

COVID –19: INCOME SUPPLEMENT SCHEME

This document is provided for information only and does not purport to set out the full terms and conditions of the Scheme. For these please refer to the “Guidance Notes and Application Form for Employers”.

What is the Income Supplement Scheme?

This scheme is designed to assist those in self-employment (including sole traders, partnerships, casual workers and others) who have experienced a significant reduction in sales with a non-repayable grant that is intended to supplement those funds they usually would take out of their business for personal use (also known as owner’s draws).

What assistance does the scheme offer me as an employer?

FIG is offering to supplement the applicant’s monthly income at a rate of up to 80% of their average pre-Covid-19 income and up to £2,500 per month.

In which cases should I use this scheme?

This scheme is aimed to support self- employed workers who have experienced a significant reduction in revenue due to coronavirus related issues such as lack of demand.

In addition, if you have symptoms of Covid-19 and are required to self-isolate for 14 days or more on a precautionary basis, or are associated with people who have such symptoms who are also required to self-isolate for up to 14 days, then you may claim support under this Scheme (subject to its Terms).

How do I apply under the Income Supplement Scheme?

To apply for Scheme Payments, please send a completed “*Income Supplement Scheme: Application Form*” to the Scheme Administrator.

Alongside this, you must submit relevant supporting financial information for your business as set out in the application form.

Payments will be made through the Treasury Accounts Payable system, therefore if you are not a current recipient of non-cash payments from FIG you will also need to complete a “New Creditor Form”.

Completed application forms and required additional documentation should be submitted to the Scheme Administrator by e-mail to treasury.support@sec.gov.fk or by post to:

The Treasury, Secretariat, Thatcher Drive, Stanley.

If you need further clarification as you fill out the forms please contact FIG’s Finance branch by telephone at 28400.

Applications will be assessed by the Scheme Administrator who may request and receive further information or clarification from an applicant as they think fit.

Where can I get the application forms?

Application forms are included as Annexes to the “COVID – 19: INCOME SUPPLEMENT SCHEME Guidance Notes and Application Form” document.

These documents are available from:

- FIG website: <https://www.fig.gov.fk/covid-19>
- The FIDC website: <http://www.fidc.co.fk/library/covid-19>
- Hardcopies are available from the Post Office.

How long will my application take to process?

The Scheme Administrator will endeavour to decide an application and communicate that decision as soon as reasonably practicable (and in any event within twenty-one days) after receipt of an application.