



The National Insurance Board
of Trinidad and Tobago

EMPLOYERS...

GET ORGANIZED. GET INFORMED!



Know your Obligations as an Employer-

(As provided for under the National Insurance Act. Some of these carry penalties and fines for non-compliance.)

- ✓ To register as an employer within 14 days of hiring your first employee
- ✓ To register your employee and unpaid apprentice within 14 days of hiring him or her if they are unable to provide you with a National Insurance (NI) Number
- ✓ To inform employees within 21 days of hiring them whether you have registered them or not
- ✓ To prepare accurate pay records in the **appropriate format**
- ✓ To make appropriate NI deductions from each of your employees' earnings
- ✓ To remit the combined contribution (you & your employees) to the nearest National Insurance Board of Trinidad & Tobago (NIBTT) Service Centre on or before the 15th day of the following month.
- ✓ To complete the employer section on all forms relating to insured persons in your employ.
- ✓ To provide insured persons, whose employment have been terminated, with a Termination Certificate that indicates the contributions paid to the NIBTT on their behalf.
- ✓ To inform the NIBTT of any of the following changes- *business address, name or nature of the business, owners or directors.*
- ✓ To inform the NIBTT of the closure of your business and return the NI Certificate of Registration
- ✓ To allow any NIBTT Authorised Officer access to records for inspection

Come in today to your nearest NIBTT Service Centre
between the hours of 8:00 am and 4:15 pm to get more information.



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More Than Just a Pension Provider

www.nibtt.co.tt