

## INSTRUCTIONS FOR COMPLETING FORM C.10

1. FORM C.10 (A) SHOULD BE COMPLETED IN DUPLICATE, TYPED OR WRITTEN IN INK IN BLOCK LETTERS. A COPY OF THE FORM IS STAMPED "PAID" AND RETURNED FOR YOUR RECORDS. DO NOT WRITE IN THE AREA MARKED "FOR OFFICIAL USE ONLY".
2. REMITTANCES FOR CONTRIBUTIONS DUE SHOULD BE SENT ALONG WITH THE FORM C.10 (A), FORM C.10(B/C) AND CHEQUES MADE PAYABLE TO THE NATIONAL INSURANCE BOARD.
3. THE EMPLOYER'S NAME, REGISTRATION NUMBER, TELEPHONE NUMBER, NUMBER OF MONDAYS IN THE MONTH, NUMBER OF EMPLOYEES, ADDRESS, CELLULAR NUMBER, FAX NUMBER, CONTACT NAME, ISLAND AND EMAIL ADDRESS, MUST BE CLEARLY PRINTED.
4. FORM C.10 (A) COVERS A CALENDAR MONTH WHICH SHOULD BE CLEARLY INDICATED.
5. SHOULD YOU NEED TO PAY ARREARS, OR MAKE ADJUSTMENTS TO PRIOR MONTH'S CONTRIBUTIONS, YOU MAY DO SO BY ENTERING AMOUNT ON FORM C.10 (A).
6. TOTAL INSURABLE WAGES IS A COMBINATION OF THE INSURABLE WAGE (I.W.) PLUS GRATUITY WAGE (G.W.). TOTAL INSURABLE WAGES FOR THE MONTH ARE WAGES UP TO THE APPLICABLE CONTRIBUTIONS CEILING BASED ON THE MONTH BEING PAID BY THE EMPLOYER FOR ALL THE INSURED PERSONS DURING THE CALENDAR MONTH (e.g. \$620 PER WEEK OR \$2,687 PER MONTH EFFECTIVE JULY 2014). FOR WEEKLY PAID EMPLOYEES, TOTAL INSURABLE WAGES MUST INCLUDE FOUR OR FIVE WEEKS INSURABLE WAGES ACCORDING TO THE NUMBER OF MONDAYS IN THE MONTH. FOR MONTHLY PAID EMPLOYEES, TOTAL INSURABLE WAGES IS THE AMOUNT OF INSURABLE WAGES PAID FOR THE MONTH. THE CONTRIBUTION CEILING IS SUBJECT TO CHANGE FROM TIME TO TIME.
7. THE GRATUITY WAGE (G.W) AND GRATUITY CONTRIBUTION COLUMNS ARE TO BE COMPLETED ONLY WHERE GRATUITIES ARE PAID. THE AGGREGATE OF GRATUITY FOR THE MONTH AND THE INSURABLE WAGE AMOUNT SHOULD NOT EXCEED THE INSURABLE WAGE CEILING.
8. FOR EMPLOYEES WHO ARE IN RECEIPT OF NIB'S RETIREMENT BENEFIT, INDICATE WITH AN 'R' IN THE *RETIRED* COLUMN. ONLY THE EMPLOYER'S CONTRIBUTIONS ARE DUE FOR THESE EMPLOYEES AT A RATE OF 2 PERCENT.
9. NEW EMPLOYEES WHO BEGAN EMPLOYMENT DURING THE MONTH MUST BE ENTERED IN *PART B* ON FORM C.10 (B/C).
10. ALL EMPLOYEES WHO LEFT DURING THE MONTH MUST BE ENTERED IN *PART (C)* ON FORM C.10 (B/C)
11. WEEKLY/MONTHLY IS SIGNIFIED BY WRITING 'W' IF THE EMPLOYEE IS PAID WEEKLY OR 'M' IF THE EMPLOYEE IS PAID MONTHLY. WEEKLY OR EVERY TWO WEEKS PAID ARE CONSIDERED AS WEEKLY (W). TWICE PER MONTH OR MONTHLY PAID ARE CONSIDERED AS MONTHLY (M).
12. ARREARS OF CONTRIBUTIONS:
  - a. IN ACCORDANCE WITH SECTION 55(1) OF THE NATIONAL INSURANCE ACT, 1972, INTEREST IS CHARGEED AT THE MINIMUM RATE WHICH IS EQUAL TO THE PRIME RATE FIXED BY THE CENTRAL BANK OF THE BAHAMAS FROM TIME TO TIME.
  - b. IN ORDER TO AVOID PAYMENT OF INTEREST ON ARREARS, CONTRIBUTIONS MUST BE PAID WHEN DUE.
  - c. CONTRIBUTIONS ARE DUE AT THE END OF THE MONTH. IF CONTRIBUTIONS ARE NOT RECEIVED BY THE 15TH OF THE FOLLOWING MONTH, PAYMENTS RECEIVED ARE CONSIDERED IN ARREARS AND ARE SUBJECT TO INTEREST FROM THE FIRST OF THE MONTH FOLLOWING THAT FOR WHICH THEY ARE DUE AND PAYABLE.
  - d. THE BOARD EXPECTS PROMPT PAYMENT OF CONTRIBUTIONS ON DUE DATES. THIS WILL ELIMINATE THE NEED TO RECOVER ARREARS BY LEGAL PROCEEDINGS. EVEN IF CONTRIBUTIONS HAVE NOT BEEN PAID FOR THE MONTH, THE C.10 (A) AND C.10 (B/C) FORMS MUST STILL BE COMPLETED AND SENT TO THE BOARD.
13. TYPE OF CONTRIBUTOR AND RATE OF CONTRIBUTIONS PAYABLE IS IDENTIFIED BY USING ONE OF THE FOLLOWING LETTERS:
 

P – GOVERNMENT AND NON GOVERNMENT ORGANISATIONS & VOLUNTARILY INSURED  
Z – SUMMER STUDENT
14. IF AN EMPLOYER HAS TO ADJUST ANY CONTRIBUTION PAID FOR PREVIOUS MONTH, THE EMPLOYER MUST COMPLETE THE C.10 (A) FORM OUTLINING THE ADJUSTMENTS.

### CONTRIBUTIONS FOR EMPLOYED PERSONS (EFFECTIVE JULY 2014)

ACTUAL WAGE (\$)	INSURABLE WAGES (\$)	CONTRIBUTIONS PAYABLE AS PERCENTAGE OF INSURABLE WAGE		
		EMPLOYEE	EMPLOYER	TOTAL
WEEKLY	WEEKLY			
Up to 59.99	Up to 59.99	2.2%	7.6%	9.8%
60 to 620	60 to 620	3.9%	5.9%	9.8%
Above 620	620	3.9%	5.9%	9.8%
Gratuity (effective July 2013)	-	9.8%	-	9.8%

#### IMPORTANT NOTICE

IT IS AN OFFENCE FOR AN EMPLOYER TO VICTIMIZE OR TERMINATE AN EMPLOYEE WHO MAKES INQUIRY TO THE NATIONAL INSURANCE BOARD CONCERNING THEIR CONTRIBUTION OR BENEFIT STATUS. THIS OFFENCE MAY RESULT IN A FINE OF \$1000 OR IMPRISONMENT OR BOTH.