

GUYANA

No. 28 of 1989

REGULATIONS

Made Under

THE NATIONAL INSURANCE AND SOCIAL SECURITY ACT
(Cap. 36:01)

IN EXERCISE OF THE POWERS CONFERRED UPON THE MINISTER
BY SECTIONS 13, 16, 17, 18 AND 51 OF THE NATIONAL INSURANCE
AND SOCIAL SECURITY ACT, I HEREBY MAKE THE FOLLOWING
REGULATIONS:—

Citation. 1. These Regulations, which amend the National Insurance
and Social Security (Collection of Contributions) Regulations*,
may be cited as the National Insurance and Social Security
(Collection of Contributions) (Amendment) Regulations 1989.

Amendment
of the Prin-
cipal Regu-
lations. 2. The Principal Regulations are hereby amended in the
following respects —

- (a) in regulation 2, by the deletion of the definition of the
expression “wage group” and the insertion of the fol-
lowing definitions in their correct alphabetical order —
‘ “insurable income” means income on which contri-
butions are paid by an insured person and is delimited
to an income range which is determined with reference
to the existing statutory minimum wage;

“registration card” means the Social Security Regis-
tration card issued under these Regulations to a
person registered as an insured person;’

*Cap. 36:01 Subsidiary Legislation.

- (b) in regulation 3, by the substitution for the word "contribution" of the word "registration";
- (c) by the substitution for the word "Contribution" in the heading under "Part 1" of the word "Registration";
- (d) by the substitution for regulations 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15 and 16 of the following regulations —

Registration of employers. 4. (1) Every person who is an employer shall be registered under these regulations.

(2) Every application for registration under this regulation shall be submitted to the General Manager on the prescribed form.

(3) Where an employer is registered under this regulation he shall be issued with a registration number.

Registration of employed persons. 5. (1) Every person becoming an employer shall

- (a) give notice thereof to the General Manager;
- (b) submit to the General Manager a complete list of every person in his employ;
- (c) submit to the General Manager an application for registration as an insured person in respect of each person in his employ.

(2) Where an employer employs any person who has not previously been registered as an insured person under these regulations, the employer shall submit to the General Manager an application for the registration of that person.

(3) Every employed person shall supply the personal particulars necessary for the completion of the appropriate form of application, be responsible for the correctness of the personal information and shall affix his signature to that part of the form provided therefor.

Issue of registration card. 6. (1) If upon the receipt of an application for registration under regulation 5 the General Manager is satisfied that the applicant is entitled to be insured, he shall cause such registration to be effected and a registration card with a number to be issued to the employer for delivery to the employee.

(2) Where a person in respect of whom a registration card has already been issued becomes employed in another establishment, the new employer shall require the employed person to produce his registration card.

Form of registration card. 7. A registration card shall be in such form as the Board may determine and when issued shall remain the property of the Board.

No charge for issue of registration card. 8. A registration card shall be issued without charge to or in respect of a person applying for it.

Destruction or loss of registration Card. 9. If a registration card is destroyed or lost or is defaced in any material particular while in the custody of the insured person, the employed person shall report the matter to the General Manager and apply for the issue of a registration card to replace the card which has been destroyed, lost or defaced.

Custody of registration card. 10. Every employed person to whom a registration card has been issued under these regulations shall be responsible for its custody until the registration card is returned or delivered to the General Manager or retained by an inspector in accordance with these or any other regulations.

Inspection of registration card. 11. (1) An insured person shall produce his registration card for inspection at any reasonable time when required to do so by an inspector and, if so required, shall deliver up the same to the inspector who may retain it.

(2) Where an inspector retains the registration card of an insured person under this regulation he shall give to the insured person a receipt for the Card retained by him.

Surrender of registration card on the death of insured person. 12. On the death of an insured person, any person having possession or thereafter obtaining possession of the registration card of the deceased person shall immediately surrender the card to the General Manager.

Periodical statements by employer. 13. Every employer shall, within fifteen days after the end of the months of March, June, September, and December of each year or within any other period of time in each year as the Board thinks fit, submit to the Board in such form as the Board may determine a statement in respect of each person in his employ.

be kept by 14. Every employer shall keep and maintain a
employer. register in which he shall record in respect of each
person in his employ the following particulars —

- (a) name, address and social security number;
- (b) date of commencement of employment and date of cessation of employment;
- (c) date and amount of each payment;
- (d) amounts deducted from payment as national insurance contributions.

Examination 15. (1) Every employer shall keep and maintain all
of records. wages sheets and other records and documents pertaining to payments and deductions towards national insurance in respect of each person in his employ and shall make available such wages sheets and other records and documents to any inspector or person authorised by the Board for the purpose of examination.

(2) All wages sheets and other records and documents required to be kept under paragraph (1) shall be preserved for a period of five years.”;

(e) in regulation 17 —

(i) by the substitution, in paragraph (1), for the words “at the rate set out in column 6 of the Schedule in relation to the wage group into which fall the wages paid to the insured person” of the words “the amount of which shall be a percentage determined by actuarial calculations and approved by the Board of the insured persons’s insurable income”;

(ii) by the substitution, in sub-paragraph (b), for the words “wage group to which his wages are to be assigned” of the words “amount of contributions which should be paid in accordance with paragraph (1)”;

(iii) by the substitution, in sub-paragraph (c), for the words “insurance stamps” and “affixed to contribution cards” of the words “contribution” and “paid” respectively;

(iv) by the substitution, in sub-paragraph (d), for the words “as set out in the Schedule in relation to wage group x” of the words “the amount as may be determined by actuarial calculations approved by the Board necessary to cover the cost of industrial benefits”;

- (f) in regulation 19(3)(b), by the substitution for the words "the currency of the contribution card" of the words "each calendar year";
- (g) in regulation 20 —
 - (i) by the deletion in the marginal note of the words "; cancellation of stamps; marking of cards";
 - (ii) by the substitution, in paragraph (1), for the words commencing "by affixing" and ending "on the card" of the words "in cash or by cheque to the General Manager on the appropriate form on or before the fifteenth day of each month in respect of the previous month";
 - (iii) by the deletion of paragraphs (2) and (3);
- (h) in regulation 21(1), by the deletion of the words commencing "as set out" and ending "in column 6 thereof";
- (i) by the deletion of regulations 22, 23 and 24;
- (j) in regulation 25(4), by the substitution for the words "in the appropriate" of the words "at the appropriate", and for the words "wage group" wherever they occur of the word "amount";
- (k) by the deletion of regulations 27 and 30;
- (l) by the deletion of the Schedule at the end thereof.

Made this 27th day of July, 1989.

Carl B. Greenidge.
Minister of Finance.