

**GUIDELINES TO COMPLETING THE PERMANENT EMIGRATION
DECLARATION FORM (SS-B11b)**

1. An Applicant whose Home Mission is unable to endorse Part IV of the Emigration Lumpsum Benefit Application (SS-B11a) Form, shall complete Part V of the SS-B11a Form.
2. The Applicant shall contact a Notary Public of his/her choice in Ghana to notarize the completed Permanent Emigration Declaration (SS-B11b) Form.
3. The Applicant shall contact a Notary Public from the Émigré's Home Country to notarize a copy of any one (1) of the under-listed Documents:
 - i. Passport (personal details page only)
 - ii. Exit Travel Ticket
 - iii. Certificate of Permanent Residence
 - iv. Certificate of Naturalisation
4. The Émigré shall then send by Courier (e.g. Fedex, DHL) the under-listed Documents to any SSNIT Branch of his/her choice:
 - i. Completed Emigration Lumpsum Benefit Application (SS-B11a) Form
 - ii. Completed and notarized Permanent Emigration Declaration (SS-B11b) Form.
 - iii. A notarized copy of Émigré's Exit Travel Ticket
 - iv. A copy of any one (1) of the following Documents (notarized in Émigré's Home Country):
 - a. Passport (personal details page only)
 - b. Certificate of Permanent Residence
 - c. Certificate of Naturalisation



EMIGRATION LUMP SUM BENEFIT APPLICATION FORM

All PARTS must be completed in BLACK or BLUE INK and in BLOCK LETTERS only.

PART I: APPLICANT'S PERSONAL DETAILS

Social Security Number

Surname

First Name

Other Name(s)

Date of Birth Date of Retirement

Do you have students' loan obligation? YES NO

PART II: CONTACT DETAILS

CURRENT MAILING ADDRESS

C/o

Institution

Postal Type (Tick (✓) only one) P. O. BOX PMB DTD Post Box Number

Post Box Location Town/City

Region

Mobile Phone No. (Ghana) Phone No. (Abroad)

E-mail Address

Preferred Channel of Communication Post Mobile Other Phone E-mail

RESIDENTIAL ADDRESS/LOCATION (GHANA)

House Number

Street Name

Town/City

Country

Landmark (e.g. Near/Opposite a School/Church/Palace/Mosque, etc)

RESIDENTIAL ADDRESS/LOCATION (ABROAD)

House Number

Street Name

Town/City

Country

Landmark (e.g. Near/Opposite a School/Church/Palace/Mosque, etc)

PART III: BANK ACCOUNT DETAILS (Please attach evidence of GH CEDI Bank Account)

Name of Bank

Account Holding Branch

Account/eZwich Number (13 or 16 digits)

PART IV: ENDORSEMENT BY MISSION

Destination

Departure date

Name of Officer: _____

Designation: _____ Signature & Stamp _____

PART V: EVIDENCE OF PERMANENT RELOCATION *(To be completed in the absence of endorsement by Mission in PART IV)*

In the absence of endorsement by my Home Mission in Ghana in Part IV above, I attach the following as evidence of my permanent relocation from Ghana:

1. Permanent Emigration Declaration Form (SS-B11b)
2. A notarized copy of my Exit Travel Ticket *(See page 3 of Form SS-B11b)*
3. A notarized copy of Other Document *(See page 3 of Form SS-B11b)*

DECLARATION: I solemnly and sincerely declare that the facts stated above are true and complete to the best of my knowledge and believe.

NB: Thumb prints can ONLY be taken by a SSNIT Officer

LEFT THUMB PRINT	
	INDEX
	3
	4
	5

RIGHT THUMB PRINT	
INDEX	
3	
4	
5	

In the absence of a thumb, tick which finger was used

Signature of Applicant _____ Date

If the Applicant cannot read and write English, the following Jurat should also be signed:

I certify that this Application Form, before being signed by the Applicant was first audibly, clearly and distinctly read over and explained to him/her in my presence and hearing and the said Applicant appeared perfectly to have understood same before making his/her mark hereto.

Name of Witness: _____ Address: _____

Signature of Witness _____ H/No.: _____

(FOR OFFICIAL USE ONLY)

Name of Benefits Officer

Officer's Signature & Stamp: _____ Date

Branch Name Branch Code

Name of Branch Manager

Manager's Signature & Stamp: _____ Date



PERMANENT EMIGRATION DECLARATION FORM

SS-B11b

**IN THE SUPERIOR COURT OF JUDICATURE
IN THE HIGH COURT OF JUSTICE
ACCRA – GHANA A.D.**

IN THE MATTER OF THE STATUTORY DECLARATIONS ACT OF 1971
(ACT 389)

IN THE MATTER OF A DECLARATION BY

(Full name of Émigré)

OF REPUBLIC OF GHANA TO AFFIRM MY

(Full address of Émigré)

PERMANENT EMIGRATION FROM GHANA

I, of

(Full name of Émigré)

(Address of Émigré)

Republic of Ghana hereby declare as follows: -

1. That I am the Declarant herein, a and a native of
(Profession of Émigré)
....., in the and a by birth
(Hometown of Émigré) (Geographical region/District/Province) (Nationality of Émigré)
and Nationality.
2. That I arrived in Ghana on from and upon being issued
(Date) (Location)
with Work Permit was employed by
(Name of Employer)
from to
(Date of Commencement) (Date employment terminated)
3. That I understand that I am entitled to be paid the contributions I made to the Pension Scheme under Act 766 as amended by Act 883 in Lumpsums only upon proof that I am emigrating to my home country permanently.
4. That I therefore hereby affirm that I am emigrating to my home country of on with no intention of returning to Ghana
(Name of Émigré's home country) (Date of departure)
again and that should I return to Ghana I will be mandated to contribute to the Scheme but I will not be entitled to any benefits under Act 766 as amended by Act 883.

5. WHEREFORE, I make this solemn declaration sincerely and conscientiously in support of the above statements and believing same to be true and correct by virtue of the Statutory Declarations Act, 1971 (Act 389).

.....
(Name of Émigré)

DECLARED AT THIS }
.....DAY OF....., }

BEFORE ME

NOTARY PUBLIC

**LIST OF SUPPORTING DOCUMENTS TO BE PROVIDED IN FULFILLMENT OF
PERMANENT EMIGRATION AS PER SECTION 73(A) OF ACT 883**

1. Permanent Emigration Declaration Form (SS-B11b) sworn by the Émigré in Ghana as proof of permanent emigration.

2. Any one (1) of the underlisted Travel Documents notarized from the Émigré's home country. (*Please tick one*)
 - i. Passport
 - ii. Certificate of Permanent Residence
 - iii. Certificate of Naturalisation

3. Any one (1) of the underlisted Other Documents notarized in Ghana (*Please tick one*)
 - i. Exit Visa
 - ii. Ticket (Exit Travel Ticket)
 - iii. Work Permit in Ghana
 - iv. Certificate of Permanent Residence in Ghana