

What is SSNIT?

Social Security and National Insurance Trust (SSNIT) or the Trust is the administrator of Ghana's Basic National Social Security scheme known as the First Tier Pension Scheme. The SSNIT Scheme provides income security for all workers in Ghana including the self-employed.

Just as insurance companies provide insurance cover for contingencies such as accidents, burglary and fire, **the SSNIT Scheme provides cover for loss of income due to old age, invalidity and death.**



Who can be a Member?

All workers can join and insure their earned incomes with SSNIT. Workers who registered, contributed and stopped at a point in time can rejoin and contribute till age 60.

NB: New joiners must be between 15 and 45 years

Why join SSNIT?

Stop for a moment and think about these

- Time flies and old age is inevitable
- Accidents and illnesses may occur while you are working
- There are occurrences like death which you have no control over

SSNIT has got you covered in all these circumstances.

- The SSNIT Scheme pays you Old Age Pension until death.
- Pensions are increased annually to help maintain the purchasing power of Pensioners.
- SSNIT provides you superior value compared to Member contributions invested in secure long-term investments such as treasury bills.
- The SSNIT Scheme provides life insurance to Members through the payment of Survivors Benefit to their dependants.
- The SSNIT Scheme is a defined benefit scheme where benefits paid are predetermined by law.

How you can join the SSNIT Scheme

Follow these simple steps to join the SSNIT Scheme:

- Visit a SSNIT branch near you with your Ghana Card number and go through the registration process.

If you already have a SSNIT number, you need to merge your SSNIT and Ghana Card numbers

- Inform your employer once you have registered with SSNIT



Register with **SSNIT** using your Ghana Card



Tell SSNIT if your employer is not paying your contributions

It is the duty of your employer to pay your SSNIT contributions. When you discover that your employer has not paid your SSNIT contributions, you have a duty to report it to SSNIT. Do not sit unconcerned. Remember, it is your future.

To report your employer, send an email to contactcentre@ssnit.org.gh or WhatsApp/SMS to 050 000 3050 and provide the following details:

- Your full name
- Ghana Card number
- Payslips for the exact months (if any)
- The full name of the company or owner
- Address of the employer (location, nearest landmark or digital address)
- Phone number of the company or owner

You can also report to the SSNIT Contact Centre on 0302 611 622 or through any of our Social Media platforms [@ssnitghana](https://www.facebook.com/ssnitghana).

Be assured that SSNIT will not disclose your identity if you report your employer for failing to pay your social security contributions.

Help SSNIT to protect you from being cheated out of your pension.



What you should know as a contributor

- Once you register with SSNIT, give your Ghana Card number to your employer. Ensure your employer pays your SSNIT contributions from the first month you start working. Even if you are a contract staff, casual worker or on probation, your employer has to pay your SSNIT contributions. It does not matter how much you earn or how long your employment lasts.
- Your employer will deduct 5.5% from your monthly salary and then add 13% (calculated on workers' basic salary but not deducted from it) making a total of 18.5%.
- Your employer will pay 13.5% to SSNIT and 5% to a second tier Corporate Trustee every month on your behalf.
- If you are a self-employed Member of the Scheme, you must contribute 13.5 % of your declared monthly income to SSNIT.
- Out of the 13.5%, 11% is retained by SSNIT. 2.5% is transferred to the National Health Insurance Authority (NHIA). If you are an active contributor, you are covered under the National Health Insurance Scheme and are exempted from payment of yearly premiums.
- If you have multiple employers, each employer has to pay SSNIT contributions on your behalf. Provide each employer with your Ghana Card number and insist
- contributions are paid for you even if your employment is part-time, casual or on contract basis.
- Contributions from multiple employers will help give you a higher monthly pension when you retire.
- SSNIT pensions are a reflection of your basic salary. SSNIT pension is calculated using your basic salary on which contributions are paid. If your basic salary is high, you will receive a relatively high pension.
- Speak to your employer about making social security payments based on a consolidated salary (if possible).
- Ensure your employer pays your monthly contributions regularly and on the correct basic salary by checking your SSNIT statement periodically.
- Update your personal records (name change, address and beneficiary nomination) with SSNIT. However, you CANNOT change the DATE OF BIRTH that you have given to SSNIT.
- Report issues concerning your SSNIT contributions via 0302 611 622, contactcentre@ssnit.org.gh, [@ssnitghana](https://www.facebook.com/ssnitghana) or any SSNIT branch

How social security contribution is calculated monthly for each employee

Kofi Edem works with HEKO Company Limited. His monthly basic salary is GH¢ 1,500.00. Below is how social security contribution is deducted and paid on his behalf.

