

## Checklist for Registration

- ✓ Valid Passport
- ✓ Birth Certificate (remember the Social Security Identification Form must be completed on your behalf)
- ✓ Your Full and Current Name
- ✓ Date of Birth
- ✓ Current Residential Address
- ✓ Employer Information
- ✓ Your Job Title/Occupation

## Types of Benefits

- **Sickness Benefit** – this benefit is payable to insured persons who are unable to work because of illness.
- **Maternity Benefits** – these benefits are payable to an insured woman who is pregnant or has given birth or to the wife of an insured man as the case may be.
- **Invalidity Benefit** – this benefit is payable to an insured person who has been medically declared invalid and is between the ages of 16 and 62.
- **Age Pension** – this is payable to an insured person who has attained the age of 62 and has at least 500 contributions in the fund. He/she becomes entitled to a monthly age pension for the remainder of his/her life.
- **Survivors' Benefits** – these types of benefit are payable to a widow, widower, child or dependent parent of a deceased insured person where they qualify.
- **Employment Injury Benefits** – these are benefits payable to an employee who is incapable of work and, or, incurs expenses due to an injury or disease sustained or related to the circumstances of employment.

Monday - Thursday	8:15 AM - 4:30 PM
Friday	8:15 AM - 4:15 PM
Saturday	CLOSED
Sunday	CLOSED
Public Holidays	CLOSED

### HEAD OFFICE

Robert L. Bradshaw Building  
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Basseterre  
St. Kitts  
PH: 869/465 2535  
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Email: [pubinfo@socialsecurity.kn](mailto:pubinfo@socialsecurity.kn)

### BRANCH OFFICE

Pinney's Estate  
St. Thomas' Parish  
P.O. Box 667  
Nevis  
PH: 869/469 5245  
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Email: [nevis@socialsecurity.kn](mailto:nevis@socialsecurity.kn)



## First Job?

Register with us and secure  
Your #Future!



Pregunte por nuestro expert  
espanol para ayudarle

St. Christopher and Nevis  
Social Security Board



[www.socialsecurity.kn](http://www.socialsecurity.kn)

## What is Social Security?

The St. Christopher and Nevis Social Security Fund was established in 1978 replacing the National Provident Fund.

Social Security is basically a form of insurance very much like any other insurance, except that this insures **INCOME**. Where someone provides for his or her needs by earning an income from work, Social Security compensates the worker when some type of contingency causes the worker to be unable to work, or when the worker becomes eligible to retire.

## How Do I Become An Insured Person?

Upon securing employment for the very first time, you are obliged to register with the Social Security Board. This must be done as soon as you become engaged to work by an employer. If your first employment is as a self-employed person, once you are over the age of 16 years, you must register as soon as you begin self-employment.

To ensure proper registration, you must present valid documents such as a **passport** or **birth certificate**.

If you have a valid passport, all you need to do is complete the 'Application For Registration' form. This form requests your personal information including your full name, date of birth, residential address, contact numbers and your employer's information if you are an employee.

If you do not have a valid passport, you need not worry! You can bring an original birth certificate. If you present a birth certificate we will require you to have a *Social Security Identification Form* completed on your behalf by a member of the National Assembly, the Island Assembly, a Senior Social Security Officer, a Minister of the Church or your employer among others.

*Ask the Registration Officer for the full listing of persons who may be able to complete the Social Security Identification Form.*

## What Happens Next?

Once you have completed the application form, the Registration Officer will invite you to submit yourself for your photograph to be taken. Having done this, the officer will enter your particulars into our computer system and produce an identification card bearing your *Social Security number, photograph, name, date of birth, nationality, gender, height, issue and expiry dates; along with your signature.*



*Replica of New Social Security Registration Card*

## Why Do You Need A Social Security Number

Your Social Security Number is very important. The number is exclusive to you. In other words no one else has been assigned that number.

Social Security uses your identification number to allocate contributions towards future benefits including both short-term and long-term ones such as Sickness Benefit and Age Pension.

## What Is Your Contribution Rate?

The Social Security Board depends on the contributions of employers, employees and self-employed persons in order to be able to provide the various benefits paid by the Fund.

Employers are entitled to make certain deductions from the wages of their employees. The employer is also required to pay contributions on behalf of his or her employees. Self-employed persons have the responsibility for paying their own contributions but are allowed to select an earnings level based on a given scale.

For employees between the ages of 16 and 62, five per cent (5%) is deductible from their wages. An additional five per cent (5%) from the employer's resources is paid along with a further one per cent (1%) for Employment Injury coverage. Thus a total contribution of eleven per cent (11%) is made for an employee between the ages of 16 and 62, while only 1% is payable for persons under 16 and over 62 years of age.

Self-employed persons pay contributions at the rate of ten per cent (10%) of the selected earnings level.