

LAWS OF BARBADOS

EMPLOYMENT EXCHANGES ACT

CHAPTER 345

(SUBSIDIARY LEGISLATION)

THE LAWS OF BARBADOS
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SUBSIDIARY LEGISLATION INDEX

Employment Exchanges

1. (Registration and Recruitment of Workers) Regulations, 1963A1

Employment Exchanges Cap. 345.

EMPLOYMENT EXCHANGES (REGISTRATION AND RECRUITMENT OF WORKERS) REGULATIONS, 1963 L.N. 1963/10.

Made by the Minister under section 4 of the Employment Exchanges Act. Cap. 345.

1. These Regulations may be cited as the Employment Exchanges (Registration and Recruitment of Workers) Regulations, 1963. Short title.

2. In these regulations, "registering officer" means any officer of an employment exchange assigned by the Chief Labour Officer to carry into effect the provisions of these regulations.

Registration and Selection for Employment Outside of the Island

3. Every person desiring to be registered at an employment exchange for employment outside of the Island shall supply the registering officer with the particulars specified in the Form A in the Schedule, and such particulars shall, subject to the provisions of regulation 5, be entered on a registration card kept or caused to be kept for this purpose by the Chief Labour Officer in the Form A in the said Schedule. Registration for employment outside of Island. Form "A" Schedule. S.I. 1976/120.

4. Every person desiring to be considered for selection for employment outside Barbados shall supply the registering officer with the particulars specified in the Form B in the Schedule, and such particulars shall, subject to the provisions of regulation 5, be entered on a registration card kept or caused to be kept for this purpose by the Chief Labour Officer in the Form B in the said Schedule. Particulars to be furnished by persons seeking employment outside Barbados. Form "B" Schedule. S.I. 1976/120.

5. (1) A registering officer shall, before entering on the appropriate registration card any particulars supplied pursuant Verification of particulars.

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to regulations 3 and 4, require satisfactory evidence of identity and age to be provided by the person supplying the particulars, and may require the verification to the satisfaction of the Chief Labour Officer of such other particulars as the Chief Labour Officer may from time to time determine.

S.I.
1976/120.

(2) After entering on the appropriate registration card the particulars supplied pursuant to regulations 3 and 4, the registering officer shall require the person supplying such particulars to sign the declaration set out in such registration card.

(3) For the purposes of this regulation—

Cap. 191.

(a) a certificate of registration of birth or baptism issued under section 33 of the Registration Act shall be satisfactory evidence of the age of the person named in such certificate; and

(b) a valid passport, or a recent photograph signed by a justice of the peace, attorney-at-law, magistrate, minister of religion, registered medical practitioner, or notary public, shall be satisfactory evidence of the identity of the person named in such passport or on such photograph.

Condition of
recruitment.
S.I.
1976/120.

6. No person shall be selected for employment outside Barbados unless—

(a) such person has supplied a registering officer with the particulars required by regulations 3 and 4;

(b) the registering officer is satisfied that the particulars are not false or misleading in any material respect; and

(c) the name of and particulars relating to such person have been entered on the registration card provided for by regulation 4 and such person has signed the declaration set out in such registration card.

Issue of
identity
cards.
Form "C"
Schedule.
S.I.
1976/120.

7. An identity card in the Form C in the Schedule may be issued to every person selected for employment outside Barbados in accordance with the provisions of regulation 6.

Registration for Employment in the Island

8. Every person desiring to be registered at an employment exchange for employment in the Island shall supply the registering officer with the particulars specified in the Form A in the Schedule, and such particulars shall, subject to regulation 9, be entered on a registration card kept or caused to be kept for this purpose by the Chief Labour Officer in the Form A in the said Schedule.

Registration for employment in the Island.
Form A Schedule.
S.I.
1976/120.

9. (1) A registering officer shall, before entering in the registration card kept under regulation 8 any particulars supplied pursuant to that regulation, require satisfactory evidence of identity to be provided by the persons supplying the particulars, and may require the verification to the satisfaction of the Chief Labour Officer of such other particulars as the Chief Labour Officer may from time to time determine, and shall, after entering on the registration card any particulars supplied as aforesaid, require the person supplying the particulars to sign the declaration set out in such registration card.

Verification of particulars.

S.I.
1976/120.

(2) Sub-paragraph (b) of paragraph (3) of regulation 5 shall have effect as regards the verification of particulars of identity for the purposes of this regulation.

10. Where a registering officer is satisfied that the particulars supplied pursuant to the provisions of regulation 8 are not false or misleading in any material respect, he shall issue to the person supplying the particulars a registration card in the Form D in the Schedule after such person has signed the declaration required to be signed in accordance with the provisions of paragraph (1) of regulation 9.

Issue of registration cards.

Form D Schedule.

General

11. Any person who knowingly supplies to a registering officer acting in pursuance of regulations 3, 4 or 8 any particulars which are false or misleading in any material respect shall be liable on conviction by a court of summary jurisdiction to a fine not exceeding one hundred and twenty dollars or to imprisonment for a period not exceeding three months or to both such fine and imprisonment.

