

**labour**Department:  
Labour  
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## How To

Simple step-by step instructions for processes and procedures

- **How To Claim from the Compensation Fund if you are a Worker**

All workers must report all accidents or disease to their employers immediately, and submit forms from their doctor.

- **How To Pay the Compensation Fund**

The Compensation Fund sends employers a notice of assessment indicating the amount payable.

- **How To Register with the Compensation Fund**

All employers must fill in and send forms with a copy of the registration certificate of the Registrar of Companies or their ID document to register with the fund.

- **How to Report an Occupational Accident with the Compensation Fund if you are an employer**

Employers must send the necessary forms with the doctors report to the Compensation Fund when accidents occur.

- **How To Report an Occupational Disease to the Compensation Fund if you are an Employer**

All employers must report all occupational diseases within 14 days.

- **How To Submit Earnings Statements to the Compensation Fund**

The Compensation Fund sends earnings statement forms to employers every year. Employers must fill in the forms and send it back to the Fund.