



COUNTRY GUIDE CAMEROON

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ABOUT US

ZAPEO is an International PEO co-employer providing Employer of Record (EOR) Services in more than 113 countries around the world.

As an EOR, we provide employment contracts, payroll employees, pay over any taxes and statutory contributions and provide sponsorship for visa applications in order to comply with specific laws and regulations in the country.

We also assist with onboarding and termination of both local or expatriate employees.

BENEFITS

- Legal compliance
- Flexibility
- Time and cost savings
- Reduced liability
- Access to global talent
- Expertise

**DEPLOY
WITH ZAPEO
IN
3 EASY STEPS**

ENGAGE

You and your employee reach an agreement to work in a country.

EMPLOY

Your employee signs a co-employment agreement with ZAPEO.

ENROLL

Your employee is enrolled on the payroll with a country specific legal entity.



WORK PERMITS AND VISAS

If you employ foreign nationals in Cameroon, you must understand your obligations and liabilities as an employer. Foreign employees need a Cameroon work visa to enter and perform employment in the country.

Cameroon offers several types of visas to suit different purposes:

- **Tourist Visa:** Valid for 30 days for sightseeing and leisure.
- **Business Visa:** Valid for up to three months for business activities.
- **Work visa:** required for employment in Cameroon.
- **Transit Visa:** Valid for one to five days for travelers passing through Cameroon.
- **Diplomatic Visa:** Valid for six months for diplomats and government officials.

Work visa requirements

To hire foreign workers in Cameroon, the employer must apply for a work permit. Some key requirements include:

- Employment contract with a detailed job description
- Recent medical certificate
- CV
- Application form
- Certified copies of academic or professional certificates



EMPLOYMENT CONTRACTS

Probation Period

Employees have a six-month probationary term, whereas supervisors have an eight-month probationary period.

Notice period

An indefinite employment contract can be terminated by either party with a formal notice stating the reasons. The notice period, set by the Minister of Labor, begins immediately and cannot coincide with the employee's leave. Employees can take one day off per week to job hunt during this period. Severance pay is provided for those with at least two years of service. Notice periods are 15 days for employment under 1 year, 1 month for 1-5 years, and 2 months for over 5 years.

Minimum wage

The current minimum wage in Cameroon is XAF 41,875 per month.

Working hours and overtime

The typical workweek is 40 hours.

Overtime labor is compensated as follows:

- Daytime overtime: first 8 hours at 20%, next 8 hours at 30%, up to 20 hours weekly at 40%, and Sundays at 40% of the hourly wage.
- Nighttime overtime: 50% of the hourly wage.
- Overtime under specific conditions in Art. 10(3): 50% of the hourly wage.

Termination

Fixed-term contracts can be terminated for severe misconduct, unforeseen circumstances, or mutual agreement. Indefinite contracts can be ended anytime by either party with notice, as set by the Minister of Labor, based on seniority and job category. Employees are entitled to one day off per week during the notice period to seek new employment.

Severance

Employees with two or more years of service receive severance pay, calculated as a percentage of their monthly salary per year of employment: 20% for the first 5 years, 25% for years 6-10, 30% for years 11-15, 35% for years 16-20, and 40% for over 21 years, as specified by the Ministry of Labor.

PAID TIME OFF



Annual Vacation

The employee gains the entitlement to annual leave at the rate of one and a half days each month of effective service (18 working days of annual leave), which is paid for by the employer. Furthermore, taking into account seniority in the organization, annual leave is enhanced at the rate of 2 working days per complete period, whether continuous or not, of 5 years of service.

Sick

In most cases, employees are entitled to a minimum of 5 days of paid sick leave every year.

If an employee suffers an injury or illness on the job, the employer is obligated to pay for medical treatment.

Maternity

Female employees are entitled to 14 weeks of maternity leave, beginning four weeks before the delivery, which is paid for by social security, known as the CNPS. In the event of a medical emergency, this can be extended by six weeks. Maternity leave is compensated at the expecting mother's regular rate of pay by social security.

