

**NINTH SCHEDULE**

**THE EMPLOYMENT ACT, 2006 ACT NO. 6 OF 2006  
(Section 28 of the Act)**

Regulation 29(5)

**NOTICE OF TRANSFER OF CONTRACT**

The Commissioner for Labour

.....

.....

I/(We).....located at Plot.....Tel. No.

being the registered holder(s) of business .....,Certificate No.....

intend to transfer my (our)business and contract of service with the persons(employees)  
listed in the schedule hereto

to.....(the new employer) located at Plot

.....Tel. No.....

The affected employees have been consulted and given notice of 30 days in accordance  
with section 28 (2) of the Employment Act 2006 and its regulations of 2009.

1. I/(We) hereby declare that all outstanding claims (wages, workers compensation<sup>1</sup>,  
annual leave and other allowances) have been settled as indicated in the schedule.<sup>2</sup>

*(Delete if necessary)*

2. The outstanding claims (wages, annual leave and other allowances) shall be transferred  
to the new employer.

3. The effective date of transfer of service is.....

Yours truly,

Faithfully,

.....

.....

<sup>1</sup> Claims for workers Compensation are not transferable nor are they supposed to be assigned or attached.

<sup>2</sup> The schedule of names of the employees shall be attached to the Notice of Transfer Part A

Name (Employer)

.....

Signature

Name( New Employer)

.....

Signature

Copied to: The Labour Union (if any)  
The Workers' Representative

## NOTICE OF TRANSFER OF CONTRACT

**NAMES OF EMPLOYEES**

[illegible]

## TRANSFER OF CONTRACT OF SERVICE

Transfer of contract of service from.....located at Plot No..... Tel

No..... has been authorized to.....the new Employer, located at Plot

No.....Tel . No.....

Date.....

.....  
**Commissioner for Labour**