FOR FURTHER INFORMATION SEE OTHER LEAFLETS, CALL OR VISIT OUR NATIONAL INSURANCE OFFICES OR VISIT OUR WEBSITE: www.nis.org.gy

#### NATIONAL INSURANCE OFFICES ARE SITUATED AT:

KLIEN POUDEROYEN - Local Office Tel: 264-2531

CORRIVERTON - Local Office Tel: 339-2208,2224

PORT MOURANT - Local Office Tel: 336-6577,6578

MELANIE DAMISHANA- Local Office Tel: 270-1222, 1227, 1331, 1038

LEONORA - Local Office Tel: 268-2285, 2275

FORT WELINGTON - Local Office Tel: 232-0301, 0300

ESSEQUIBO - Local Office Tel: 771-4207, 4119, 4318

NEW AMSTERDAM - Local Office Tel: 333-3122, 3170, 2103

MABARUMA - Local Office Tel: 777-2530

LINDEN - Local Office, David Rose Avenue Tel: 444-6561, 6305, 6440, 3074

BARTICA - Local Office Tel: 455-2326

MAHAICONY - Local Office Tel: 221-2217

HEAD OFFICE: Brickdam and Winter Tel: 225-2793, 226-5808-9

Place, Georgetown. 226-8376,225-6747,226-8281

CAMP AND BENT STREETS Tel: 227-0437, 226-3620, 226-6878,

226-8059,226-8058 225-6677,

225-2798-9

Lethem Local Office Tel: 772-2267

c/o Regional Democratic Council

Our customer services unit can be contacted on Tel # 227-3461, 227-6851 or email address customer\_services@nis.org.gy

# **NATIONAL INSURANCE SCHEME**

# Manual for Employers & NIS Clerks





NATIONAL INSURANCE SCHEME

HEAD OFFICE: Brickdam & Winterplace, G/town
Tel: +(592)226-6797, 226-8376, 225-2793-5, 227-3461, 226-9867, 226-9867, 227-6851

# NIS MANUAL FOR EMPLOYERS AND NIS CLERKS

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**NB:** This booklets is not a substitute for the law. The law shall prevail in case of any inadvertent conflict.

#### NATIONAL INSURANCE AND SOCIAL SECURITY SCHEME-GUYANA

#### CONTRIBUTION SCHEDULE-ELECTRONIC SUBMISSION

(To be completed in Triplicate)

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2 AD	DRESS OF	BUSINE	SS:								
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								5	FOR OF	FICIAL USE ONLY	
4. CO	NTRIBUTIO	ON PERIO	DD:						DA	DATE STAMP	
						Month		Year			
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	RNINGS ZLASS	NUMBER OF EMPLOYEES		6.3 ACTU	<b>A</b> L	6.4 INSURABLE \$		6.5 EMPLOYER 8.4%	6.6 EMPLOYEE 5.6%	6.7 TOTAL	
MON	THLY									\$0.00	
WEE	KLY									\$0.00	
TOTA	<b>\</b> L	0		\$0.00		\$0.00		\$0.00	\$0.00	\$0.00	
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	7.1			4DED	TOTAL EAR			INGS		CONTRIBUTIONS	
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10.	The detail	s of emp	loyees are	submitted	l via:-						
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	Diskette (Floppy Disk) Optical Disk (CD/DVD/etc.)				(01	(or Representative)					
	Solid Stat	e Device	(Flash Dr	ives, etc)		12. Da	12. Date:				
	Other Sto	rage Med	dium			13. Em	ploye	r's Stamp:			

FORM: CS3

R & P Dept (Revised August, 2019)

#### THE PROCESS OF REGISTRATION

If you are an employer, to become registered, you must fill out Application for Registration as an Employer', R400F1 R0 and submit it to the nearest National Insurance Office. After your Application for Registration Form' has been received you will be visited by an N.I.S. Inspector who will check your business records.

When your application has been processed you will be issued with a National Insurance Certificate of Registration, Form R1, which will carry your Employer's Registration Number. You must keep this certificate safely and produce it on request by any authorized N.I.S. Officer.

# HOW TO REGISTER YOUR EMPLOYEES

Remember every employee who was not registered before must be registered.

