

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 pay up to 80% of the average net monthly earnings of the business concerned (seasonally adjusted as necessary) for a period of up to 90 days and at a rate of up to £2,500 per month.

Should I use this scheme or the previous Employment/Self-Employment Support Scheme?

If you have symptoms of Covid-19 and are required to self-isolate for 14 days or more on a precautionary basis (or for three months or more where the person concerned is within one of the categories of vulnerable individuals), or are associated with people who have such symptoms who are also required to self-isolate for up to 14 days, then you shall continue to be entitled to claim under the Employment/Self-Employment Support Scheme which continues to operate in accordance with its terms.

However, if you are required by FIG to stay at home on account of coronavirus as a non-essential worker, and are unable to work from home during that time then as of 23rd April 2020, you will no longer be eligible to claim support under the Employment/Self-Employment Support Scheme and should apply under the Income Supplement Scheme instead. A list of Essential Workers is provided at the end of this document for reference.

This new scheme is not only for non-essential self-employed workers, but also for self-employed workers in the essential economic sector who have experienced a significant reduction in revenue due to coronavirus related issues such as lack of demand.

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 may be submitted at any until 29th July 2020, or until FIG gives notice that no further funds are available under the Scheme. Each application must have been submitted before the end of the Scheme Term or by the date specified in that notice.

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.

If you need further clarification please telephone the Treasury Branch at 28400.

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.

Essential workers are those employed in Critical/Key services which include:

Health and social care - including:

- Doctors, nurses, midwives, paramedics, social workers, care workers and any other frontline health and social care staff who need to remain at work
- Support and specialist staff required to maintain the sector

Key public services - including:

- Those essential to the running of the justice system
- Those responsible for the management of the deceased
- Media and broadcasters who are providing public service broadcasting and the Government Communications team

Government - administrative occupations essential to delivering:

- The response to coronavirus
- Key regulatory services
- Essential public services, including the payment of benefits, and key treasury functions

Food and other necessary goods - including:

- Those involved in food production, processing, distribution, sale and delivery

Public safety and national security - including:

- Police and required support staff
- Fire and rescue service employees
- Those maintaining border security
- Prison and probation staff

Transport - including:

- Those who'll keep FIGAS and ferry passenger and freight and passenger transport supporting the response
- Shipping links including SAAS
- Port operators

Utilities, communication and financial services - including:

- Staff needed for:
- Essential financial services provision
- Electricity and water sectors, including sewerage
- Fuel supply
- Information technology and data infrastructure sector

Key staff working in the following sectors:

- Telecommunications
- Emergency repair workers
- Accommodation providers
- Postal services
- Agricultural workers

Note. If you are unclear about whether you are an “essential” worker or not, please contact the Secretariat on 28450