



Growth, Enterprise and Trade

Employment Standards - Labour and Regulatory Services
604-401 York Avenue, Winnipeg, Manitoba, Canada R3C 0P8
T 204-945-3352 / 1-800-821-4307 F 204-948-3046
www.manitoba.ca

File No.:

PRODUCTION OF RECORDS ORDER

NAME:

ADDRESS:

You are hereby required, pursuant to Section 7(2) of The Labour Administration Act and Section 135(6) of The Employment Standards Code, to produce and make available the below listed records, or copies thereof, at Manitoba Growth, Enterprise and Trade, Employment Standards, Room 604, 401 York Avenue, Winnipeg, Manitoba R3C 0P8, on behalf of an employer known as:

Records:

You are hereby ORDERED to provide copies for the undersigned, not later than **4:00 PM**, in Room 604, 401 York Avenue, Winnipeg, Manitoba, on , .

Failure to comply with this ORDER may result in further action being initiated, up to and including issuance of an Administrative Penalty or prosecution pursuant to The Labour Administration Act and/or The Employment Standards Code.

Dated at Winnipeg,
in the Province of Manitoba,
this day of , .

Employment Standards Officer
Telephone No.: 204-
Fax No.: 204-948-3046

See Attached:

1. The Labour Administration Act, Section 7(2)

2. The Employment Standards Code, Section 135(6)

Manitoba Department of Growth, Enterprise and Trade: _____
Department of Justice: _____

THE LABOUR ADMINISTRATION ACT

Powers of entry and inspection

7(2) In the performance of his or her duties under any labour Act, and in order to see to the due carrying out of any such Act, or for the enforcement thereof, or to secure compliance with the provisions thereof, an inspector, or a person authorized by the minister under subsection (1), may

- (a) at any time enter, inspect, and examine, any premises to which any such Act applies or relates;
- (b) order any employer, employee, manager, or other person, to produce for his or her examination any book, register, notice, certificate, licence, or other document, issued or required to be kept under any such Act; and
- (c) order any employer, employee, manager, or other person to submit to the minister a copy or certified copy of all or part of any book, record, or document, issued or required to be kept under any such Act.

THE EMPLOYMENT STANDARDS CODE

Records to be produced on request

135(6) An employer and any other person having custody or control of employment records shall, on the request of an officer, produce them for inspection and shall, on the request of an officer, provide copies of them.