
CHAPTER 408

THE SOCIAL SECURITY ACT

**THE SOCIAL SECURITY (REGISTRATION OF
EMPLOYED PERSONS AND EMPLOYERS)
REGULATIONS**

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S.R.O. 16/1972.
S.R.O. 12/1973.
S.R.O. 37/1978.

**THE SOCIAL SECURITY (REGISTRATION OF
EMPLOYED PERSONS AND EMPLOYERS)
REGULATIONS, MADE UNDER SECTION 26
(1) (a) AND (h) AND 47 OF THE SOCIAL SECURITY
ACT.**

1. These Regulations may be cited as the Social ^{Short Title.}
Security (Registration of Employed Persons and Employers)
Regulations.

Interpretation.

2. In these regulations, unless the context otherwise requires, — “deduction card” means the card issued by the Board for the purpose of the payment of contributions by means of recording thereon the amounts of contribution deducted from the employer and the sums liable to be paid in respect of such employee by the employer; and “termination of employment” means the day on which the employment comes to an end, whether such termination is in accordance with the terms of the contract or not, and whether or not the employment is to be resumed at a later date.

Notices etc. may be given by post.

3. Any notice, application, card or other document which is authorised or required to be given, presented, issued or delivered under these Regulations may be sent by post.

Application for Registration under the Act.

4. (1) Every employer shall, within fourteen days after being requested so to do by the Director, present to the Director on the appropriate form an application for registration as an employer under the Act.

(2) Failing the receipt of such a request, every employer shall present to the Director an application for registration as an employer not later than the appointed day.

(3) After the appointed day, every person who becomes an employer shall within seven days of his employing his first employee present to the Director on the appropriate form an application for registration as an employer under the Act.

(4) All persons intending to take up employment as employed persons under the Act are required to be registered at the Head Office of the Board on an appropriate form to be supplied by the Director before they can become eligible to take up employment.

The form for registration of an employee as an employed person shall be signed and completed so far as possible by the person to whom that form relates.

(5) All employers under the Act shall be required to ensure that an employee is in possession of a valid registration card before taking an employee into his service. If entries on the registration card have been amended in any way the

card becomes invalid and must be returned to the Head Office of the Board for a new card to be issued by the Director.

5. (1) An employer is required to keep a record of deductions in respect of Social Security contributions from the wages of every person employed by him. A deduction card giving the employee's full name, date of birth and registration number in respect of each employee in his service. The instructions for preparing the card and the card itself shall be obtained by application to the Director.

Issuing of
registration and
deduction cards.

(2) A deduction card shall be current for a period of one year or such other period as the Director may direct.

(3) Deduction cards and instructions relating thereto shall be issued without charge and when issued shall remain the property of the Board.

6. (1) An employer on receiving or preparing the deduction card of an employed person shall be responsible for the custody of that deduction card so long as the person concerned continues to be employed by that employer or until the deduction card is returned or delivered to the Director or retained by an Inspector in accordance with these or any other Regulations. During that period the employer shall produce the deduction card for inspection at any reasonable time when required to do so by an Inspector and if so required shall deliver the deduction card to the Inspector who may, if he thinks fit, retain the deduction card. The Inspector shall give a receipt for any deduction card retained by him.

Custody of
deduction cards.

(2) The Director shall, where appropriate, issue a deduction card to replace any deduction card retained by him.

(3) If a deduction card, while in the custody of an employer is lost or destroyed, or because of defacement or change of name or otherwise ceases to represent the identity of the employed person to whom it relates, the employer shall forthwith apply to the Director for the issue to him of a replacement card and for this purpose the employer shall furnish the Director with such information and supporting evidence as the Director may require.

In the absence of such acceptable supporting evidence, the Director may reconstruct the card on a basis not exceeding the maximum contribution payable.

(4) Every employer having the custody of the deduction card of an employed person in accordance with this Regulation shall permit that person to have access to such card for the purpose of complying with paragraph (2) of Regulation 8. In addition, and without prejudice to this right, if an employed person wishes to inspect his deduction card while it is in the custody of his employer, the employer shall give him a reasonable opportunity of so doing either within or immediately after working hours:

Provided that no employed person shall be entitled by virtue of this paragraph to inspect his deduction card more than once in any one month or except at such time as may be appointed by his employer for the purpose.

Disposal of
deduction cards.

7. (1) If the employment of an employed person is terminated during the currency of the deduction card held by his employer, the employer shall deliver the card to the Director accordingly within seven days after the end of such employment:

Provided that where such employment is terminated by the employed person without notice or intimation to his employer, the said period of seven days shall be extended to fourteen days.

(2) On the death of an employed person, the employer or any other person having possession or thereafter obtained possession of the deduction card of the deceased person, shall forthwith deliver it to the Director.

(3) Within fourteen days or such longer period as the Director may in any special case allow after the date on which any deduction card in the custody of an employer ceases to be current that employer shall deliver such card to the Director.

(4) The Director may, in his discretion, exchange a current deduction card at any time, and in a manner other than that prescribed in these Regulations.

8. (1) Every employed person shall furnish to his employer on request such personal particulars as the employer may require for the purpose of these regulations. The employed person shall be responsible for the correctness of the particulars so furnished and shall, where required, sign the appropriate form in the place provided for the purpose.

Obligations of
employed
persons.

(2) Every employed person shall within four weeks before the date on which his deduction card ceases to be current sign the card and insert his then present address in the respective places provided for these purposes on the card.

(3) An employed person shall be responsible for the safe custody of the registration card issued to him by the Director of the Head Office of the Board, and if the card is lost or destroyed or because of defacement or change of name or otherwise ceases to represent his identity, the person concerned shall apply to the Director for issue to him of a replacement registration card; and for this purpose the applicant shall furnish the Director with such information as the Director may require.

(4) Every employed person to whom a registration card has been delivered shall on commencing employment with a new employer, and on such other occasions as his employer or an Inspector may request, produce the registration card to the employer or Inspector, as the case may be.

9. If any person contravenes or fails to comply with any of these Regulations he shall be liable on summary conviction to a fine not exceeding three hundred dollars for each such offence, or where the offence consists of continuing any such contravention or failure after conviction thereof to a fine of three hundred dollars together with a further three hundred dollars for each day on which it is so continued.

Penalties.