



**DATE: 18 May 2018**

**TO ALL EMPLOYERS IN THE MOTOR INDUSTRY**

**MIBCO: CONFIRMING THAT EXEMPTION WILL NOT BE REQUIRED FOR  
'RECORDS TO BE KEPT'**

In accordance with Clause-12 of the Administrative Agreement, 25 August 2017, of Gazette 41065 of 17 August 2017; all employers are allowed to keep records of employees at a centralised venue and do not require an exemption to do so.

This serves to confirm that the exemption and issuing of exemption certificates for 'Records To Be Kept' is cancelled and discontinued with immediate effect.

Notwithstanding, employers are required to comply with the condition of the aforementioned clause in the Administrative Agreement to be compliant, namely:

- (1) Hours and wages record:
  - (a) Every employer shall, in respect of and at each place where he conducts business, keep available for inspection at all times records containing at least the following information:
    - i. The employee's name and occupation, identity number / passport or permit number;
    - ii. The time worked by each employee;
    - iii. The remuneration paid to each employee;
    - iv. The date of birth of any employee under 18 years of age; and
    - v. Any other prescribed information.
  - (b) Every employer shall keep the record referred to in paragraph (a) of this sub-clause for a period of three years from the date of the last entry in the record.
- (2) Attendance record: Every employer shall have available an attendance register the form of BCEA 3 to the regulations promulgated in terms of the Basic Conditions of Employment Act, 1997, in which any employee who wishes to do so may, and every employee whose employer requires him to do so, shall record his correct times of arrival at and departure from work.

The MIBCO Team

Good to Great Together