



NEA 6

NATIONAL EMPLOYMENT AUTHORITY OFFICE
P.O Box 40326 - 00100, Nairobi.

REGION.....

COUNTY.....

SUB-COUNTY.....

EMPLOYER'S ANNUAL RETURN FOR THE YEAR.....

Name of Employer.....Mobile Phone Number

Postal AddressPhysical Address

Website.....Email Address

Economic Activity of the firm.....

THIS RETURN SHOULD BE MADE FOR ALL EMPLOYEES IN THE ESTABLISHMENT.

1	2	3	4	5		6	7	8	9	
				QUALIFICATION**					REMARKS	
Name of Employee	Sex	Age	Nationality	Highest Education Level	Highest Skill Obtained	Job Title (Occupation)	Terms of Employment e.g. Contract =C Permanent = p Casual=C Others (Specify)	Duration of Training by Employer (In Months)	Date Employed	Date Exited



NOTES:

Enter as appropriate whichever is applicable:

1. **Education Level: State highest level of education Attained.

2. **Occupation:** Specify e.g Supervisor, Front Office Services.

3. **Skill obtained:** State professional/technical skill obtained.

Note – This includes added certificates obtained after school, either from private or public colleges

2. TOTAL NUMBER OF EMPLOYEES ADDED DURING THE YEAR

Terms	MALES	FEMALES	TOTAL
Permanent			
Contract			
Casual			
Others (Specify)			
Total			



3. TOTAL NUMBER OF EMPLOYEES WHO LEFT DURING THE YEAR

Terms	MALES	FEMALES	TOTAL
Permanent			
Contract			
Casual			
Others (Specify)			
Total			



4. REASONS FOR EXIT DURING THE YEAR

REASON FOR EXIT	MALES	FEMALES	TOTAL
Retirement			
Redundancy			
Abscondment Own Volition Death			
Dismissal			
Medical Grounds			
Death			
Total			

How many employees were on your pay-roll as at-

(i) 1st January, 20...

(ii) 31st December, 20...

Date.....

Signature and Official Stamp of Employer

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Designation.....