

CHECKLIST FOR SSNIT BENEFITS CLAIM APPLICATION

BENEFIT TYPES

- A. Old-Age Pension or Old Age Lump sum**
- B. Invalidity Pension**
- C. Emigration Lump sum**
- D. Survivors Lump sum**

APPLICATION REQUIREMENTS

A. OLD-AGE PENSION/ LUMP SUM

1. Evidence of Bank Account [**Mandatory**]
2. Retirement Letter [**Not Mandatory**]
3. SSNIT Biometric Card if available
4. Full Pension for Hazardous Employees Aged 55 and above (In such cases, the following are additional requirements):
Evidence of Letter from Employer that, the Member has been a **worker**:
 - a. at an underground mine; or
 - b. at a steel works; or
 - c. at a quarry; or
 - d. in any other employment determined as hazardous.

Reference: Section 12(2) of the Factories Offices and Shops Act, 1971 (Act 328)

The industrial diseases to which this section applies are lead, phosphorous, manganese, arsenical and mercurial poisoning, toxic anaemia, toxic jaundice, ulceration and any other prescribed illness or disease.

B. INVALIDITY PENSION

In this category, a member should have made in aggregate a minimum of 12 months contribution within the last 36 months before being declared as invalid by his/her doctor. **[Pre Requisite]**

1. Evidence of Medical Report from Member's recognized Doctor declaring him/her as invalid. **[Mandatory]**
2. Letter from employer confirming invalidity **[Not Mandatory]**
3. SSNIT Biometric Card if available
4. Evidence of Bank Account **[Mandatory]**

C. EMIGRATION LUMP SUM

Member should have registered with the scheme as a **Non-Ghanaian [Pre Requisite]**.

1. Evidence that he/she is Non-Ghanaian (Passport, Residence Permit, Work Permit).
2. Evidence that he/she is emigrating or has permanently emigrated from Ghana e.g. letter from employer

3. Evidence of Bank Account or properly completed “**B6**” Form [Authority to Receive Benefit on Behalf of a Beneficiary Form]
4. Endorsement of “**B7**” Form [Emigration Lump sum Benefits Application Form] by Mission

**** B6 & B7 Forms – to be provided by SSNIT**

D. SURVIVORS LUMP SUM

1. Evidence of Death [Mandatory]:

There are two (2) TYPES of evidence. Either of the two (2) is adequate;

- Primary
- Secondary

Primary Evidence (any one)

- a. Death Certificate; or
- b. Medical Certificate of Cause of Death; or
- c. Letters of Administration; or
- d. Letter from Religious Leader; or
- e. Letter from Last Employer; or
- f. Police Report; or
- g. Affidavit from Chief of village/town

Secondary Evidence (any two)

- a. Mortuary Report
- b. Obituary Poster
- c. Funeral Programme

2. Evidence of deceased Member's SSNo. [If Available]

3. Evidence of birth, in the case of Minors [Mandatory]

(Any one of the under-listed applies);

- a. Birth certificate; or
- b. Weighing card; or
- c. Baptismal certificate; or
- d. School attestation

4. Evidence of identity (any Valid Picture ID)

5. Evidence of Bank Account (Any one of the under-listed applies)

- a. Copy of recent pay-in slip; or
- b. Copy of blank cheque/withdrawal leaflet ; or
- c. Bank Statement (not earlier than two weeks prior to application); or
- d. Completed **"B7"** Form [Bank Details Form] endorsed by bankers.

**** B7 Form – to be provided by SSNIT**

****Note****

If the deceased member was a Pensioner and less/more than 72/75 years in the case of PNDC Law 247/Act 766 respectively, the following should be done:

- 1. Confirm the last Pension Payment date.**

- 2. If the deceased was more than 72/75 years and,**
 - a. the last Payment date was after his/her 72nd/75th birthday, inform beneficiaries that there is no Survivors' benefits to be paid. This ends the transaction.**
 - b. the last Payment date was before his/her 72nd/75th birthday, complete the Reporting of death activity as in any death case.**

