

MTFOMBENI INVESTMENTS (PTY) LTD
P.O BOX 240
MATATA, ESWATINI
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CELL: 268-76157671 /78026707
TIN: 100 304 776

Specializes Textile, Protective Clothing, School Uniforms, Co-operate Wear, Office Furniture and Suppliers of all Cleaning Chemicals and Equipment.

Physical Address

Portion 13 of Farm Picardie 457, next to Lismore Lodge Big bend.

SECOND SCHEDULE

(1024)

WRITTEN PARTICULARS OF EMPLOYMENT

1. NAME OF EMPLOYER: MTFombeni Investments
2. NAME OF EMPLOYEE: Nicamsie Molloso
3. The employment of the employee by the employer is for a fixed term of 3 months, commencing on the 25 (day) of June (month) 2024 and ending on the 25 (day) of September (month) 2024.
4. The employee will be paid E 13.20 per hour. For time worked in excess of the normal hours, will be paid as follows;
Weekdays and Saturdays - worked hours x 1.5 x hourly rate
Sundays - worked hours x 2 x hourly rate
Worked holidays - double worked hours plus normal holiday pay.
5. Wages shall be paid on 30th of each month
6. The employer agrees that the employee will be employed to work a maximum of 45 hours per week, from Monday to Thursday starting at 6:45 am to 5:00 pm, Friday starting at 6:45 am to 2:30 pm. On Saturdays starting time will be from 7:00 am to 3:30 pm. Lunch break will be 45 minutes, that's between 11:45 to 12:30 on each day.

Notwithstanding clause 6 above, the employer may require the employee to work for a longer period than the stipulated 45 hours per week and in that case the employer shall

pay to the employee overtime as provided in the Regulation of Wages (Textile and Apparel) Industry Order as amended.

7. Job Description.....*Machineist*.....
.....
.....

a. It is expressly agreed by the employee that should work as set out in the job description be unavailable, he/she will be prepared to perform any other suitable work which falls within his/her vocational abilities provided that shall be without loss of remuneration.

8. The probation period shall be*3 months*.....

9. An employee shall be entitled to fifteen (15) working days annual leave with full pay after each period of twelve (12) months' continuous employment with an employer.

10. These Holidays shall be full-remunerated;

-New Year's Day

-Good Friday and Easter Monday

-May Day

-King Mswati 111' birthday

-Umhlanga (Reed Dance)

-Somhlolo Day,

-Ascension Day,

-Incwala

-Christmas and Boxing Day,

-National Secondary Parliament Elections Day.

11. After Probation, an employee shall be entitled to a sick leave given by a Medical Practitioner whereby s/he will be paid 14 days on full wage and on 14 days $\frac{1}{2}$ wage which is twenty-one (21) days in each period of twelve months or a year.

12. Every female employee who has completed probation shall be entitled to maternity leave of up to twelve weeks (84 calendar days) with at least two (2 weeks) full pay upon delivery.

13. An employee is entitled to receive seven (7) days' notice from the employer

14. Likewise the employee is expected to serve 7 days' notice to the employer.

In the event that the employer/ employee failed to serve notice, notice pay policy shall take its course.

15. Currently the company do not have any pension scheme other than ENPF
16. **Overtime shall be calculated after you have accomplished 90 hours in that fortnight. For monthly staff; they have to attain days in normal for them to have overtime.**

NOTES-

- (a) An Employee is free to join an industry union which is recognized by the undertaking. The address of the Industry Union is:

.....N/A.....

- (b) The grievance procedure in this undertaking requires that a grievance should be first referred to

.....
.....

(c) SIGNATORIES

..... EMPLOYER

.....EMPLOYEE

.....WITNESS

.....DATE

(d) TERMINATION OF THE CONTRACT

- This contract shall be terminated or come to an end at the expiry date of the contract stipulated in clause above.
- The contract shall be terminated by either party in accordance with the law governing such.
- The contract shall be terminated and / or come to end when the employer has come to satisfaction that the employee fails to meet the requirements subjected during the period assessment for suitability.

16.1 ACCEPTANCE AND UNDERTAKING BY THE EMPLOYEE

The employee hereby confirms and acknowledge that this contract has been read and explained to him/her and that he/she understands the terms and conditions of the employment, the employee hereby agrees that he/she accepts such terms and conditions.

16.2 The employee hereby undertakes to be fully bound by the rules and regulations of the employer which have been read and explained to him/her and he/she confirms to fully understand.

17 PREVIOUS EMPLOY

COMPANY NAME Zing Yong JOB TITLE Machinist
SERVICE OF EMPLOYMENT
REASON FOR LEAVING

18 EDUCATIONAL BACKGROUND

HIGHEST QUALIFICATION Primary Certificate
HIGHEST LEVEL OF EDUCATION Grade 7

19 MEDICAL HISTORY

PRESENT HEALTH STATUS: POOR/ GOOD / EXCELLENT/

.....
List medication you are currently using that may have an effect on your ability to perform given tasks during working hours.
.....
.....

THUS DONE AND SIGNED AT BIG BEND ON THE 25 (day)
June (month) 2024.

Signatories:

Nina
.....
Employee

.....
Employer

.....
Witness

.....
Witness

EMPLOYEE INFORMATION SHEET

NAME: Hegnisile Mollovu
ID NUMBER: 791111101045
GENDER: Female
DATE OF BIRTH: 11/11/1979
START DATE: 25/06/2024
TAX NUMBER:
HOME ADDRESS: Comtg69
RESIDENTIAL ADDRESS: Gobayane

In case you change your residing place notify the company/office immediately.

CELL NUMBER: 76632181
HOME TEL: 78452284
MARRIAGE STATUS: Single/ Married/ Divorced/ Widowed/
NAME OF SPOUSE:
NO. OF DEPENDENTS: 2


BANKING DETAILS

BANK DETAILS:
ACCOUNT NO:
BRANCH NO:
BRANCH NAME:
TYPE OF ACCOUNT:

EMERGENCY CONTACTS:

NAME: Makhozazane Mthembu NAME: Blaki Mollovu
TELEPHONE: 76443941 TELEPHONE: 76781183
RELATIONSHIP: Sister-in-law RELATIONSHIP: Brother

Kingdom of
SWAZILAND
NATIONAL IDENTITY CARD



SURNAME
NDLOVU


NAMES
NCAMSILE PHILISILE

DATE OF BIRTH
11/11/1979

PERSONAL ID NUMBER
7911111101045

SEX
F


CHIEF CODE
402



NATIONALITY
SWAZI

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