

EMPLOYERS, Make the time.

COMPLY WITH THE LAW.

The following are your obligations as an employer as provided for under the National Insurance Act of Trinidad and Tobago:

- To register as an employer within 14 days of hiring your first employee.
- To register your employee and unpaid apprentice within 14 days of hiring him or her if they are unable to provide you with a National Insurance (NI) Number.
- To inform employees within 21 days of hiring them whether you have registered them or not.
- To prepare accurate pay records in the appropriate format.
- To make appropriate NI deductions from each of your employee's earnings.
- To remit the combined contribution (you & your employees) to the nearest National Insurance Board of Trinidad & Tobago (NIBTT) Service Centre on or before the 15th day of the following month.
- To complete the employer section on all forms relating to insured persons in your employ.
- To provide insured persons, whose employment has been terminated, with a Termination Certificate that indicates the contributions paid to the NIBTT on their behalf.
- To inform the NIBTT of any of the following changes: business address, name or nature of the business, owners or directors.
- To inform the NIBTT of the closure of your business and return the NI Certificate of Registration.
- To allow any NIBTT Authorised Officer access to records for inspection.

NB: Some of these carry penalties and fines for non-compliance.

employers' responsibilities