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## LABOUR SECTION

### Annual Survey of Employment and Earnings & Quarterly Survey of Employment, Earnings & Hours of work - March 2021

Tel No: 208-1800 (ext 107, 124, 299 & 300), 210-8094 Fax No: 213-0234 email: [cso\\_labour@govmu.org](mailto:cso_labour@govmu.org) or [cso\\_quarterlylabour@govmu.org](mailto:cso_quarterlylabour@govmu.org)

#### SECTION A - GENERAL INFORMATION OF ESTABLISHMENT

1. Business Registration Number: ..... Office Code No:.....
2. Registered Name of Enterprise/Employer: .....
3. Trading Name of Establishment/Employer: .....  
(if different from registered name of Enterprise/Employer at item 2)
4. Description of main activity:.....  
.....
5. Postal address:.....  
.....
6. Address of establishment (location):.....  
(if different from postal address at item 5)
7. E-mail address of establishment:.....
8. Date on which establishment started operating:.....
9. Type of ownership (*Please tick where appropriate*)  
Mauritian owned  Joint Mauritian / Foreign  Foreign owned
10. (a) Does your establishment have the following? (*Please tick where appropriate*)  
(i) Computer(s) Yes  No  (iii) Internet/E mail Yes  No   
(ii) Website Yes  No  (iv) Intranet Yes  No   
(b) Does your establishment receive orders over the internet? Yes  No   
(c) Does your establishment place orders over the internet? Yes  No

## SECTION B & C: EMPLOYMENT AND EARNINGS - MARCH 2021

### Applicable to all employees - Mauritian and Non-Mauritian

#### General notes

1. All employees, Mauritian and Non-Mauritian, working at this establishment during the month of March 2021 should be included here.

*“Employees” cover ALL persons in regular or casual employment, including salaried managers, pieceworkers, family workers in receipt of salaries/wages and paid apprentices. Those who were temporarily absent on paid leave should also be included.*

2. Payments made to ALL employees for the month of March 2021 to be included here. For employees on daily or piece or hourly rates, enter amount paid for the whole month of March 2021.

3. You may contact the Labour Unit for any problem at Tel No: 208-1800 (ext 107, 124, 299 & 300) or 210-8094

EMPLOYMENT AND EARNINGS		SECTION B MAURITIAN	SECTION C NON-MAURITIAN
1. Number of Employees in <b>March 2021</b>	Male		
	Female		
	TOTAL		
<b>2. GROSS MONTHLY CASH SALARIES/WAGES</b> (Please give breakdown as per details below)		<b>Rupees</b>	<b>Rupees</b>
(i) Salaries/wages (Basic + salary compensation) <b>for the month of March 2021</b>			
(ii) Overtime payments <b>for the month of March 2021</b>			
(iii) <b>REGULAR</b> payments made at the end of each pay period: (refund of bus fares / car allowance, productivity / attendance bonuses , regular commissions, housing / rent / meal allowances and any other regular payments) <b>for the month of March 2021</b>			
(iv) <b>OTHER PAYMENTS</b> which are not regularly made every pay period but were paid in <b>March 2021</b> (seasonal bonuses, end of service / portable retirement / retirement gratuities, severance allowances, payment of arrears, etc.)			
<b>TOTAL GROSS CASH SALARIES/WAGES</b>			
3. <b>Number</b> of outworkers in <b>March 2021</b> (outworkers are persons working for the establishment in their own home with materials provided by the establishment)	Male		
	Female		
	TOTAL		

**SECTION D**

**DISTRIBUTION OF FULL TIME EMPLOYEES RECEIVING MONTHLY BASIC SALARIES/WAGES (INCLUDING COMPENSATION), MARCH 2021**

Name of Enterprise/Employer : .....

Salaries/wages including compensation and interim allowance PRB (if applicable) (Rupees)	Mauritian		Non-Mauritian	
	Number of employees	Total amount paid (Rs)	Number of employees	Total amount paid (Rs)
7,000 or less				
7,001 - 8,000				
8,001 - 9,000				
9,001 - 10,000				
10,001 - 12,000				
12,001 - 14,000				
14,001 - 16,000				
16,001 - 18,000				
18,001 - 20,000				
20,001 - 25,000				
25,001 - 30,000				
30,001 - 35,000				
35,001 - 40,000				
40,001 - 50,000				
50,001 - 60,000				
60,001 - 70,000				
70,001 - 75,000				
75,001 - 100,000				
100,001 - 200,000				
200,001 - 500,000				
500,001 and over				

**Note :**

1. Regular and non regular payments such as travelling, overtime, arrears, bonuses (attendance & productivity), commission, etc. paid in March 2021 should NOT be included here.
2. For employees who have received **less than normal monthly wage** in March 2021 (part payment), please classify by monthly salary/wage that should have been paid for the month of March 2021.

**Person to be contacted for queries or further information about this questionnaire**

Mr/Miss/Mrs: .....

Status in business: .....

Phone No.: ..... Email address: .....

Date: ..... Signature: .....

## SECTION E - QUARTERLY EMPLOYMENT, EARNINGS AND HOURS OF WORK - MARCH 2021

### NON-MAURITIANS, OUTWORKERS AND APPRENTICES SHOULD BE EXCLUDED

*In cases where payrolls are less than a month, the required data should relate to the last payroll for the month of MARCH 2021*

Occupation Code	OCCUPATION (MAURITIAN WORKERS ONLY)	USUAL number of working days per week	NORMAL working hours per week	Number of WORKING DAYS covered by payroll	Number of employees (Mauritians only)	UNPAID absences	Basic salaries/wages + compensation  Rs	MONTHLY REGULAR Allowances		Overtime payments  Rs	Overtime hours worked corresponding to payments made in column 11 for each occupation in column 2	Comments on figures significantly different from those submitted in December 2020 (see below for possible reasons)
								Travelling  Rs	Other regular  Rs			
	If an occupation does not exist, it should be replaced by another occupation as similar as possible to the one mentioned in the form or contact the Labour Unit (Tel no. 208-1800 (ext 107, 124, 299 & 300) or 210-8094)		Normal working hours per week (after which overtime conditions apply) is to be supplied for each occupation specified in column 2			Specify hours or days of absence or amount deducted from basic salary in Rupees	Basic salaries/wages including compensation paid to all employees for each occupation specified in column 2		Regular allowances include bonus (productivity, attendance, etc.), commissions, allowances (rent, housing, etc.) and any other payments which are <b>regularly</b> paid at end of each pay period. <b>EXCLUDES ARREARS, ONE-OFF PAYMENT AND NON REGULAR ALLOWANCES.</b>		In case this information is not available, an indication of the mode of payment for extra work is to be given. For example, whether it is 1.5 times or twice the basic rate	Reason for increase/decrease of employees/salaries in each specific occupation in column 2: 1. Decrease in employees due to redundancies 2. Decrease in employees due to promotion, transfer, etc. 3. Decrease in salaries due to promotion 4. Decrease in salaries due to departure of employees 5. Increase in salaries due to adjustment in basic wages/salaries 6. Increase in salaries due to new incentive measures as from .....(state date) 7. Other reason, specify.....
1	2	3	4	5	6	7	8	9	10	11	12	13

**Person to be contacted for queries or further information about this questionnaire:**

Mr/Ms/Mrs: ..... Phone No: .....

Status in business: ..... Email address: .....

Date: ..... Signature: .....

*Collected under the provisions of the Statistics Act and in accordance with the Data Protection Act.*