Employee's Name:	Employee's Basic Salary:
Kofi Edem	GHS 1,500.00
5.5% from employee's basic salary	GHS 82.50
13% of employee's basic salary (to be provided by employer)	GHS 195.00
Total 18.5% Social Security contribution (add 13% of employee's basic salary to the 5.5%)	GHS 277.50

Kofi Edem's monthly social security contribution of GHS 277.50 which is 18.5% of his basic salary is remitted to the first tier (SSNIT) and a second tier Corporate Trustee as follows:

First tier contribution (13.5% of employee's basic salary paid to SSNIT)	GHS 202.50
Second tier contribution (5% of employee's basic salary paid to a Corporate Trustee)	GHS 75.00

Kofi Edem's first tier contribution	13.5%	GHS 202.50	Amount remitted to NHIA	2.5%	GHS 37.50
			Amount retained by SSNIT	11%	GHS 165.00

Old Age Pension

SSNIT Pension gives superior value compared to Member contributions invested at 91-Day Treasury Bill

The discounted value of monthly pension paid to a Member for 12 years of retirement far exceeds the value of the Member's contribution from registration to retirement, invested monthly at Treasury Bill Rate compounded quarterly.

A random sample of 7600 Members who retired under PNDCI 247 was selected from the pensioner database and used to obtain this result. This result presents the average of the values obtained from the 7600 pensioners, for each period of pension payment.

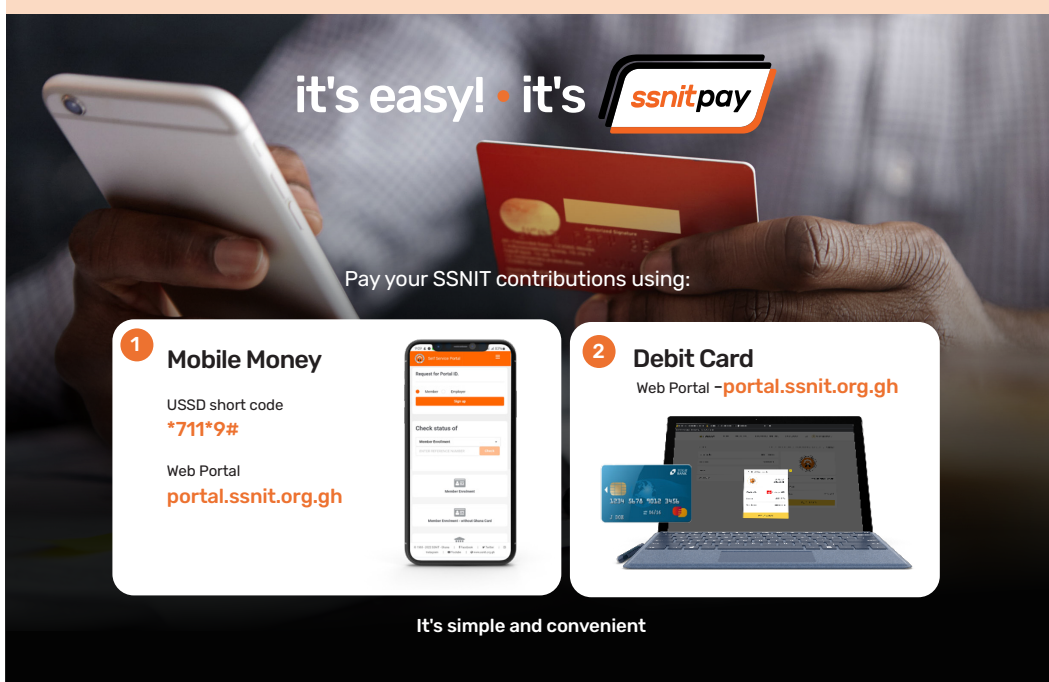
Number of years pension paid	Number of times pension paid exceeds invested contributions at 91-day T-Bill rate
12 years	Almost twice
15 years	2.5 times
20 years	5 times
25 years	About 17 times
29 years	About 46 times



How to check your SSNIT Statement online

- Visit www.ssni.org.gh
- Click **SELF SERVICE** to access the SSNIT Self Service Portal