#### FORMS REQUIRED

1) Form R400F4 R0 For employee details

2) Form R400F5 R0 For employee identification (those with a National ID Card)

4) Form R400F6 R0 (3 copies) for listing the names of all employees for whom you are applying for

registration.

# **COMPLETION OF R400F4 R0**

This is the employed persons application for registration. You should ensure that the employee supplies all the required information and that the form is completed. The information supplied will help to ensure accurate identification. Pay careful attention particularly to the following areas as these often create the most problems.

- 1) Full name as recorded on Birth Certificate or Deed Poll must be stated. A call name if widely used must also be stated. However, this must be clearly indicated. Initials must not be used.
- 2) Date of Birth must correspond with the date on the employee's Birth Certificate.
- 3) Ensure complete home address which should include lot number, street name, village, own country,

e.g. Lot 31B Safe Street, SectionB, Williamsburg, EAST COAST BERBICE

# CARICOM SOCIAL SECURITY AGREEMENT

The CARICOM Agreement on Social Security is intended to protect CARICOM Nationals' entitlement to benefits and provide equality of treatment when moving from one country to another. The Agreement covers the payment of the following Pensions:

- a) Old Age
- b) Invalidity
- c) Disablement
- d) Survivors
- e) Death

Under this Reciprocal Agreement, Insured Persons are entitled to benefits from one or more of the Social Security schemes in the various countries for which they qualify. The CARICOM Countries that have signed and ratified the Agreement are:

Antigua &Barbuda Grenada St. Kitts & Nevis
Barbados Guyana St. Lucia
Belize Jamaica St. Vincent
Dominica Montserrat Trinidad &Tobago

If you are going to another CARICOM country to work, or you are in receipt of benefit under the Social Security Scheme where you are resident, make sure that you inform the General Manager/Director, National Insurance, by way of writing of your date of departure and your overseas address. When you return to your usual place of residence, it is essential that you let the General Manager/Director, National Insurance know as soon as possible that you have returned. When you write to the General Manager/Director, National Insurance, you should supply your:

Name, Address, Telephone Number, National Insurance Number and National Registration Number (in the case of Barbados).

|--|

EMPLO	NATIONAL INSURANCE - GUYANA EMPLOYED PERSON'S APPLICATION FOR REGISTRATION	ia Egistration	EMPLOYER INFORMATION
Employee's work number "(if any)	milar number used by the employer to age records).	FOR OFFICIAL USE ONLY	Mr.Mrs/Ms.
	PARTICULARS OF APPLICANT (USE BLOCK LETTERS)	INSURANCE NUMBER	Date Commenced working with me:
Surname:			
IF A MARRIED WOMAN, GIVE MAIDEN NAME Other names in full:	MAIDEN NAME		NATURE OR TYPE OF BUSINESS:
Also known as:			Bosintention Nimbles of Employee
Occupation:			-
Address: Lot:	Street:		NAME OF EWPLOYER:
Ward/Village:		County:	FULL BUSINESS ADDRESS:
E-Mail Address:			
Mother's Name and Surname:	Mothe Name:	Mother's Maiden Name:	E-Mail Address of Employer:
Place of Birth of Employed Person:			
Sex of Employed Person: Male	Female	Birth of Employed	Signature of Employer or his Representative
Martial Status of Employed Person		DAY MONTH YEAR	TELEPHONE NUMBER:
Married Single Div	Divorced Common Law Separated		*Delete where inapplicable
National Identification Number:	NIL		
Address at time you registered for National Registration: Lot	National Registration: Lot	Street	
* <u>ward</u> Village.	County		A LIVE WALL IT RADIATE VIVE
PARTICULARS OF CHILDREN UNDER 18 YEARS OF AGE	DER 18 YEARS OF AGE		FOR OFFICIAL USE ONLY
N.I.S. No. (If applicable)	NAME	DATE OF BIRTH AGE SEX	INSURABILITY CONFIRMED Initials
			INSURANCE NUMBER ALLOTTED AND BENERED AT HEAD OF FORM Initials
			AND ON FORM KS
			3
If married, give full name of husband/wife For a married man state wife's maiden name	nd/wife. den name		CHECKED

INTRODUCTION

Under the National Insurance and Social Security Act, Chapter 36:01 of the Laws of Guyana, all employers and their employees must register and contribute to the National Insurance Scheme. No employer is exempt from registration and conrtibution based on the size of business or labour force.

