



Department of Social Insurance

GUIDELINES FOR THE SUSPENSION OF SOCIAL INSURANCE CONTRIBUTIONS
IN ACCORDANCE WITH
THE CONTRIBUTORY PENSIONS TEMPORARY AMENDMENT ACT 2020

GUIDELINES FOR EMPLOYERS

- Step 1. Employees must inform to let you know if they wish to suspend their contributions. ***Important*** As the employer you cannot automatically suspend without the employee's signed consent.
- Step 2. If the employee chooses to consent, provide them with a consent form to complete. The form must be signed by both the employer and employee. Keep one for your records and provide a copy to the employee and to DOSI.
- Step 3. Provide a list of all employees who have requested a suspension on the Employee Suspension Form and submit to DOSI.
- Step 4. Distribute FAQs which are listed on the www.gov.bm website to your employees.
- Step 5. Contact the Department at 444-2470 or email SIsuspend@gov.bm if you have any questions or wish further assistance.

GUIDELINES FOR EMPLOYEES

- Step 1. You must inform your employer that you wish to suspend your contributions for the period between July 1, 2020 and June 30, 2021. ***Important*** Your employer cannot suspend your contributions without your written consent.
- Step 2. A consent form will be provided by your employer for you to sign if you wish to suspend during the period.
- Step 3. Your employer should provide you with a copy of your signed consent form.
- Step 4. If you change employers during the suspension period you will have to complete this process again.
- Step 5. Contact the Department at 444-2470 or email SIsuspend@gov.bm if you have any questions or wish further assistance.

***Forms can be submitted to the Department via email at SIsuspend@gov.bm or delivered to our front desk reception.
Please call our hotline for any suspension queries at 444-2470***