



NIGERIA SOCIAL INSURANCE TRUST FUND

**EMPLOYEES' COMPENSATION ACT,
2010**

HOW TO MAKE CLAIM



Workers in a construction site

MOTTO: "NSITF ... Building a Caring and Inclusive Society, Together."

NSITF VISION: *“To be the leading Social Security institution in Africa, setting the agenda for change, social policy, economic empowerment and poverty alleviation in Nigeria.”*

NSITF MISSION: *“To be proactive in providing social security protection and safety nets for all Nigerians against deprivations and income insecurity in accordance with national and international laws, conventions and world best practices.”*

How to make claim

1. In accordance with Section 5 of the Act, an Employer should report the occurrence of workplace accident or injury, or occupational disease or death to the nearest NSITF Office, where the employee or employees suffer injuries; using the prescribed **Form ECS.BF01**. (Download Form from NSITF Website: www.nsitf.net)
2. This is required to enable NSITF take over medical treatment for the injured or sick employee; and subsequently process compensation for the injured or sick employee or his/her dependants, in case of death.
3. Thereafter, the injured or sick employee, (or his/her dependant as appropriate), with the employer’s assistance should download from NSITF website **Form ECS.BF02** (for injury); or **Form ECS.BF02A** in case of death.
4. The Forms **ECS.BF02** & **ECS.BF02A** (as the case may be) downloaded from NSITF website must be duly completed by the employee, or dependant(s) with the assistance of the employer and returned to the nearest NSITF Office for processing.
5. In addition, the employee with the assistance of the employer must download, complete and submit the affidavit **Form ECS.BF03** to confirm his/her injury or occupational disease.

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6. Appropriate instructions on the completion and submission of the Forms with relevant documents are given on each Form.