It is your responsibility as an employer to ensure that all your employees and unpaid apprentices are registered. Those who were self-employed or employed and registered before do not have to be registered again.

#### EMPLOYEES TO BE REGISTERED

- 1) Anyone who is employed and earns more than \$5.00 per week must be registered.
- 2) Employees under any contract of service or apprenticeship. The contract may be oral, written, expressed or implied.
- 3) Professionals employed on a full time basis for which a salary is paid, e.g. a doctor or dentist employed by a hospital or a priest or nun employed as a school teacher.
- Casual/seasonal employees.
- 5) Tempotary employees of a firm, business, government department or statutory body, e.g. students employed during vacation.
- 6) Insurance agents or car salesmen who work on a full time basis and are paid by Commission on sales.
- Non Nationals working for a local employer or for a foreign employer who has a branch or agency.
- Employees on a contract basis or on work permits.
- 9) Other employees who are gainfully employed.

# **EMPLOYEES NOT TO BE REGISTERED**

- 1) Anyone who is employed and earns less than \$5.00 per week.
- 2) A married woman working for her husband.
- 3) A non-citizen who is exempt from social security legislation by virtue of International Convention governing Diplomatic and Consular Relation (Diplomats).
- 4) Anyone employed by an International or Regional Organisation of which Guyana is a member (eg. CARICOM).

N.B. Where the employer is a Company, every employee must be registered, including the one who may be the major shareholder. Also the wife of the major shareholder may be employed by the Company and not by her husband. In such a case, she must be registered as an employee.

N.B. It is an offence to give false or misleading information. All Employers are required to complete and submit the required documents IB1 and SB1 so as to enable an employee to claim benefits. Employers must not take it on their own to determine an employee's eligibility for benefit. All claims should be submitted to NIS even where sick leave is only given for one or three days. An employer is also required to complete statement of earnings for former employers whose last place of work was with the employer.

# FORMS/DOCUMENTS TO BE SUPPLIED WHEN CLAIMING BENEFIT

**SICKNESS-** B700F0 SB R0 / B700F6 SB R0

SICKNESS MEDICAL CARE - B700F7 SB R0 / B700F1 MC R0 Original Receipts & Itemised Bill of Expenses

MATERNITY BENEFIT - B70052 MB R0, B700F6 MB R0, B700F5 MB R0, B700F2 MB R0 - MD800F3 R0

EXTENDED CONFINEMENT - MD800F1 PC R0

MATERNITY GRANT FOR SPOUSE - B700F2A MB R0 - B700F2B MA R0

INJURY- B700F1 IB R0, B700F6 SB R0

INJURY MEDICAL CARE - TRAVELLING: MD800F12 R0

MEDICAL CARE - EXPENSES: MD800F11 R0

DISABLEMENT- P300F22 IB R0

INDUSTRIAL DEATH P300F15 IB R0, Death Certificate

INVALIDITY - P300F1 INV R0, Birth Certificate

OLD AGE - P300F1 OAB R0 Birth Certificate, Affidavit or Deed Poll if necessary, NIS Card

SURVIVORS' BENEFIT - P300F1 SG R0, Death Certificate of Insured Person; Marriage Certificate if claimant is spouse; Birth Certificate of Spouse/children; Deed Poll or Affidavit if necessary; and NIS Card of Deceased.

FUNERAL BENEFIT - B700F1 FB R0, Death Certificate; original receipt (not required if claim is made for spouse who never worked) UBIC if there is any outstanding money owed by NIS)

N.B. Original Certificates are not kept. Copies are taken and same returned to the claimants.

- 4) The employee's mother's name and mother's maiden name. If either names is unknown or if parent is dead the employee should indicate this rather than leave the place blank or mark deceased.
- 5) The employee's signature or mark if he/she cannot sign. The employer or representative must witness the mark in cases where the employee cannot sign. Signature must be in Cursive (join up).
- 6) Date of commencement of employment must also be clearly stated.
- 7) The employer should ensure that his/her stamp, that is, the stamp of the business is placed next to his/her signature.

