



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