Paternity

Paternity leave can be taken by fathers using their ten days of paid family leave.

Family

Workers are typically entitled to 10 days of paid leave each year for family occasions.

Mothers with children under the age of six are normally entitled to two additional days of leave for each kid living in the home, or one day if the mother's total leave does not exceed six days.

National Holidays

Cameroon has a total of 10 paid public holidays.

Other Paid Time Off

N/A



EMPLOYEE BENEFITS

Statutory

	Employee	Employer	Notes
Unemployment	-	-	There are no unemployment funds.
Workers Compensation	-	-	Covered by NSIF contributions.
Social Security	4.2%	from 11.2%	In addition to NSIF : Housing Fund, FNE, CRTV Royalty and TDL taxes are mandatory.
Retirement/Pension	-	-	Covered by NSIF contributions.
Health	-	-	No public healthcare system. Medical aid is a private option.

Private

	Notes
Workers compensation	Private workers compensation is available.
Retirement/Pension	Private pension schemes available.
Health	Private health insurance is available.
Life	Life insurance policies are also available.



TAX

Personal Income Tax (PIT)

- **Tax year** : Tax year runs from January 1st to December 31st.
- **Tax rate** : Tax rates range between 11 - 38.5% with an additional 10% for ACT.
- **Tax method** : The taxation method is a progressive tax system in Cameroon.
- **Tax residency requirements** : Individuals of foreign nationality who reside in Cameroon for more than 183 days (in a calendar year) will be deemed tax domiciled in Cameroon and will be liable to payroll taxes and social contributions unless they can establish that the job they undertake in Cameroon is of an accessory character.
- **Double taxation agreements (DTA's)** : Cameroon has multiple double taxation agreements.

Investment Income Tax

Capital gains are typically taxed at the full corporate income tax (CIT) rate. However, certain types of income are subject to a 16.5% withholding tax (WHT). These include net overall capital gains from the transfer of shares and stocks, income from bonds, debts, deposits, surety bonds, current accounts, profits from the transfer of shares, reimbursement of advances or loans made by a manager or partner, and capital gains from transferring natural resource rights.

Taxable Income

Personal Income Tax (PIT) in Cameroon is a direct tax applied to the income of all individuals. This tax affects both residents of Cameroon and those earning income from Cameroonian sources. Individuals subject to this tax include wage earners, pensioners, annuitants, traders, farmers, artisans, landlords, and liberal professionals.

PIT is levied on various types of income, such as wages, salaries, pensions, and annuities.

PAYROLL



Payroll Elements

- **Income:** Wages, salaries, fees, bonuses, and any other supplementary compensation, such as benefits in kind.
- **Deductions:** Cameroon's tax structure allows for a deduction of business expenditures up to 30% of taxable salary. Furthermore, the sum designated to pay the employee's social contributions is a deductible charge. Any individual subject to PIT is entitled to an annual deduction of XAF 500,000 for earnings and salary.
- **Benefits in Kind:** Benefits in kind are assessed based on specific percentages. Additionally, unless specifically exempted by regulation, any financial allowance that reflects these benefits in kind must be included in the assessment basis.
- **Employer contributions:** NSIF, Housing Fund, FNE.

Payroll Taxes

Income taxes are calculated on a sliding basis ranging from 11% to 38.5 %. The employer is expected to deduct all applicable taxes from the employee's pay and send the amounts to the authorities by the 15th of each month.

Payroll Calendar

Employees are not required to be paid on a set schedule.

Payrolls can be done weekly, biweekly, fortnightly, or monthly.



LEGISLATION AND STATUTORY BODIES

LEGISLATION

- Constitution of the Republic of Cameroon 1972
- Labor Code 1992
- Social Security Profile for Cameroon 2017

STATUTORY BODIES

- Cameroon Revenue Authority
- The National Assembly
- CNPS/NSIF

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