(See sample of R400F4 R0 at back of manual.)

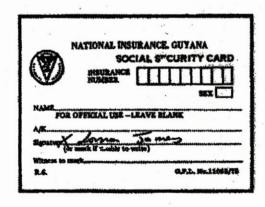
**N.B.** It is advised that employers ask their employees to produce their birth certificate and or ID Card verify their names and date of birth at the time of registration.

#### **COMPLETION OF R400F6 R0**

This is the National Insurance Identification Card of the employee. All that is required is the employees signature or thumb print. If the thumb is used same should be identified as either right thumb or left thumb. THE NAME, CALL NAME AND NIS NUMBER WILL BE FILLED IN BY NIS. On completion, the form will be returned OR same can be either uplifted from our Records Section OR your NIS Local Office.

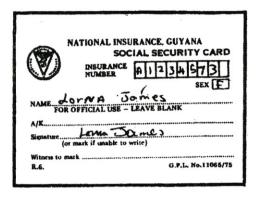
**N.B.** There is no cost for providing this NIS Identification Card. However, if it is misplaced or lost a replacement can be provided at a small cost. Employees should be advised to keep these cards safely and to produce them whenever they seek other employment or visit any NIS Office. The NIS number should be quoted when an enquiry is being made.

# **SAMPLE R400F6 R0**



Employee signs name and aliases or places thumb print only.  $R400F6\ R0$ 

#### **COMPLETED SAMPLE OF R400F6 R0**



R400F6 R0

#### **REMEMBER:**

R400F6 R0 is to be completed by all persons being registered. R400F6 R0 NIS Cards will have either an A or B in front of the digits. These cards are permanent cards and are used throughout the Insured Person's working life.

# **COMPLETION OF R400F5 R0**

This is done in triplicate and is completed by the Employer. The names of the employees who are being registered are indicated and submitted along with forms R400F5 R0 and R400F6 R0.

# PREVIOUSLY REGISTERED EMPLOYEES

You do not have to register them again. Those employees who have misplaced their NIS cards will be issued new cards with the same NIS number at a cost of two hundred dollars (\$200).

N.B. Every Employer is required by Law to have a register of all persons in his employment. This register must show staff name, occupation, NIS number, date of commencement of employment and date employment closed.

- NB A minimum of 250 contributions with at least 150 being paid will result in a pension. Less can result in a grant.
- (5) Survivors' Benefit
  (Monthly pension or lump sum payment)
- (1) Be a dependant survivor of a deceased contributor who had at least 250 contributions with at least 150 being paid
- (2) Be the dependant survivor of a deceased recipient of old age or invalidity benefit.
- (6) Old Age Benefit (Monthly pension or lump sum payment)
- (1) Attain age 60

**NB** 750 contributions with at least 150 paid will result in a minimum pension. Less can result in a grant.

(7) Funeral (Grant)
(Lump sum payment)

- (1) Deceased must have been registered as employed or self-employed
- (2) Have at least 50 paid contributions
- **NB** Grant can be claimed for a deceased uninsured spouse once the contributor has paid at least 50 contributions.

Free Ophthalmic and Dental Care are given to persons who receive Invalidity and Old Age Benefits. (Pension or Grant).

N.B. Medical Care may be local or overseas. In the latter case permission must first be granted by NIS. For overseas sickness medical care, the maximum amount of money reimbursed is 10 (ten) times the Insurable Income Ceiling or 80% of the cost whichever is less.

NIS will only accept original receipts and documents.

Claims made to NIS for benefits may be disallowed or disqualified for many reasons. Persons not satisfied with any decision made on their claim have the right to appeal. This should be done within (two) months of the decision against which an appeal is being made.

