



## St.Vincent and the Grenadines National Insurance Scheme

Particulars of Employees employed during \_\_\_\_\_ (Year)

1. Employer's Name .....
2. Nature of Employment .....
3. Employer's N.I.S registration number .....
4. Number of employees in your establishment.....
5. Number of Males [       ] Females [       ]
6. Gross pay of all employees \$.....
7. Total insurable earnings of all employees \$.....
8. Total N.I.S Contributions deducted for the year (6%) \$.....

**DECLARATION:** I certify that the particulars given above are correct

9. Address of Employer .....
- .....
10. Signature of Employer ..... Date.....

### **Instructions to Employer**

- (a) Complete all items as far as possible (in duplicate)
- (b) Submit part 1 to the N.I.S
- (c) Keep part 2 for your records

**NB:** This form should be completed and submitted with the certified records of employees' earnings (Form C1/1) at the end of each year. In cases where employment terminated during the year the total insurable earnings and NIS deductions for those persons should still be included.

**Form: C1A**