



SOCIAL SECURITY & NATIONAL INSURANCE TRUST

WEIJA
WEIJA
P.O.BOX MB 149, MINISTRIES
ssweija@ssnit.org.gh
15/01/2019

BA/WB/ 201900268

THE DIRECTOR
CRYSTAL CLEAR LOGIC LIMITED
WJ 327
ACCRA
WEIJA

Dear Sir/Madam,

REGISTRATION OF ESTABLISHMENT

In pursuance of the National Pensions Act, 2008 (Act 766), section 58(1), your establishment and the workers therein have been covered under the SSNIT Scheme with effect from **01/01/2019**.

1. The Employer Registration Number allotted to your establishment is **201900268**.
2. You are advised in line with the provisions of Act 766, section 63(7) to submit Contribution Reports for each month in the approved format at the end of the month.
3. You are further advised to endeavor to pay contributions for every month, latest by the 14th of the ensuing month to avoid imposition of penalties for delayed payment.
4. The Trust deems it worthwhile to inform you that the National Pensions Act, 2008 (Act 766) enjoins you to register all your workers immediately on engagement.
5. You are required to quote their **correct Social Security Numbers** in your Salaries and/or Wages Books as well as on the Contribution Reports which you are mandated to submit to the Trust at the end of every month.
6. Please ensure that the allotted Employer Registration Number is quoted in all transactions with any SSNIT office.

For further enquiries;

- i. you may contact the nearest SSNIT Office
- ii. SSNIT e-mail at contactcentre@ssnit.org.gh
- iii. SSNIT website at www.ssnit.org.gh
- iv. SSNIT Contact Centre on telephone numbers <0302611622, 080010094> for more information on the Trust.

Thank you.

Yours faithfully,

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Branch Manager
S. J. I. I.
JEMILATU MAHAMADU