

THE NATIONAL SOCIAL SECURITY FUND ACT.

Statutory Instrument 222—2.

The National Social Security Fund (Registration and Records) Regulations.

Arrangement of Regulations.

Regulation

1. Citation.
2. Registration of contributing employers.
3. Employer's registration number and certificate of registration.
4. Registration of eligible employees.
5. Membership card.
6. Duplicate membership card, etc.
7. Notification of changes.
8. Employer's records.
9. Offences and penalties.

THE NATIONAL SOCIAL SECURITY FUND ACT.

Statutory Instrument 222—2.

The National Social Security Fund (Registration and Records) Regulations.

(Under section 52 of the Act.)

1. Citation.

These Regulations may be cited as the National Social Security Fund (Registration and Records) Regulations.

2. Registration of contributing employers.

(1) Every employer specified as a contributing employer under the National Social Security Fund (Registration of Employers and Employees) Order and any person on becoming such an employer shall register as a contributing employer by completing and forwarding to the managing director of the fund a form approved by the Minister, within twenty-one days of becoming liable thereof.

(2) With the consent of the managing director, any body or company which is associated financially with a contributing employer may register at the same time with the contributing employer; and after that body or company has so registered the Act and all Orders and Regulations made under it shall apply to that body or company and its employees as they apply to the contributing employer and his or her employees.

3. Employer's registration number and certificate of registration.

The managing director shall allot a registration number and issue a certificate of registration to each registered contributing employer.

4. Registration of eligible employees.

(1) Every eligible employee specified by the National Social Security Fund (Registration of Employers and Employees) Order, who has not already registered as member of the fund, shall register as a member immediately.

(2) An eligible employee who wants to register shall apply by filling in a form approved by the Minister and by furnishing the managing director with such information as the managing director may require and shall affirm by putting his or her signature on the form and where the applicant cannot write, by fixing his or her right thumbprint or his or her left thumbprint where he or she has no right thumb.

(3) An employer of persons required to register as members of the fund shall—

- (a) make the approved form available to such persons;
- (b) witness the signing of or fixing of a thumbprint on that form;
- (c) signify on that form that he or she has so witnessed; and
- (d) immediately send the form or cause it to be sent to the managing director of the fund.

(4) The managing director shall allot a membership number to every person registered as a member of the fund.

5. Membership card.

(1) The managing director shall forward to every contributing employer a membership card for each member of the fund who is registered while in his or her employment.

(2) A contributing employer shall hand or cause to be handed to the employee the membership card sent to him or her by the managing director and shall return the card to the managing director if the registered person is no longer in his or her employment.

(3) Each member of the fund shall immediately on commencing work for a contributing employer produce his or her card to that employer for inspection.

(4) Each member of the fund who changes his or her name shall return his or her membership card to the managing director for amendment and shall furnish the managing director with such information as he or she may require.

6. Duplicate membership card, etc.

(1) If the membership card of a member of the fund is lost or

destroyed, the member concerned shall apply to the managing director for a duplicate card.

(2) The managing director shall issue a duplicate membership card after obtaining from the member or his or her employer such information as he or she may require and shall make a charge of one hundred shillings against the member concerned.

(3) Where a person registers himself or herself more than once, the managing director shall cancel such registrations as appear to him or her appropriate and shall make a charge of one hundred shillings against the person concerned for each extra registration cancelled.

(4) The managing director may at his or her discretion dispense with a charge under this regulation.

7. Notification of changes.

Every contributing employer shall notify the managing director without delay—

- (a) if he or she changes his or her address, of his or her new address;
- (b) when an eligible employee—
 - (i) first enters his or her employment;
 - (ii) ceases to be in his or her employment or dies;
- (c) when he or she ceases to be an employer; and
- (d) when he or she becomes an employer again.

8. Employer's records.

Every contributing employer shall keep a written record of the name of each of his or her employees, the wages paid to that employee, the deduction made from such wages by way of the employee's share of any contribution under the Act, the contribution paid in respect of each of his or her eligible employees, and the country in which each of his or her nonresident employees is ordinarily resident.

9. Offences and penalties.

(1) Any person who contravenes any provision of these Regulations commits an offence and is liable to the penalty provided under section 45 of the Act.

(2) Any person who, during the period of its operation, contravened any provision of the Social Security Act, and has not made good that contravention commits an offence and is liable to the appropriate punishment prescribed under the Act as if the contravention was done or made under the Act.

History: S.I. 8/1986.

Cross References

National Social Security Fund (Registration of Employers and Employees)
Order, S.I. 222-1.
Social Security Act, Act 21/1967.
