



Ministry of Finance in partnership with Samoa Chamber of Commerce Wage Subsidy Scheme Fact Sheet

Overview: Wage subsidy will be available for Employees in the affected **Tourism and Hospitality/Manufacturing** Industries who are struggling to retain employees because of Covid 19. The Wage subsidy is to be distributed via the Employers to affected employees.

Amount of support: Universal wage subsidy to all affected Employees from the Tourism and Manufacturing sector affected by Covid 19. A paid out flat rate approved and decided by the Ministry of Finance.

Eligibility:

- 1) Your Business must be registered and up to date with business licenses in Samoa
- 2) Workers were made redundant from Covid 19 SOE
- 3) Workers you were made to take LWOP from Covid 19 SOE
- 4) Workers who worked and reduced hours/rate during SOE
- 5) Your Employees were legally employed at the place of employment at the declaration of the SOE on the 22nd March 2020.
- 6) Tourism and Manufacturing sectors are the priority for wage subsidy
- 7) Only completed Wage registration forms will be processed by the Ministry

What do you need to apply?

- 1) Complete the wage subsidy registration sheet and submit to MOF/SCCI team
- 2) Your Business Tin Number
- 3) Your Full Business Trading name
- 4) Business Address
- 5) The Names of your Employees
- 6) Employee Individual Bank and Bank account numbers
- 7) Your Employees NPF numbers
- 8) Updated Contact details of Employees
- 9) Business Up to date with Employee NPF payments (affected period only)
- 10) Business Up to date with Employee ACC payments (affected period only)
- 11) Business Up to date with PAYE forms submitted to NPF (affected period only)

Timeline for wage subsidy

- 1) **30th September 2020** - Circulation of registration and fact sheet to the Tourism and Hospitality/Manufacturing Businesses and note the due date 2nd October 2020.
- 2) **14th October 2020** – Due date of Completed Application sheets. Only completed registrations sheets will be submitted by SCCI/MOF team for payment
- 3) **20th October 2020** - Final Master Sheet completed and sent into Ministry of Finance for audit checks of business information and preparation of payments to approved businesses.
- 4) **26th October 2020** – Disbursement of payments in Upolu/Savaii Samoa Chamber Training team

Disbursements of Funds

The disbursement of wage subsidy will be paid by MOF into bank account of employees “EFT” (Electronic Funds Transfer).

Those who haven’t provided bank details the team will disburse with support of employers and MOF internal audit team.

- 1) For Upolu Based businesses Payment uplifted from SCCI Office
- 2) Hotels in rural based areas Aleipata/Slumu/Lefaga/Manono areas to be delivered to affected businesses
- 3) Hotels in Savaii to be delivered to affected businesses (Hotels in Savaii).

Audit:

- 1) Followup audit on affected employees to ensure payout.