- (c) Death
  (Monthly pension or 1 ump sum)
- (d) Medical Care (Payment for medical treatment)
- (2) Sickness Benefit (Weekly payment for a maximum of 26 weeks)

- (b) Medical Care
  (Limited reimbursement for medical treatment)
- (3) Maternity Benefit
- (a) Maternity Allowance (weekly payment for 13 weeks with extension up to 26 weeks if complications arise)
- (b) Maternity Grant (Lump sum payment)
- (4) Invalidity Benefit
  (Monthly pension or lump sum payment)

- 1) Be the dependent survivor of a deceased insured whose death was due to an Industrial Injury.
- (1) Be employed at any age
- (2) Suffer injury as a result of employment or during the course of employment.
- (1) Age 16 to 60
- (2) Registered as Employed or Self-employed
- (3) At least 50 contributions paid
- (4) At least 8 out of 13 contributions paid immediately before the week of illness.
- (5) Be in insurable employment the day before the day of your illness
- (1) Satisfaction of conditions for sickness benefit
- (1) Age 16 to 60
- (2) Registered as Employed or Self-employed
- (3) Have at least 15 contributions paid
- (4) Have at least 7 out of 26 contributions paid immediately before the week of confinement.
- (1) Be entitled to maternity allowance or
- (2) Be the spouse of a contributor who meets the contribution requirements for maternity allowance
- (1) Age 16 to 60
- (2) Registered as employed or self-employed
- (3) Have a condition that renders—you permanently incapable for work

#### **CONTRIBUTIONS**

#### WHAT ARE CONTRIBUTIONS?

Contributions are payments made by and on behalf of a worker to cover him/her for a specific period of time. The unit of measurement used for such coverage is, a contribution week. Contributions are paid based on Insurable Earnings. A contribution week commences immediately after mid-night on Sunday, that is on Monday and ends at mid-night on the following Sunday.

#### **EXEMPTION FROM CONTRIBUTION**

You will be exempted from paying contributions for and on behalf of yourself and your employees for any contribution week during which time:-

- 1) No work was done and no wages/salary paid;
- 2) Wages to your employee amounts to less than \$5.00 per week;
- 3) Your employee was engaged in full time unpaid apprenticeship;
- 4) Your employee received Sickness, Maternity or Injury Benefit from NIS.

#### PAYMENT OF CONTRIBUTIONS

Contributions must be paid for every week or part of a week which the employee works. Contributions are paid either weekly or monthly and must be paid by the 15th of every month in respect of the previous month. Payment after this period will attract an interest rate of 1% higher than the Banks Prime Overdraft Rate.

# Points to note when paying contributions:

- 1) If an employee starts working mid week then contributions will be paid for the Monday of the week he/she commences work.
- 2) Some months will have four Mondays and some will have five, therefore contributions for some months will be either four or five.
- N.B. Contribution payments made to NIS can only be processed and identified on an employee's record if and when reflected weekly or monthly on contribution schedules. Employers will have to adjust their NIS payments accordingly, especially in the case of forthnightly payments. This should be broken down and recorded weekly for NIS purposes, on the payment schedules or computer printout.

#### HOW ARE CONTRIBUTIONS REMITTED

You are required to remit contributions for your employees on contribution Schedules or using the electronic schedule i.e. - Flash drive or compact disc (CD).

NB: All contribution schedule must be completed in triplicate.

If you have monthly paid employees you are required to complete the F200F2 CS R0 Schedule every month and remit those contributions to the National Insurance Office in your District.

If you have weekly paid employees you should use the F200F6 CS R0 Schedule to pay contributions for those weekly paid employees at the end of each month.

If you have fortnightly paid employees you should use the F200F6 CS R0 schedule. Employees earnings must be recorded against the week actually worked in the fortnight. If you have monthly paid employees who are wither under 16 years of age or over 60 years of age you should use the same F200F2 CS R0 Schedule to pay contributions at the end of each month. However, it is advisable to place such persons on a separate listing.

If you have fortnightly or weekly paid employees who are either under 16 years of age or over 60 years of age you should use the F200F6 CS R0 Schedule depending on the number of employees. These should also be listed separately as the stated above.

Where employees are paid daily, their daily earnings must be totalled each week and their Insurable Earnings arrived at for the week. Contributions for such persons are to be paid based on Weekly Insurable Earnings.