Supplying false particulars.

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Forgery,
fraudulent
use of
identity and
registration
cards.

12. Any person who —

- (a) forges; or
- (b) fraudulently alters or uses; or
- (c) permits to be fraudulently altered or used; or
- (d) lends or transfers to any other person an identity card issued under regulation 7 or a registration card issued under regulation 10; or
- (e) with intent to deceive makes or has in his possession any document so closely resembling any such identity card or registration card as to be calculated to deceive,

shall be liable on conviction by a court of summary jurisdiction to a fine not exceeding one hundred and twenty dollars or to imprisonment for a period not exceeding three months or to both such fine and imprisonment.

Cancellation
of registra-
tion cards in
certain cases.

13. Where any person who has signed the declaration required to be signed by regulation 5 or 9 is convicted of an offence under regulation 11 or 12, then, in addition to any penalty which may be imposed on such person under regulation 11 or 12 aforesaid, the magistrate before whom such person is convicted shall order the cancellation of any registration card kept in relation to such person pursuant to the provisions of regulation 3, 4 or 8.

Manner of
proving
supply of
particulars.

14. In any proceedings brought under these regulations, the production from proper custody of a registration card kept pursuant to the provisions of regulation 3, 4 or 8 and containing a declaration signed as provided for by the said regulations, shall be *prima facie* proof that the particulars contained in such registration card were supplied by the person by whom the declaration contained in that registration card was signed.

SCHEDULE

S.I.
1976/120.

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Cap. 345.

(Regulations 3 and 8)

FORM A

Employment Exchanges (Registration and Recruitment of Workers)
Regulations, 1963

Area No.

No.....

MAIN OCCUPATION PARISH.....

TELEPHONE NO..... Alternative Occupation.....

..... Willing to go anywhere.....

NAME..... Date and Place of Birth.....

..... Address

Length of residence in Island

Dependants with ages: Wife

Children

RT. INDEX FINGER

Any other dependants

Schools attended

Class reached.....

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Previous Employers:

Name
Address.....
Occupation
Service
Physical or other disability
..... Height.....
Weight..... Speech.....
Sight

<p>(1) EVER EMIGRATED ON GOVERNMENT SCHEME? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>(2) IF SO, WHERE</p> <p>.....</p> <p>WHAT YEARS</p> <p>.....</p>
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Registering Officer's Impressions.
.....

BAPTISM CERTIFICATE SEEN

*I the undersigned
do solemnly and sincerely declare that the above recorded particulars have
been supplied by me to the registering officer and are to the best of my
knowledge and belief true and correct.

IDENTIFICATION CARD NO. Signed

Date In the presence of
Registering Officer.

N.B.—Regulation 11 of the Employment Exchanges (Registration and
Recruitment of Workers) Regulations, 1963 provides that any person who
knowingly supplies to a registering officer any particulars which are false or
misleading in any material respect shall be liable on conviction, to a fine
not exceeding \$120.00 or to imprisonment for not more than 3 months or to
both such fine and imprisonment.

Date of Reporting	
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Employed by	Employed as	Date		Duration	Reasons for refusal to employ or reason for termination of employment
		From	To		

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(Regulation 4)

FORM B

WORKER'S INFORMATION CARD

Employment Exchanges (Registration and Recruitment of
Workers) Regulations, 1963

Ever Migrated?	Name
Date	Contract No.
Place	Home Address
..... Barbados, W.I.	
Birth Date and Place	
..... Barbados, W.I.	
Telephone No.	Height
	Weight
Hair	Eyes
	Single
	Married
Scars or Marks	
Name of Nearest Relative at Home	
Address	
Barbados, W.I.	
(Rt. Index Finger)	Ever Arrested or Deported from a Foreign Country?
	Yes <input type="checkbox"/> No <input type="checkbox"/>
	State Country
	Worker's Signature
	Registering Officer

I the undersigned do
solemnly and sincerely declare that the above recorded particulars have been
supplied by me to the registering officer and are to the best of my knowledge
and belief true and correct.

DESCRIPTION

Date of Birth

Place of Birth

Home address

Height Weight

Identifying Marks:

.....

Signature of Bearer

Valid for a period of 6 months after bearer's return from

.....

PHOTOGRAPH

RIGHT THUMB PRINT

EMPLOYMENT EXCHANGES ACT

FORM D

(Regulation 10)

Employment Exchanges (Registration and Recruitment of Workers) Regulations,
1963

REGISTRATION CARD

Not Transferable

Applicants are not to be taken as sent by The Employment Exchange unless they produce a green Introduction Card.

Employment Exchanges
(Registration & Recruitment of Workers) Regs.

CAP. 345

Name
Address

(Notify change of address at once
to the Employment Exchange)

Registration No.
Classification No.

Area No.

If you find Employment on your own, please
complete spaces below and return card to
Employment Exchange immediately.

I have obtained employment as:

With (employer).....
of (address)
to start work on 19.....

Date..... Signed

E.E.2

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