

**LAWS OF TRINIDAD AND TOBAGO**

**EMPLOYMENT EXCHANGE ACT**

**CHAPTER 88:09**

**Act**  
**12 of 1919**  
Amended by  
38 of 1961

**Current Authorised Pages**

<i>Pages</i>	<i>Authorised</i>
<i>(inclusive)</i>	<i>by L.R.O.</i>
1-9	.. 1/2006

LAWS OF TRINIDAD AND TOBAGO

2

**Chap. 88:09**

*Employment Exchange*

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**Index of Subsidiary Legislation**

	<i>Page</i>
Employment Exchange Regulations (G.1.6.44)    ...    ...    ...	4

**Note on Adaptation**

Under paragraph 6 of the Second Schedule to the Law Revision Act (Ch. 3:03) the Commission amended certain references to public officers in this Chapter. The Minister's approval of the amendments was signified by LN 120/1980, but no marginal reference is made to this Notice where any such amendment is made in the text.

**CHAPTER 88:09**

**EMPLOYMENT EXCHANGE ACT**

**An Act to provide for the establishment of an Employment Exchange.**

1950 Ed.  
Ch. 22, No. 2.  
13 of 1919.

[13<sup>TH</sup> JUNE 1919]

Commencement.

**1.** This Act may be cited as the Employment Exchange Act.

Short title.  
[38 of 1961].

**2.** In this Act “Exchange” means the Employment Exchange established under this Act for the purpose of collecting and furnishing information, either by the keeping of registers or otherwise, respecting employers who desire to engage workmen and workmen who seek engagement or employment, and includes any branch of the Exchange.

Interpretation.  
[38 of 1961].

**3.** The Minister may establish and maintain an employment exchange and branches thereof in such places as he thinks fit and there shall be appointed thereto such managers and other officers.

Establishment of  
employment  
exchange.  
[38 of 1961].

**4.** (1) The Minister may make Regulations with respect to the management of the Exchange and the regulations may authorise advances to be made by way of loan towards meeting the expenses of workmen travelling to places where employment has been found for them through the Exchange.

Regulations.  
[38 of 1961].

(2) Regulations made under this section shall be subject to affirmative resolution of Parliament.

**5.** If any person knowingly makes any false statement or false representation to any officer of the Exchange or to any person acting for or for the purposes of the Exchange for the purpose of obtaining employment or procuring workmen, or for the purpose of preventing any employer from obtaining workmen or any workman from obtaining employment, such person is liable on summary conviction to a fine of four hundred dollars.

Penalty for  
making false  
statements, etc.  
[38 of 1961].

**SUBSIDIARY LEGISLATION**

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**EMPLOYMENT EXCHANGE REGULATIONS**

ARRANGEMENT OF REGULATIONS

**REGULATION**

1. Citation.
  2. Interpretation.
  3. Locality of exchange.
  4. Control of employment exchange.
  5. Registration by applicants for employment.  
Employment card.
  6. Registration of employers.
  7. Introduction of applicants to prospective employers.
  8. Wages and conditions of employment.
  9. Trade dispute.
  10. No charges to be made.
  11. Returns to the authorised officer.
  12. Liability of officers in charge of employment exchange.
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EMPLOYMENT EXCHANGE REGULATIONS

G.1.6.44.  
[38 of 1961].

made under section 4

1. These Regulations may be cited as the Employment Exchange Regulations. Citation.

2. In these Regulations "authorised officer" in relation to any of the purposes of this Act, means a public officer designated in writing for the purpose by the Minister. Interpretation.

3. An employment exchange shall be established at such places in Port-of-Spain, Arima, Tunapuna, Rio Claro, Sangre Grande, Chaguanas, Couva, San Fernando, PrincesTown, Siparia, La Brea, Erin and elsewhere in Trinidad and Tobago as the Minister may by Notification direct. Locality of Exchange.

4. The employment exchange shall be under the general control of the authorised officer. Control of employment exchange.

5. (1) Applicants for employment shall register on a prescribed form showing the following particulars: Registration by applicants for employment.

No. .... Date .....

Identification Card No. ....

Name in full (Surname first) .....

Nationality ..... Sex ..... Address .....

Birthplace..... Age.....

If not born in Trinidad and Tobago state period of residence .....

Occupation: Regular ..... Casual.....

Where and when last employed .....

Married? ..... Family .....

Dependants, if any .....

Home: Owner or tenant? .....

Present means of livelihood .....

