



**EMPLOYER ENROLLMENT FORM**



Kindly read Explanatory Notes on page 2 before filling this form.

**SCHEME INFORMATION (To be provided by Trustee) <sup>NOTE 1</sup>**

Name of Scheme		Employer Enrollment No.	
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**1) EMPLOYER PARTICULARS**

Name of Employer			
Company Registration No.	SSNIT Employer No.	TIN	
Business Location	Mailing Address		
Email	Fixed Line (s)		
Other Business Locations	Nature of Business		
Industry Category	<input type="checkbox"/> Financial Services <input type="checkbox"/> Manufacturing <input type="checkbox"/> Agricultural <input type="checkbox"/> Educational Other: .....		

**2) CONTACT PERSON**

Name		Position held	
Mobile No.		Email	

**3) CONTRIBUTION DETAILS <sup>NOTE 2</sup>**

Number of Employees		Total Monthly Contribution- % and (GH¢)		Date of Registration	
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**4) DIRECTOR'S DECLARATION**

I, ....., director of .....

declare and certify that:-

- (a) the information given above is accurate and true;
- (b) we have enrolled all workers under the Scheme and have submitted workers' enrollment forms in respect of all employees of the company to the Registered approved Trustee and NPRA;
- (c) we fully understand our obligations under the Scheme;
- (d) we will comply with the relevant provisions of Act 766.

Signature: ..... Email .....

Date: ..... Phone Number:..... Designation:.....



**FOR OFFICE USE ONLY**

Name of Corporate Trustee: ..... Licence No.: .....

**INPUT OFFICER:**

Name: ..... Sign: ..... Date: .....

**AUTHORIZING OFFICER:**

Name: ..... Sign: ..... Date: .....





## EXPLANATORY NOTES:

1. Scheme Information would be assigned by Trustee administering the Scheme to which the Employer is applying for participation.
2. Attach Contributors List indicating: (on a CD accompanied by a cover letter on the Employer's letterhead)
  - i. **Name of Contributor;**
  - ii. **Date of Birth (*in accordance with SSNIT registration details*)**
  - iii. **Social Security No. of Contributor;**
  - iv. **Staff No. of Contributor** ,
  - v. **Monthly Pensionable Salary;** and
  - vi. **5% Monthly Contribution.**