

**SOCIAL SECURITY & NATIONAL INSURANCE TRUST**

OSU RE

NDK Building, 28th February road, close
to shell filling station
P.O.BOX MB 149, MINISTRIES
ssosu@ssnit.org.gh
16/09/2014

B0/OB/ 201404447

THE DIRECTOR
KLEEN TEEM COMPANY LIMITED
TA249
KLEEN TEEM CO LTD
ACCRA
TAIFA

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 **16/08/2014**.

1. The Employer Registration Number allotted to your establishment is **201404447**.
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 (Act766) 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,

A handwritten signature in black ink, appearing to read 'Jos Aris Bougre', is written over a horizontal line.

JOS ARIS BOUGRE