

Step 7 Employer registration

Who to contact?

The Employment Services Department, Vanuatu National Provident Fund (VNPF) is responsible for employer registration. Employers may apply at VNPF's offices in Port Vila or Luganville. Contact details are as follows:

Port Vila

Mailing address: PO Box 420
Port Vila, Efate, Vanuatu
Physical location: VNPF Building, Rue Pierre Lamy
Port Vila
Telephone: +678 23 808
E-mail: Enquiry@vnpf.com.vu
Website: www.vnpf.com.vu

Luganville

Mailing address: PO Box 297
Luganville, Santo, Vanuatu
Physical location: VNPF Building,
Luganville
Telephone: +678 36106
E-mail: Enquiry@vnpf.com.vu

What is the purpose of the requirement and its legal basis?

The purpose of the requirement is to establish an efficient system for enabling workers to accumulate post-retirement benefits.

The *Vanuatu National Provident Fund Act* (Cap 189) regulates the functioning of the country's employee pension system. The Act requires employers (corporate body or a person) to register with the Fund if they employ one or more people at a wage greater than or equal to 3,000 Vatu per month. Employers are required to apply for registration within 7 days of commencing business. Commencing business is defined as the date the business first employs a person and pays them wages above the designated minimum threshold.

Once registered, employers must ensure that all employees earning above the minimum earnings threshold apply to register with the Fund within 14 days of commencing their employment. Employers are then required to make monthly contributions to the Fund on behalf of these employees. The total contribution per employee amounts to 12% of the employee's gross salary – 6% to be paid by the

employee and 6% by the employer. Contributions must be made before the end of the following month. Penalties are levied against employers failing to adhere to these requirements.

Complete information about employers' contribution responsibilities under the Act is provided in VNPf's employer guide available via the VNPf website.

How does the VNPf employer registration process work?

Employer registration with the Fund involves the following steps:

Complete the prescribed application forms available from VNPf's website – Form E (application for registration as an employer) and Form E/B (list of all employees currently employed).

Submit the completed application forms, along with a copy of employer's business license(s) to either the VNPf's Port Vila or Luganville office. Please note the Luganville office forwards all employer registration applications to Port Vila for processing.

Receive the employer registration package including a letter confirming registration, employer registration certificate, a copy of the Employer's Handbook, the latest copy of the VNPf newsletter, and employee contribution schedules along with instructions of how to complete them.

Employers can register as an employer without having hired employees yet. Under this scenario they are not required to submit Form E/B but only indicate the date they expect to become an employer.

An investor with operations located in multiple locations throughout the country can register as a single employer covering all locations. Alternatively, each separate location of the business can register as an employer.

How are decisions made?

Applications to register as an employer with the Fund are accepted as long as the information provided in the application is complete and the employer holds a valid business license.

How long does it take?

Employer registration takes 3 to 4 working days once the application has been received by VNPf's Employer Services Department based in Port Vila.

How much will it cost?

No fee is charged for registering as an employer with the Fund.

Once registered, employers must make monthly pension contributions amounting to 12% of their active employees' gross wages.