- To Sign Up (First timer)**
 - Go to "Request for Portal ID"
 - Select Member
 - Click on "Sign up" to access the Portal Request Form
 - Complete the form
 - Refresh the page for new set of questions (three attempts)
 - Click "Sign Up" after answering the questions correctly
 - A temporary password will be sent to the email address you provided
- Log in at the Self Service Portal with your Portal ID (SSNIT Number and the temporary password sent to your email)
 - You will be required to change the temporary password to your preferred password after logging in for the first time
 - Once you access your personal lobby, select "Contribution" from the listed items on the menu to access your Statement of Account



it's easy! • it's **ssnitpay**

Pay your SSNIT contributions using:

- Mobile Money**
USSD short code *711*9#
Web Portal portal.ssni.org.gh
- Debit Card**
Web Portal - portal.ssni.org.gh

It's simple and convenient

Old Age pension beneficiary



Prince

The adage "make hay while the sun shines" made meaning to me when I finally retired after 31 years of active service.

I had worked all my life at AngloGold Ashanti, then Obuasi Gold Mines. I was a Mineral Processing Engineer at the processing plant from January 1984 to November 2015.

Luckily for me, my employer understood the importance of paying SSNIT contributions on behalf of their employees so we can retire in dignity.

I also signed up to the SSNIT web portal when it was introduced so I could check my Statement regularly. One time, I found out that there were gaps in my SSNIT statement. I went to the SSNIT Obuasi branch to check and I was given a form to send to the Human Resource Department of AngloGold Ashanti. The HR officer completed the

forms and printed my payslips for me. I returned the updated form and payslips to the SSNIT Obuasi office so they could correct the anomaly in my financial records.

I left work at age 54 and applied for my SSNIT Old Age Pension a year later. I have been receiving my pension promptly every month since August 2016.

The salary I was earning then has now been replaced by my monthly pension. I am a very satisfied pensioner, just like my father, who retired and received his monthly pension until he died at 85 years.

SSNIT is reliable and they pay on time. They are doing an excellent job and I have no problem at all.

I urge all workers to be part of the SSNIT Scheme so you can have peace of mind when you retire.

Invalidity pension beneficiary



Adelaide

I was engaged by Ghana Textile Printing (GTP) in 1997 as a Textile designer, where I worked for 23 years. My employer registered me on to the SSNIT Scheme and contributions were made regularly on my behalf.

I was very strong and healthy. However, in 2008, I started facing some health challenges until around 2019, when my health rendered me ineffective on the job. Based on my doctor's report, I was retired on medical grounds on 2nd December 2020.

On 15th May 2021, I reluctantly submitted my application to SSNIT, together with my medical report and retirement letter from my employer, for my entitlement. I said reluctantly because, I had a preconceived notion it wasn't going to be easy or possible for me to get my benefit since I was not yet 60 years. To my surprise, I was welcomed with warmth and professionalism.

I was made to meet the Medical Board to assess my condition. I was asked by the doctors to go for further medical examination and meet them again. This got me upset because I thought I had already presented enough evidence from my employer and doctor.

I must confess, after this stage, the process continued swiftly and smoothly, and by the end of that same month, my pension was lodged into my bank account. Since then, I have been receiving my pension regularly on the third Thursday of every month to take care of myself. Though, I am no longer in active service, I can say I am very happy and relaxed.

I want everyone to know that irrespective of the business you are engaged in, you can join the SSNIT Scheme and protect your future. More importantly, SSNIT provides support when a contributor can no longer work as a result of disability.

Survivors Lump Sum beneficiary



Francis

SSNIT has done so many things for me and I have to be grateful. I lost my wife years ago and the pain was immense. After the mourning period, we went to SSNIT and we were paid a lump sum.

Later, I lost my only sibling. She worked for 10 years with the government sector and died while in service. She had three children. I was not expecting anything from SSNIT, but when we put in an application, what was paid to us was a big surprise. SSNIT paid considerable amounts of money to the three children, which they invested in their businesses. After my sister's death, I knew her children were my responsibility but with the payment from SSNIT, they are now running successful businesses and I have also been relieved of some responsibilities.

Later on, I lost my 65-year-old mother who was a pensioner. I thought after receiving pension

for five years, there wouldn't be any money to claim but what SSNIT paid me as the only surviving child was overwhelming. What I can say to SSNIT is that, they have done so well and I am grateful to them. They have helped in solving most of my challenges.