LAWS OF TRINIDAD AND TOBAGO

(2) Applicants for employment shall register in person if they reside within three miles of an employment exchange or within such other distance as the authorised officer may direct either generally or as regards any particular employment exchange or any class of applicant.

(3) Applicants for employment not residing within the specified limit of distance may register through the post.

(4) Registration by telephone shall not be accepted.

(5) Registration may be renewed either by post or telephone.

(6) Applicants for employment must renew their registration every seven calendar days otherwise they will be presumed to have obtained employment and their names may be struck off the register.

Employment card.

(7) Upon registration of an applicant for employment at an employment exchange, the officer in charge of the exchange shall issue an employment card to the applicant in the following form:

No. on Register ..... The Employment Exchange, Port-of-Spain.  
Date Registered .....  
Name in Full .....  
Address .....  
Identification Card No. ....  
Occupation .....

[Cross out here and also at back of card address not applicable.]

Write Date on which you Obtained Employment .....  
Write Name and Address of Your Employer .....

Please do not Forget to Write the Answers to the Two Questions above and Post this Card to the Above-Named Office as soon as you Obtain Employment.

LAWS OF TRINIDAD AND TOBAGO

(8) As soon as a person who has been registered under this regulation obtains employment he shall post his employment card to the employment exchange at which it was issued and his name shall be struck off the register.

6. (1) Employers desiring labour shall register on a prescribed form showing the following particulars: Registration of employers.

- No. .... Date .....
- Name ..... Address .....
- Class of labour required .....
- No. of workers required..... Wage rates payable .....
- Hours of employment ..... Conditions of employment .....
- Probable duration of employment .....
- Place where work is to be performed .....
- Place where applicant will be interviewed .....
- Living accommodation available .....

(2) Employers must renew their registration every seven calendar days otherwise it will be assumed that they have filled the vacancies and their names may be struck off the register.

(3) Employers may register and renew their registration either in person, through the post or by telephone.

7. (1) Officers in charge of an employment exchange shall introduce applicants for employment to prospective employers by issuing an Introduction Card in the following form: Introduction of applicants to prospective employers. [38 of 1961].

Date .....

With reference to your request for ..... the bearer ..... desires to apply for the vacancy and should present this card to you. If you engage him/her *please sign and mail this card to me early*; if you do not engage him/her please mail this card to me *unsigned*.

*Manager or Officer in Charge.*

Date engaged ..... Signature .....

LAWS OF TRINIDAD AND TOBAGO

8

Chap. 88:09

*Employment Exchange*

[Subsidiary]

*Employment Exchange Regulations*

(2) An applicant for employment upon visiting the prospective employer shall present his employment card and Identification Card, and deliver his Introduction Card (if any) to such employer or his agent, who in the event of engagement shall sign and date the Introduction Card and return it to the office of issue.

(3) The prospective employer or his agent shall, if the applicant for employment is not engaged by him, return the Introduction Card unsigned to the office of issue.

Wages and conditions of employment. [38 of 1961].

**8.** Officers in charge of an employment exchange shall not in any way be held responsible for the wages, hours of employment and working conditions offered by prospective employers and shall not negotiate or attempt to negotiate terms of employment between applicants for employment and prospective employers.

Trade dispute. [38 of 1961].

**9.** In the event of a stoppage of work occurring in any establishment over a trade dispute and the employer concerned registers vacancies at that establishment during the period of the dispute, the employer shall give notice to that effect when registering and officers in charge of an employment exchange shall proceed as though no dispute existed, but before introducing an applicant for employment to the employer at the establishment concerned it shall be the duty of any such officer to inform the applicant that a trade dispute is in progress so that the applicant for employment may be quite free to accept or refuse the introduction.

No charges to be made. [38 of 1961].

**10.** No charges for the service of an employment exchange shall be made to employers or to applicants for employment.

Returns to the authorised officer. [38 of 1961].

**11.** Officers in charge of an employment exchange shall submit returns to the authorised officer on forms approved by the authorised officer. The returns shall show the number of new registrations of applicants for employment, orders from employers, placings and cancellations, and any additional information the authorised officer may think desirable.

LAWS OF TRINIDAD AND TOBAGO

*Employment Exchange*

**Chap. 88:09**

9

*Employment Exchange Regulations*

**[Subsidiary]**

**12.** Officers in charge of an employment exchange incur no liability whatsoever in respect of any information or assistance which in the ordinary course of their duties they may give to employers or applicants for employment.

Liability of officers in charge of employment exchange. [38 of 1961].