



MEMORANDUM

From: Ag. General Manager Operations

GMO/128/18

To: All Branch Managers

August 2, 2018

UNAPPROVED CHANNEL OF CONTRIBUTION COLLECTION

The Operations Business Suite (OBS) provided an additional channel for payment of contributions i.e. payment through Partner Banks. This remains the only approved channel apart from the conventional contribution payment at the SSNIT Branch. Management has also approved the utilisation of the mobile money platform for the collection of contributions which would soon go into production.

Instead of waiting for Management to roll out the full implementation of the mobile money platform, recent audit reports have revealed that, some Branches receive contribution payments via mobile money using the private numbers of individual compliance officers and other staff. This is a serious breach of laid down policy for receiving and accounting for contribution payments.

Reference is made to the memo GMO/218/14/22 dated March 4, 2014 which directed that:

1. Branch Managers must educate Employers that Contributions must only be paid to Cashiers within official hours and NOT to individual Staff.
2. Branch Managers must post CONSPICUOUS PUBLIC NOTICES in their Offices to inform customers that Contributions should be paid only to the Cashier and Official receipts collected from Cashier.

You are advised to ensure strict adherence to the above directives by all staff.

Prior approval must always be sought from the Ag. General Manager Operations, through your Area Managers, before implementing any decision to assist an employer with the payment of contributions.

Note that, appropriate sanctions would be applied to any Manager who authorizes a different mode of contribution collection without approval.

Thank you.

KINGSLEY ADJEI-MANU

Copies: DDG- Operations and Benefits
Chief Internal Auditor
Area Managers
Ag. Operations Coordinator
Compliance Manager