



**EMPLOYMENT CONTRACT REVIEW REQUEST FORM**

*(Pursuant to the Employment Code Act No. 3 of 2019 and Applicable Zambian Labour Law)*

*(For Use by Patrick Chulu Legal Practitioners Handling Workplace Disputes)*

---

**PART A: CLIENT INFORMATION**

**Full Name:** \_\_\_\_\_

**National Registration Card (NRC) Number:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Residential Address:** \_\_\_\_\_

---

**PART B: EMPLOYMENT DETAILS**

**Name of Employer (Company or Individual):** \_\_\_\_\_

**Type of Employer:** ☐ Private Company ☐ Government ☐ NGO ☐ Other:

\_\_\_\_\_

**Position/Job Title Offered:** \_\_\_\_\_

**Nature of Employment:** ☐ Full-Time ☐ Part-Time ☐ Fixed-Term ☐ Casual

**Date of Offer or Contract Commencement:** \_\_\_\_\_

**Workplace/Location:** \_\_\_\_\_

---

**PART C: CONTRACT INFORMATION**

**Have you signed the contract?** ☐ Yes ☐ No

**Date Signed (if applicable):** \_\_\_\_\_

**Mode of Delivery:** ☐ Physical Copy ☐ Email ☐ WhatsApp ☐ Other:

\_\_\_\_\_

**Upload/Attach Copy of Employment Contract:**

☐ Attached

\_\_\_\_\_

**PART D: ISSUES OF CONCERN / QUESTIONS (Tick All That Apply)**

- ☐ Unclear salary or benefits
- ☐ No clear termination clause
- ☐ Probation period terms
- ☐ Dispute resolution mechanism
- ☐ Working hours/overtime provisions
- ☐ Confidentiality/Non-Disclosure terms
- ☐ Restrictive covenants (e.g., non-compete)
- ☐ Pension/NAPSA/NHIMA deductions
- ☐ Tax and statutory compliance
- ☐ Discrimination/harassment clauses
- ☐ Other (please specify):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

---

**PART E: OBJECTIVE OF REVIEW**

Please briefly describe what you would like us to achieve through this review (e.g., general clarity, identification of illegal clauses, enforceability, negotiation assistance):

---

---

---

---

**PART F: CLIENT DECLARATION**

I, the undersigned, hereby request a professional review of the employment contract submitted. I confirm that the details provided above are true and accurate to the best of my knowledge. I understand that this review does not constitute legal representation unless separately agreed.

**Signature of Client:** \_\_\_\_\_

**Date:** \_\_\_\_\_

---

**PART G: OFFICE USE ONLY**

**Received By:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_

**Review Assigned To:** \_\_\_\_\_

**Review Due Date:** \_\_\_\_\_

☐ Contract Acknowledged

☐ Review Initiated

☐ Client Contacted

---

**Legal Disclaimer:**

This review will be conducted in accordance with the **Employment Code Act No. 3 of 2019**, the **Labour Laws of Zambia**, and relevant contractual principles under common law. Any issues of non-compliance, ambiguity, or unfair labour practices will be highlighted for the client's attention. Additional references may include the **Companies Act No. 10 of 2017** (where the employer is a corporate entity) and the **Industrial and Labour Relations Act, Cap. 269**.

---

**PC | LP**