Where employers use the F200F6 CS R0 Schedule to pay contributions for their weekly paid employees once per month, the employer should take care not to add their weekly earnings and then apply the monthly Insurable Ceiling of \$280,000.00 for the purpose of calculating contributions

Contributions for weekly paid workers MUST be calculated on WEEKLY EARNINGS. So when employers- are filling out the F200F6 CS R0 Schedule (which has provision for five (5) contribution weeks) and they add the weekly earnings for five weeks (if there are five (5) Mondays in the month and then apply the MONTHLY INSURANCE EARNINGS CEILING of \$280,000.00 the total, they will be making incorrect payments to the Schedule. The correct thing to do is to first arrive at each weekly insurable amount individually, calculate individual weekly rate of contribution and then insert total Insurable Earning and total contribution for the period, regardless of whether there are four (4) or five (5) Mondays in the month.

contributions will only be paid on the \$280,0000.0 In this case, the ceiling is less than the salary earned. (b) If however, the monthly ceiling if \$280,000.00 and the employee is only earning \$90,000.00 then contributions will be based on the \$90,000.00. That is the Insurable Earnings (the same applies for the weekly ceiling).

#### IN EXAMPLE B

Employed persons will pay 5.6% of \$90,000.00 and their employer will pay 8.4% of \$90,000.00 and together this will total 14% paid on the employee's behalf. These figures are subject to change.

# **HOW TO QUALIFY FOR BENEFITS**

All benefits paid by NIS, except those under the Industrial Branch, have a contribution requirement attached. Below is some information in brief. You should read each benefit pamphlet for further details. Remember contributors between ages 16-60 are entitled to all seven benefits. Employed persons over the age of 60 are only covered for Industrial Benefits. Medical Care for a sick condition which started before age 60 may be paid if, it was established that the condition began before age 60 and the person would have qualified for Sickness Benefit.

#### **BENEFITS PAID BY NIS**

- (1) Industrial Branch Qualifying Conditions
- (a) Industrial injury(weekly payment for a maximum of 26 weeks)
- (b) Disablement (monthly pension or lump sum payment)

- (a) Be employed at any
- (b) Suffer injury as a result of employment or during the course of employment
- (b) Be employed at any age
- (2) Suffer injury as a result of employment or during the course of employment.
- (3) Suffer permanent damage or loss of faculty which will be assessed. An assessment of 14% or less will result in the award of a grant; 15% or more will receive a pension.

# **CALCULATION:**

# \$25,000.00 x 11% 12

(months in the year)

=\$25,000.00x11 = 2750

100 12 = 229.00

interest rate = \$229.00 cents

Example (ii) - (Bank Overdraft as above)

Contribution payments are owed for three months - December, January and February. **Interest would be due accordingly:** 

(1) For December contribution payable by 15th January, interest will be calculated for 3 months, that is, January, February, March

\$25,000.00 x 11% x 3(months)

12 (1 year)

(2) For January contribution payable by 15th February, interest will be calculated for two months that is, February and March.

(3) For-February contribution payable by 15th March, interest will be calculated for 1 month, that is March.

The three answers arrived at will be added together to determine the total interest due.

# INSURABLE INCOME CEILING

This is the maximum amount of income that contributions are paid on. For example, (a) if the monthly ceiling is set at \$280,000.00 (current ceiling for 2020) but the employee is earning \$500,000.00.

#### **INSURABLE INCOME OR EARNINGS**

Insurable Income is a given range of income from employment upon which contributions are calculated. Insurable income is the amount of income insured by the Scheme. Monthly insurable ceiling - \$280,000.00 weekly insurable ceiling - \$64,615.00

# **RETROACTIVE PAYMENTS (Back Pay)**

These do not attract any NIS deductions.

# **OVERTIME AND BONUS PAYMENTS**

When overtime payments or bonus payments are made the contribution is computed on the total Insurable Earnings of the employee at the time the payment is made.

#### **HOLIDAY PAY**

If your employee is on holiday and receives pay for this period, you must continue to pay National Insurance Contributions. If the employee is paid the normal wages or salary before going on holiday, you may make the necessary deductions in advance and pay the contributions on behalf of that employee to National Insurance at the due dates.

