailed breakdown such as overtime, shift allowances, food and transport allowances, etc., should be given);

(l) deduction from pay (e.g. Central Provident Fund contributions, union subscriptions, company club subscriptions, etc.);

(m) net amount paid; and

(n) date and other details of public holidays (including substituted holiday) and leave, such as annual leave, sick leave, maternity leave taken during the relevant period.

### **Notice specifying holidays**

**3.** Every employer shall display in a conspicuous place in his premises a notice specifying the holidays to which every employee employed by him is entitled in accordance with the Schedule to the Holidays Act (Cap. 126) or the days which the employer and the employee have by agreement substituted for the days specified in that Schedule.

### **Penalties**

**4.** Any person who fails to comply with regulation 2 or 3 shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$1,000 and, in the case of a second or subsequent conviction under the same regulation within one year, to a fine not exceeding \$2,000.

### **Power to compound**

**5.** An offence under regulation 2 or 3 may be compounded by the Commissioner in accordance with section 114 of the Act.

*[G.N. No.S 287/87]*

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