



# SOCIAL SECURITY FUND REGISTRATION OF EMPLOYEE

1. (a) SURNAME .....  
(b) First Name .....  
(c) Middle Name(s) .....  
(d) Mother's Name .....

2. Education:            Primary         Secondary         College / Tertiary         University

3. Sex:                    Male         Female         Date of Birth .....

4. Occupation .....

5. Residential Address .....

(a) Telephone Number .....

(b) Return Address (non-nationals) .....

6. (a) Place of Birth..... Nationality.....

(b) Are you employed on a work permit            Yes             No

7. Marital Status:        Single         Married

                                  Widowed         Divorced         Separated         Common-Law

8.(a) Name of Spouse .....

(b) Address .....

(c) Complete the following if you have any dependents:

Name of Dependent (under 16 years)	Date of Birth	Sex	Relationship to Insured

9. (a) Name of Present Employer .....

(b) Address of Present Employer .....

10. I declare that the information given above is correct to the best of my knowledge and belief.

Signature of applicant ..... Date.....

11. Witness (if applicant is unable to write) ..... Date.....

**NOTES**

Every employer must, as soon as he engages any employed person, ensure that such person completes an application form (R1) for registration with the Social Security Office unless the employed person produces evidence that he / she is already registered.

Every employer to whom the Social Security Act and Regulations apply is required to register with the Director of Social Security within seven (7) days of the date on which he becomes an employer.

Any person who ceases to become an employer, or resumes as an employer, or changes his business name or address, must forthwith notify the Director of Social Security.

**PENALTY** : If any person contravenes or fails to comply with any of the Social Security (Registration) Regulations he / she shall be liable on summary conviction to a fine not exceeding One Hundred Dollars (\$100.00) for each such offence, or, where the offence consists of continuing any such contravention or failure after conviction thereof, to a fine of One Hundred Dollars (\$100.00) for each day on which it is so continued.

FOR OFFICIAL USE (INSTRUCTIONS, NOTES etc.)

Employer's Registration No. ....

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Particulars entered in Computer .....

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Employer's Guide Issued .....

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Action taken by .....

*(Registration Officer's signature)*

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Date

Employer eductated by Registration Officer .....

Signature of Inspector ..... Date of visit .....