

Save Today,  
Enjoy Tomorrow



## How To Make Contribution Payments



### Contact Us

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VANUATU NATIONAL  
PROVIDENT FUND



Vanuatu National Provident Fund

visit [www.vnpf.com.vu](http://www.vnpf.com.vu)



VANUATU NATIONAL  
PROVIDENT FUND

1. Section 26(1) of the VNPF Act [CAP.189] states that the employer shall pay to the Board the contributions payable in any month for and by all of his employees by the end of the following month in such manner and such form as may be prescribed.
2. Contributions are paid using the prescribed form which is known as the *Employer Contribution Schedule*.
3. Note that Section 26(2) of the VNPF Act says that failure to pay contributions within the specified time period will make the Employer liable to pay a 5% surcharge on the amount owing.
4. Upon registration as an Employer, you would have provided your mailing address to VNPF. Check your mail box every month to confirm receipt of your *Employer Contribution Schedule* or visit the nearest VNPF office and ask for a print out of your Schedule.
5. Carefully check that the details entered on the Schedule are correct and make any edits to the content. Ensure to sign off and date your Schedule.
6. Prepare the total amount of contribution payable. Remember, Calculation of VNPF is based on employees' "gross wages".
7. Wages includes Bonuses and Overtime but not allowances for meals, subsistence, housing, and child allowances .
8. VNPF contributions total 8% of the employee's gross wages – you contribute 4% and your employee contributes 4%. For example, if gross wages are VT10,000, then VNPF deductions are VT800 - so you contribute VT400 and your employee VT400. The balance remaining of VT9,200 will be paid as your employee's wages.
9. Once you have completed your Schedule, bring it to VNPF and check with the Employer Relations Department that your Schedule is in order.
10. Once the Schedule is verified, pay by cash or cheque at VNPF's cashier, located in the Members Services Department.

11. The cashier will issue you with a receipt which you should file away for safe keeping and future reference if need be.
12. If you intend to pay contributions through a direct deposit to VNPF's bank account, you will need to be mindful that VNPF accounts are held with ANZ Bank Limited and National Bank of Vanuatu only. The account details are provided below:

**ACCOUNT NAME** VNPF – Contribution (Vila) Account  
**ACCOUNT NUMBER BANK**—754479  
**BANK** - ANZ

**ACCOUNT NAME**—Vanuatu National Provident Fund  
**ACCOUNT NUMBER BANK**—0000527001  
**BANK** - NBV

13. The Schedule will still need to be verified by VNPF prior to making a deposit at the bank.
14. Once you have made the deposit, you will need to notify VNPF's Contributions Team on the details of the deposit.
15. The Contributions Team will then check VNPF's accounts to confirm receipt of the payment before notifying VNPF's Cashier of the payment.
16. A receipt will then be issued to you to confirm receipt of the contribution payment.