# RATE OF CONTRIBUTIONS

The contribution payable by an employer for or on behalf of an employee is at present equal to 14% of the employed person's insured earnings and is shared by the employer and the employed person. The employer pays 8.4% of the 14% for employees and the employee will pay the remaining 5.6%.

# PERSONS UNDER 16 YEARS AND OVER 60 YEARS OF AGE

Employed persons who are under 16 years of age or over 60 years of age do not pay contributions to the Scheme. Their employer however pays 1.5% of their Insurable Income which only covers them for the receipt of Industrial Benefits.

# UNPAID APPRENTICES AND WORK STUDY STUDENTS

Where the employer has unpaid apprentices and/or Work Study students no contribution is payable either by the employer, the apprentice or the student. It is however the employer's duty to ensure that this class of employee is registered for National Insurance and receives his/her National Insurance and Social Security Card R400F6 R0.

#### EMPLOYED PERSONS WHO WORK FOR TWO OR MORE EMPLOYERS

# **DURING THE SAME CONTRIBUTION WEEK:**

Where a person works for two or more employers during the same contribution week, the first employer who employs him/her shall be his/her principal employer for that week and shall be responsible for paying his/her contribution for that week.

# EMPLOYED PERSONS WORKING AS SELF-EMPLOYED PERSONS:

Where during any contribution week an employed person becomes a self-employed person no contribution is payable for him/her as a self-employed person if a contribution has already been made on his/her behalf as an employed person.

# **CONFIDENTIAL PAYROLLS**

If you have a confidential payroll you will be required to state the name of the employee on the schedule as usual, however you may use the cut-off of the Insurable Earnings Ceiling on the Schedule as the actual earnings that is, assuming the insured persons earn above the Income Ceiling. Where the income is below the Income Ceiling the correct amount must be stated.

#### TERMINATION OF EMPLOYMENT

Upon termination of employment of an employee for whatever reason, an indication must be made on the schedule upon which contributions are being paid for the last week during which the employee worked.

# RECORD KEEPING AND INSPECTION BY NIS INSPECTORS

You MUST maintain accurate records of all transactions with National Insurance. All records, including payroll, NIS Schedules, NIS Register, etc., MUST be made available for inspection by any authorised officer of the NIS Board upon request to do so, at any reasonable time.

# **CHANGE OF ADDRESS**

If you change your business address or the name or nature of your business you must inform National Insurance immediately.

# **CEASING TO BE AN EMPLOYER**

An employer who is an individual and who ceases to be an employer, must inform the National Insurance Board promptly and return his/her Certificate of Registration, Form R400F2 R0

If such an individual employer dies or is declared bankrupt, his personal representative or trustee in bankruptcy must inform the Board and return the Certificate within one month of the death or bankruptcy. If a company or partnership ceases to be an employer because of liquidation or dissolution of the partnership then:-

- (a) Where the employer was a body corporate, the Secretary must inform the NIS Board within one month of the name of the Company being removed from the register of Companies and must return the Certificate of Registration; and
- (b) Where the employer was an unincorporated association, the Secretary or former partners must inform the Board and return the Certificate within one month of the dissolution of the partnership.

#### **OFFENCES**

- (a) Anyone who wilfully delays or obstructs any Authorised Officer of the National Insurance Board in the exception of that Officer's duty, or refuses to answer any question, or to provide any information, or refuses to produce any document when required to do so, commits an offence and can be prosecuted and fined.
- (b) Anyone who knowingly givesFALSE or misleading information in relation to the provisions of the National Insurance and Social Security Act commits an offence.
- (c) Any employer who fails to pay any contribution which must be paid, or deducts any part of the employer's contributions from an employee's wages or salary, or contravenes any other requirements of the Law, commits an offence and can be prosecuted and fined.

# INTEREST ON OVERDUE CONTRIBUTIONS

This is calculated at I % above the Banks' Prime Overdraft Rate for every month contribution is due. Example (I)

Banks' Overdraft Rate = 10%

NIS Interest on Overdue Contribution= 11 %

Contribution Overdue for December month, that is, it should have been paid by 15th January =\$25,000.00