

## **How to Register As an Employer**

Seven years ago, we started working on our vision of a world where Adolescent's Sexual Reproductive Health Rights are made a priority and every woman and youth are happy, healthy, and living to their full potential.

This idea would grow into a dream and the dream would become a reality. This reality exists today in the amazing work we do at Copper Rose Zambia. As the saying goes, "There comes a point when one can't tell the difference between reality and a dream.", we are slowly striving towards this.

The organization first started as a mentorship program to pair first-year students with senior students at The Copperbelt University as well as the University of Zambia. In so doing, the founders realized the gap that existed in sexual reproductive health, especially in adolescents.

A door-to-door campaign provided the organizations' first source of funding, which was used to finance outreach activities. This paved the way for the establishment of Copper Rose Zambia. We were registered by the relevant authorities in 2015 and have grown to a team of 35 staff with offices in Lusaka and Kitwe.

As prescribed in section 63 of the Industrial and Labor Relations Act, Cap 269, every employer employing twenty-five or more eligible employees, or such lesser number as may be prescribed by the minister, shall register himself with the commissioner.

Therefore, when CRZ employed 25 staff, we lodged an application with the Labor Commissioner's Office at the Ministry of Labor and Social Security along with the required documentation. It has been a great experience for CRZ, which began as a door-to-door campaign at CBU and UNZA to become an impactful youth-led organization that is supporting livelihoods for some and a voice for others.

### **How to become a registered employer**

The process of registering as an employer in Zambia requires the submission of required documents with the Commissioner at the Ministry of Labor and Social Security.

An employer means any person who, or body of persons, firm, company, corporation or public authority which, has entered into a contract to employ any person and includes any agent, representative or manager of such person, body of persons, firm, corporation, company or public authority who is placed in authority over the persons employed.

As mentioned above, in order to apply to be an employer and be registered as one, an organization needs at least 25 employees. This is to be done within a period of 3 months of attaining this milestone. Such an organization is required to submit a covering letter stating the sector in which the employer is operating and the number of employees at the application date. This is to be accompanied by the company registration forms from PACRA, the certificate of incorporation of the company, the company profile, and the required license fees. Subject to the submission of the said documents, an inspection of the offices is performed, after which a license is granted. The purpose of the covering letter is to provide details and insight into the operations of the organization to the Commissioner. This is further to detail why you, as the organization, wish to be registered. With all documents submitted, the labor office furnishes you with an application form to be filled in and submitted in hard copy. The commission then issues a letter and a certificate, confirming registration.

Registration carries with it many benefits. These range from the awareness and visibility that comes with being registered, to compliance and staying on the right side of the law.

Compliance with the law, for starters, is a requirement, with failure to abide by it attracting a fine as prescribed by the law. To be specific, the law states that failure to comply will attract, upon conviction, a fine not exceeding two hundred penalty units.

It should be noted that in the event that any employer fails to register, the responsibility of proof shall lie on the employer, to prove their innocence.

In a country like Zambia, where unemployment rates are prevailing, with a larger population composed of youths, it is vital that more and more dreams become realities, that more and more movements that may just be door-to-door campaigns at the moment, grow into organizations and provide not only employment to the youth but also a voice for a worthy cause. There are many initiatives and projects that need to be known, as we continue to champion youth-led projects and organizations alike.



**REPUBLIC OF ZAMBIA**

**THE INDUSTRIAL AND LABOUR RELATIONS ACT, 1990**

**THE REPRESENTATIVE BODY (REGISTRATION AND PRESCRIBED FORMS) REGULATIONS, 1991**

***(Regulation 5)***

**To: The Commissioner  
P. O. Box 32186  
Lusaka**

**I/We.....  
(Name and Address of Employer)**

**carrying on the business of .....**

**at.....**

**and employing .....**

**eligible employees, do hereby apply for registration as an Employer under *section sixty-three* of the Act.**

**Dated the day of ..... 20 .....**

**Signature: .....**

**Designation: .....**