

**6. Keeping of employment records**

For the purposes of section 47 (3) (a) of the Act, records must be —

- (a) in a form that is legible and prepared using indelible material; or
- (b) stored in an electronic form that is capable of being reproduced in a legible printed format,

and made, in relation to each payment to the employee, within 14 days of the payment.