



Republic of the Union of Myanmar

Ministry of Labour, Employment and Social Security

Notification no. 1/2015

1st Waning day of Wargaug 1377 M.E. (31 August 2015)

Notification concerning the signing of employment contracts

1. Section 5(a)(1) in chapter 3 of the Employment and Skill Development Law, promulgated on 30 August 2013 as Pyidaungsu Hluttaw Law 29/2013, requires that employers and employees sign a written employment contract within 30 days from the start of the employment.
2. On 28 August 2015, The Ministry of Labour, Employment and Social Security published, with notification no. 2/2015 of the National Committee for the Setting of the Minimum Wage, the minimum wage in accordance with the 2013 Minimum Wage Law of 2013. Owners of factories, workshops and workplaces must, from September 2015 on, sign employment contracts with present and future employees in compliance with the set and approved minimum wage.
3. Furthermore, employers must, when paying salary, record the payment in the respective record book which must be provided to the employee together with the written employment contract.
4. It is hereby notified that employers and employees are required to sign, without delay from September 2015 on, employment contracts in the prescribed form, and that salary payments must be recorded in the record book in the prescribed form; the forms have been distributed to the factories, workshops and workplaces by the relevant township labour offices. Small and family-run businesses with less than 15 employees not subject to the minimum wage also have to sign employment contracts in accordance with the salary agreed between employer and employee.

Ministry of Labour, Employment and Social Security