

MONTHLY RETURN OF CONTRIBUTIONS

(To be submitted with payment)

Regn. No.
 Address
 Telephone No.
 Contact Person:
 Employer
 Month: Year:
 Nature of Business:

Address
 Telephone No.
 Contact Person:
 Nature of Business:

No. of employees Contributions
 Rs
 Cs
NPF
NSF
LEVY
Total Payable
Total Basic Wage Bill

For official use only
 Return No.:
 R/Unit:
 Initial:

I certify that to the best of my knowledge the information on this return is correct
 Signature :
 Name :
 Position :
 Date :

Details of Contributions

(1) S.N.	(2) National Identity Number of Employees	(3) Surname (IN BLOCK LETTERS) (In Alphabetical Order)	(4) Other Names	(5) Rate Code	(6) Pay Period	(7) Wages/Salary		(8) Conts (NPF)		(9) Conts (NSF)	
						Rs	Cs	Rs	Cs	Rs	Cs
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

Rate: S (3% + 6%); T (6%) for employees over retirement age; G: (0 + 6%)
 Pay Period: M: Monthly; F: Fortnight; W: Weekly

NOTES

1. As from July 2002, a monthly return of all insured persons in your employment (Except household employees) should be submitted on this form to the Ministry of Social Security, National Solidarity & R.I not later than 20 days after the month for which contributions are payable together with the remittance.
2. Contributions deducted from the employee's wages/ salaries and the Employer's Share of Contributions should each be calculated to the nearest rupee, i.e 50 cents or more rounded to the next rupee and any amount less than 50 cents disregarded.
3. Employers should ensure that they pay the exact amount of contributions which should tally with the amount recorded on their monthly returns.
4. The National Identity Number, Surname and other Names, wages/salary, and the amounts payable to the National Pensions Fund and the National Savings Fund in respect of each employee should be correctly and legibly recorded.
5. The total basic wage bill (excluding cents) and the levy payable to the Human Resource Development Council (HRDC) should also be correctly recorded.
6. Surcharges are payable on both late payment of contributions and late submission of monthly return. For late payment contributions, a surcharge of 5% of contributions for each month or part thereof becomes due. The minimum amount of surcharges for late monthly return is Rs. 500; the rate of surcharge being 1% of total contributions payable for the particular month or Rs. 200 for each day, whichever is the lesser. The total amount of surcharge for a late monthly return is the total amount of contributions payable or Rs. 20,000 whichever is the lesser, subject to the minimum amount of Rs. 500.
7. Failure to submit the monthly return may also entail legal action and, on conviction, to a fine not exceeding Rs. 50,000 and a term of imprisonment not exceeding twelve months.
8. Contributions are payable on basic wages/ salaries to a prescribed ceiling.

Wages/Salary : Where an employee has been paid fortnightly, half-monthly or Weekly. The total amount paid in respect of the amount should be entered in the Wages/ Salary column.

RATE DESCRIPTIONS

Rate Code	Employee's Share of Contributions (NPF) - %	Employer's Share of Contributions (NPF) - %	Employer's Share of Contributions (NSF) - %	Employee's Share of Contributions (NSF) - %
S	3	6	2.5	1
P	3	10.5	2.5	1
H	5	8.5	2.5	1
T	0	6	0	0
Q	0	10.5	0	0
I	0	8.5	0	0
N	0	0	2.5	--
G	0	6	2.5	1