Many of us think SSNIT just collects our monies (contributions) and at the end of the day we do not get any benefits. Not only have I benefitted from SSNIT but I was also very impressed with the speed with which my application was processed. Within two weeks, I was able to receive my lump sum. The staff were very nice to me and I want to advise that anybody who has not joined SSNIT yet should do so. SSNIT will always be there for you.

Newly registered business?
Join and contribute to the SSNIT Scheme

Congratulations on the establishment of your company/business. As a new business, it is mandatory for you to register your organisation with SSNIT within 30 days after commencement of operations.

Submit the documents listed below to a SSNIT branch near you and you will be assisted through the registration process.

- Certificate of Incorporation
- Company Code/ Regulation
- Details of your worker(s)

Name, Ghana Card Number, Salary, Date Employed

Obligations of employers towards employees

Now that you have registered your business with SSNIT, you need to secure the future of your employees as well. That can only happen when you pay their monthly social security contributions.

Here is how:

- Register all your employees (both Ghanaians and non-Ghanaians) with SSNIT. If a new worker, who is not already a Member of the Scheme joins your company, ensure that you register him or her within one month of employment.
- Pay contributions every month on behalf of the workers to SSNIT. Do this by deducting 5.5% of the worker's basic salary every month and add 13% (calculated on workers' basic salary but not deducted from it) to make 18.5%, which is the total social security contributions to be paid on behalf of the worker.
- Out of the total social security contributions (18.5%), remit 13.5% to SSNIT (administrators of the first tier scheme) within 14 days of the ensuing month. The remaining 5% is to be paid to a second tier Corporate Trustee of your choice.
- Each contribution payment should be accompanied with a Contribution Report which is a list of all workers with their Ghana Card numbers and the salary each worker earned during the month.
- Submit your Contribution Report at the end of the month whether contributions are remitted to SSNIT or not.
- If you (the employer) fail to comply with contribution payments after receiving a written demand notice, a penalty of 3% shall be imposed on the outstanding amount.



As an employer, there are periods where for one reason or the other you may delay in complying with the law to pay the monthly SSNIT contributions of your employees.

When you default, SSNIT shall serve you with a demand notice. There is a 30-day grace period within which you can pay up or negotiate mutually beneficial terms of settlement with SSNIT.

However, if all negotiations fail, SSNIT will take legal action against you. This is because the law places an obligation on SSNIT to pay benefits to Members and/or their nominated dependants.

Remember to pay your workers' contributions by the 14th of every month



Benefits under the SSNIT Scheme

1 Superannuation (Old Age) Pension

This benefit is paid to replace part of your lost income when you retire from active service. It is either paid as **Full Pension** or **Reduced Pension**.

Full Pension

This is paid to a Member of the Scheme who retires at age 60 and has contributed not less than 180 months under Act 766 or 240 months under PNDC Law 247 in aggregate.

Reduced Pension

This is paid to a Member who retires voluntarily on attaining age 55 or more, but below age 60 and has contributed not less than 180 months under Act 766 or 240 months under PNDC Law 247 in aggregate.

Qualifying conditions

- You should have contributed 180 months to earn a minimum pension right* of 37.5% and 420 months to earn a maximum pension right of 60%.
- You should have attained a minimum age of 55 for reduced pension or 60 for full pension

How to apply for Old Age Pension

Visit a SSNIT branch near you with:

- Your Ghana Card Number
- A retirement/exit letter from your employer (if any).
- Bank account details

You will be given an application form to complete and submit to begin the process.

All eligible pensioners are paid till death.

SSNIT assumes longevity risk with this benefit.

* Pension Right is the portion of lost income the Scheme replaces based on the number of months a Member contributes to the Scheme. This is expressed as a percentage or proportion.

Calculate your Old Age Pension

Visit www.ssnit.org.gh to use the Pension Calculator to estimate your pension. You can also visit a SSNIT branch for it to be done for you.

Factors to consider when calculating your pension

- Your age
- Average of three best years' annual salaries
- Number of months you have contributed

Visit the **SSNIT channel** on YouTube to watch the tutorial on "How to calculate pension"

NB: Old Age Lump Sum
A Member who is at least 55 years and has contributed less than the minimum number of months required for Full Pension or Reduced Pension is paid Old Age Lump Sum Benefit.

Pension indexation

SSNIT Pensions are increased annually through indexation to help maintain the purchasing power of Pensioners.

