



## **EMPLOYER UPDATE FORM**

The National Social Security Fund (NSSF) is in the process of upgrading its information system in order to enhance efficiency in service delivery.

In order to successfully update the system, registered employers are required to fill in the following details:

1. Employer NSSF Registration Number: .....
2. Business/Organization Name: .....
3. Registration Certificate Number: ..... Date Issued: .....
4. Nature of Business: .....

### **Individual/Domestic Employers:**

- Surname: ..... Other Names.....
- ID Card Number: .....
5. KRA PIN Number: .....
  6. **Contact Address:**  
P.O. Box: ..... Postal Code: .....  
Office Tel. Number: .....  
Mobile Number: .....  
Town: .....  
Email address: .....

### 7. **Physical Location:**

- County: ..... District: .....  
Town: ..... Location: .....  
Estate/Village: ..... Local Market: .....  
Building: ..... Street/Road: .....

### 8. **Contact persons:**

- Name:.....Position: .....
- Name: .....Position: .....

**Note:** (i) For change of name or management, you will be required to fill Employer Application form (SF 1)  
(ii) Attach a list of branches and locations of your business if applicable.

Submitted by: Name..... Signature.....

Official Rubber Stamp.....Date.....

**The form can be downloaded from the website: [www.nssf.or.ke](http://www.nssf.or.ke)**

**This form should be submitted to the nearest NSSF office or Huduma Centre.**

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**SF/R&C/REG/DF/002**