

ARRANGEMENT OF REGULATIONS

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THE SOCIAL SECURITY (REGISTRATION OF EMPLOYERS AND EMPLOYEES) REGULATIONS MADE NOVEMBER 6, 1979 UNDER SECTIONS 23 AND 44 OF THE SOCIAL SECURITY ORDINANCE.

S.R.O. 51/2005

Short title. **1.** These Regulations may be cited as the Social Security (Registration of Employers and Employees) Regulations.

Interpretation. **2.** In these Regulations___

“Ordinance” means the Social Security Ordinance;

“employer” means a person who, or body corporate which, employs any person who is insurable by virtue of subsection (4)(a) of section 18 of the Ordinance;

“employee” means a person who is insurable by virtue of subsection (4)(a) of section 18 of the Ordinance;

“termination of employment” includes the employed person leaving his work or the dismissal of the person by his employer, in either case, whether in accordance with the contract of service or not.

Registration of employers. **3.** (1) The Director shall issue to each employer in the Territory a form called Employers Registration Form for the registration of such employer and the employer to whom the form is issued shall after filling in the particulars called for therein, affix his signature thereto and return such form within fourteen days to the Director.

(2) An employer who has not received the Employers Registration Form shall make a request to the Director for such a form and it shall be the duty of the Director to make such a form available to such employer.

(3) On receipt of the Employers Registration Form the employer shall comply with the provisions of paragraph (1) and return same to the Director within the time specified therein.

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4. (1) To every employer registered under Regulation 3 the Director shall issue such number of forms called Employee Registration Form as the Director may deem necessary.

Registration of employees.

(2) It shall be the duty of such employer to deliver such form to each of his employees and cause such form to be completed and signed by each of them and forward the same to the Director forthwith:

Provided that where any of his employees has been previously registered, the employer shall not comply with the provisions of paragraph (2) but shall inform the Director of the name, address and registration number of each such employees employed by him.

5. (1) On receipt of the Employees Registration Form from each employer the Director shall issue a registration card in respect of each employee in the service of such employer, and it shall be the duty of each employer to deliver such registration card to each of his employees.

Issue of registration cards

(2) Any employee who has not received a registration card within three weeks of the delivery by him to his employer of the Employees Registration Form duly completed and signed by him shall immediately inform the Director.

6. (1) An employee who has received a registration card in accordance with Regulation 5, shall be responsible for its safe custody. Where any such card of an employee is lost, destroyed or defaced such employee shall apply to the Director for issue of a replacement card and for this purpose shall furnish to the Director such information as may be necessary.

Obligations of employees.

(2) Every employee to whom a registration card has been issued shall at the commencement of employment with a new employer, or on request by an Inspector, produce his card to such employer or Inspector as the case may be.

7. Any notice, application, card or other document which is authorized or required to be given, presented, issued or delivered under these regulations shall be deemed to be given, presented, issued or delivered if sent by post.

Notices, etc. maybe sent by post.

8. Any person who contravenes or fails to comply with these Regulations shall be guilty of an offence and shall be liable on summary conviction therefore to a fine not exceeding one hundred and fifty dollars and in the case of a continuing offence to a fine not exceeding ten dollars for each day on which the offence continued.

Penalties for breach of Regulations