Indexation tries to cushion Pensioners, especially those on low pensions, in conformity with the solidarity principle of social security.



Scan to watch the tutorial on "How to calculate pension"



Scan to use the Pension Calculator

2 Survivors Lump Sum Benefit

This benefit is paid as lump sum to the nominated dependant(s) of a Member upon his/her death while in service or on retirement. A Pensioner who dies before he/she attains age 75 under Act 766 or age 72 under PNDC Law 247, will have his/her nominated dependant(s) paid a Survivors Lump Sum benefit.

How can a dependant apply for Survivors Lump Sum?

Family members (spouse, adult children or extended family) of a deceased Member must report the death of the Member to the nearest SSNIT branch with any of the following as evidence of death:

- Death Certificate
- Medical Certificate of cause of death
- Letter from employer of the deceased Member (if the person died in service)
- Letters of Administration
- Letter from a religious leader
- Affidavit from Chief of village or town where the deceased resided
- Police / Coroner's report

Note: Applicants may add an obituary, a funeral programme, a mortuary report, or burial permit to any one of the listed documents.

After confirmation of death, the nominated dependants are contacted to present their photo ID cards for identification.

SSNIT will confirm the validity of nominated dependants and request them to collect, complete and submit application forms.

They will also be required to present the following documents for the payment process to begin.

- Bank account details
- Evidence of birth (birth certificate / weighing card/ baptismal card) of minors (if applicable)
- School attestation (if applicable)

Payment of the benefit will be made into the individual bank accounts of the beneficiaries.

Unlike other insurance schemes, the SSNIT Scheme ignores all pre-existing medical conditions prior to enrolment and provides a life policy by paying the survivors of Members who pass on.

SSNIT assumes mortality risk with this benefit.



3 Invalidity Pension

This benefit is paid to replace part of your lost income once you have been certified by a Medical Board as being incapable of working due to permanent mental or physical disability.

Qualifying conditions

- You must have contributed for a minimum of 12 months within the last 36 months prior to the occurrence of the disability.
- You must have been declared permanently invalid and incapable of normal gainful employment by a recognised Medical Officer and certified by a Medical Board.

Collect, complete and submit a Pension Application Form.

You will be required to appear before a Medical Board for examination.

After all conditions have been met, SSNIT will advise you on your entitlement.

For how long will payments be made?

You will receive your monthly payments till death. However, pension payments cease when/if you recover.

Submit the following:

- A medical report from a recognised Medical Officer certifying that you have become an invalid.
- Letter from your employer if you were in active service before your being declared incapable of working.
- Bank account details.

After recovery, pensions paid are written-off. All existing contributions remain valid and you can continue contributing to the Scheme and be eligible for any of the benefits (in full).

SSNIT provides in-service protection against disability with this benefit.



4 Emigration Lump Sum Benefit

This benefit is a lump sum payment made to a non-Ghanaian Member of the SSNIT Scheme, who satisfies the Trust that he/she is emigrating or has emigrated permanently from Ghana.

Qualifying conditions

- You must have registered on to the Scheme as a non-Ghanaian

Note: Members who do not have their embassies in Ghana need local notarisation. If the Member is outside Ghana, notarisation must be done in his/her home country.

How to apply for Emigration Lump Sum Benefit

Visit any SSNIT branch with these documents:

- Letter from your employer indicating that you are emigrating or have emigrated from Ghana permanently
- Copy of the biodata page of your passport
- Copies of your work and residence permits

Confirmation from the embassy or High Commission and evidence of transportation (notarise if travelling by road)

The SSNIT branch will provide you with an Emigration Lump Sum Benefit Application Form to be completed and submitted.

SSNIT will process the application as a one-time lump sum payment.



FRONT PAGE

Contact Centre: 0302 611 622
Toll-Free: 0800 110 094 (Vodafone only)
Whatsapp and SMS (DG's Office Direct): 0500 003 050
Email: contactcentre@ssnit.org.gh
Website: www.ssnit.org.gh @ssnitghana
Digital Address (Pension House): GA-107-4293

BACK PAGE

The self-employed

Are you self-employed?
You can also join the SSNIT Scheme.

Visit a SSNIT branch near you with your Ghana Card number and you will be assisted through the registration process.

Indicate your economic activity and declare your annual/monthly income at the point of registration.

Pay 13.5% of your declared monthly income and enjoy all the benefits the Scheme provides.

