



SOLOMON ISLANDS NATIONAL PROVIDENT FUND BOARD

EMPLOYER'S REGISTRATION FORM

This form must be posted to the General Manager, National Provident Fund, P.O Box 619, Honiara, or delivered to the office of the Fund at 1st Floor, NPF Building, Honiara or to NPF Provincial Office at Gizo and Auki.

DATE RECEIVED : APPLICATION NO : EMPLOYER NO :

1. Name and Postal Address of Business/Employer

Phone Business _____ Fax _____ Email _____
Number Residence _____ Number Address

2. Business or Trade Name

3. Constitution of Business (Put tick where applicable)

- Sole Proprietor Private Company Cooperative Societies
- Partnership Public Company Charitable Organization
- Others State Owned Enterprises Non-Governmental Organization

4. Nature of Business or Business Industry Type

5. Commencement of Business

Company/Business Start Date _____ First Date Wages Paid _____
Total Number of Unregistered Employees _____ Total Number of Employees _____
Total Number of Expatriate Employees _____ Company Registered Number _____

6. Physical Location of Business Premises/Actives

Province _____ Location _____

7. Address of Other Premises or Branches

8. Name & Address of Previous Owner of Business (if any)

9. If previously Registered as an Employer with the SINPF, State Employers Reference Number

10. Full Name & Address of Employer/Owner of Business or Principal Partner

11. I HEREBY CERTIFY THE ABOVE TO BE TRUE AND CORRECT; SIGNING THE FORM ON BEHALF OF THE OWNER OF THE BUSINESS OR PRINCIPAL PARTNER: SECRETARY, OR MANAGING DIRECTOR, OR CHARTERED ACCOUNTANT

SURNAME _____ FIRST NAME _____

Signature Designation Date

NOTES AND INSTRUCTIONS TO EMPLOYERS

1. The purpose of this form is to enable the Fund to register you or your business and to ascertain:
 - Your full postal address to be used in future correspondences; and
 - The number of employees not registered as members of the Fund for whom forms (NPF 6) are required.
2. If wages are not calculated centrally please state whether separate registration of other Branches is required.
 - The following advice is given:
 - As the Fund will send any queries to the point of registration it is usually best to register separately any branch which has full authority in pay matters;
 - if, however, wages are calculated at an employers headquarters, and local branches merely pay out the amounts authorized centrally, it may be better to centralize the calculation and payment of contributions also, unless branches hold full information and authority to answer queries.
3. You will be allocated a Reference Number, which will be used in future correspondences and printed on forms provided for your use.
4. A copy of "Guide for Employers" is enclosed. This is a booklet of instruction and advice. You will later be sent the required number of registration forms for employees and forms for monthly returns.

FOR OFFICIAL USE ONLY

Action Taken	Initials	Date
System Registration/Number Allotted		
File Cover Prepared		
Employers Forms, Brochures and Leaflet Sent		

Detailed Location of Companies and Busiensses

Province	Region	Location

SOLOMON ISLANDS NATIONAL PROVIDENT FUND

All correspondence to be addressed to the General Manager & Chief Executive Officer

HONIARA NPF HEAD OFFICE

P.O.Box 619
 Honiara
 Solomon Islands
 Telephone : (677) 21569
 Fax : (677) 20484

NPF GIZO OFFICE

P.O.Box 121
 Gizo Post Office
 Western Province
 Telephone : (677) 60015 / 60016
 Email : npfgizo@solomon.com.sb

NPF AUKI OFFICE

P.O.Box 58
 Auki Post Office
 Malaita Province
 Telephone : (677) 40290 / 40299
 Email : npfauki@solomon.com.sb