

SOCIAL SECURITY & NATIONAL INSURANCE TRUST

TEMA C-Z BRANCH OFFICE P.O. Box M.149 Accra July 21, 2011

C2/203J1752/1

DIRECTOR LANDMARK SECURITY LIMITED P.O.BOX AN 16664

ACCRA-NORTH

Dear Sir/Madam,

REGISTRATION OF ESTABLISHMENT (ACT766) 2008

Kindly be informed that with effect <u>from July 01</u>, 2011 your Establishment and the workers therein are covered under the National Pensions Act quoted above. The Registration Number alloted to your Establishment is <u>203J175</u>2

You are further advised to endeavour to pay contributions for any month, latest by the 14th of the ensuing month to avoid imposition of penalty for delayed payment.

We also deem it worthwhile to inform you that the Social Security Law enjoins you to register all workers immediately on engagement.

You are to quote their correct Social Security Number in the Wages Book as well as on the Contribution Reports which accompany Social Security Contribution payments.

Please ensure that the Establishment Number is quoted in all transactions with this office.

Thank You.

Yours faithfully,

BRANCH MANAGER

CC: Head Of Records Dept.

CC: Area Manager - Tema Area Office