

**WORKERS' COMPENSATION COMMISSION
NMI RETIREMENT FUND**

PUBLIC NOTICE

THIS IS A REMINDER TO ALL BUSINESS LICENSE APPLICANTS. Pursuant to Public Law 6-33 & 9-33. "The Workers' Compensation Law", all employers in the Commonwealth of the Northern Mariana Islands are required to provide workers' compensation insurance coverage for their employees. Upon procuring such insurance coverage, you must file a Certificate of Compliance (Form WCC-100) along with a copy of your insurance policy to Workers' Compensation Commission within 30 days. The 30-days grace period is also applied to renewal of an existing insurance policy.

WHAT WILL HAPPEN IF YOU FAILED TO COMPLY WITH THE WORKERS' COMPENSATION COVERAGE REQUIREMENTS?

First of all, there is a civil penalty for non-compliance. Failure to secure workers' compensation coverage will result in the assessment of a civil penalty amounting to \$100 per day. However, in the event the insurance policy is issued but you failed to file the Certificate of Compliance with WCC within the 30-days grace period, the penalty assessment is \$100. It is the responsibility of the Employer (not the Insurance Carrier) to file the Certificate of Compliance.

Secondly, you are required to obtain a certificate of clearance from Workers' Compensation Commission prior to issuance of your business license. When you apply for a new business license or renewing your existing license, you are required by law to show evidence that you have complied with the Workers' Compensation coverage requirements. Failure to obtain the Certificate of Clearance will jeopardize the processing of your business license. In other words, the approval of your business license is contingent upon the issuance of the Certificate of Compliance.

YOU MUST PROVIDE THE FOLLOWING IN ORDER TO OBTAIN A CERTIFICATE OF CLEARANCE:

- 1. Business License Application**
- 2. Application for a Certificate of Clearance**
- 3. Proof of insurance coverage (if you have employees)**
- 4. Map (location of your Business)**

For more information, please visit or contact the Workers' Compensation Commission offices nearest you.

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