

## **VALID CONTRIBUTION REPORT**

A Valid Contribution Report should satisfy the following conditions:

1. Contribution amount should be within the minimum and maximum contribution thresholds.
2. All Employees on Contribution Report should have Valid Social Security Numbers.
3. All the Social Security Numbers on the Contribution Report should belong to the rightful owners.
4. Any Reference Number on the Contribution Report should belong to the rightful owner's Number.
5. Correct member option should be indicated on Contribution Report
6. Name format on the Contribution Report should conform to the following:

Surname, Firstname Othername

## **PROPOSED FORMATS FOR THE SUBMISSION OF HARDCOPY CONTRIBUTION REPORTS**

The implementation of the New Pension Law 2008, ACT 766 will require that **Two Contribution Reports** are prepared and submitted by employers. These are the reports for the First and Second Tiers.

The Contribution Reports for the **First Tier** will show contributions for

1. workers under ACT 766 contributing 13.5%
2. workers under PNDCL 247 contributing 17.5%

The Contribution Reports for the **Second Tier** will show contributions for

1. workers contributing 5%
2. workers contributing 18.5% (these are workers who are above age 45 years and thus do NOT QUALIFY to join the Basic Pension Scheme i.e. The First Tier)

The formats below show examples of Contribution Reports to be submitted by employers.

**FIRST TIER PRE-PRINTED CONTRIBUTION REPORT  
FOR THE FOURTH QUARTER  
OCTOBER – DECEMBER 2009**

**BRANCH: ADABRAKA**

**CATEGORY NAME: ALL  
ZONE NAME: BARTHOLOMEW K  
PAY CENTER: \_\_\_\_\_**

**EMPLOYER: ME & SONS LTD**

**GROUP: ACT 766 (13.5%)**

S/N	CORRECTED SS. NO.	SS. NO.	NAME	LAST KNOWN CONTR. (GH CEDIS)	OCT. 2009	NOV. 2009	DEC 2009	REMARKS
1.		34987760	MANU, JOSEPH	2,000.00				
2.		58938848	DAGATI, JAMES	2,000.00				
3.		38848488	ADJEI, STEPHEN	2,000.00				
4.		84848887	BADU, SAMUEL	3,000.00				
<b>TOTAL CONTRIBUTIONS (ACT 766)</b>				<b>9,000.00</b>				

**GROUP: PNDCL 247 (17.5%)**

1.		34987760	OPPONG, PETER	2,000.00				
2.		58938848	NSIAH, JOSHUA	2,000.00				
3.		38848488	NELSON, GIFTY	2,000.00				
4.		84848887	AMISSAH, JOHN	2,000.00				
<b>TOTAL CONTRIBUTIONS ( PNDCL 247 )</b>				<b>8,000.00</b>				

**TOTAL CONTRIBUTIONS FOR CR 17,000.00  
TOTAL LABOUR FORCE 8**

**TOTAL WORKERS WITH WRONG SS NUMBERS 0**

NOTE: All contributors marked ‘\*\*’ have wrong SS Numbers. Please correct them in the space marked ‘CORRECTED SS. NO’ Employer to amend only where there are changes in monthly contributions.

**SECOND TIER****PRE-PRINTED CONTRIBUTION REPORT  
FOR THE FOURTH QUARTER  
OCTOBER – DECEMBER 2009****BRANCH : ADABRAKA**  
.....**RECEIPT NO:****EMPLOYER: ME & SONS LTD**  
.....**RECEIPT DATE:****PAY CENTER:**

S/N	CORRECTED SS. NO.	SS. NO.	NAME	LAST KNOWN CONTR. (GH CEDIS)	OCT. 2009	NOV. 2009	DEC 2009	REMARKS
<b>GROUP: RATE (5%)</b>								
1.		34987760	MANU, JOSEPH	1,000.00				
2.		58938848	DAGATI, JAMES	1,000.00				
3.		38848488	ADJEL, STEPHEN	1,000.00				
4.		84848887	BADU, SAMUEL	1,000.00				
		<b>TOTALCONTRIBUTIONS (5%)</b>		<b>4,000.00</b>				
<b>GROUP: RATE (18.5%)</b>								
1.		34987760	OPPONG, PETER	2,000.00				
2.		58938848	NSIAH, JOSHUA	2,000.00				
3.		38848488	NELSON, GIFTY	2,000.00				
4.		84848887	AMISSAH, JOHN	2,000.00				
		<b>TOTALCONTRIBUTIONS ( 18.5% )</b>		<b>8,000.00</b>				
		<b>TOTAL CONTRIBUTIONS FOR CR</b>		<b>12,000.00</b>				
		<b>TOTAL LABOUR FORCE</b>		<b>8</b>				
		<b>TOTAL WORKERS WITH WRONG SS NUMBERS</b>		<b>0</b>				

NOTE: All contributors marked ‘\*\*’ have wrong SS Numbers. Please correct them in the space marked ‘CORRECTED SS. NO’  
Employer to amend only where there are changes in monthly contributions.

**PROPOSED FORMAT FOR THE SUBMISSION  
OF SOFTCOPY CONTRIBUTION REPORTS**

The structure below is proposed for the submission of softcopy contribution reports to the Trust.

CONTRIBUTION CODE	CHARACTER	SIZE 1
EMPLOYER REGISTRATION NUMBER	CHARACTER	SIZE
13		
SS. NUMBER	CHARACTER	SIZE
13		
WORKER NAME	CHARACTER	SIZE
25		
BASIC SALARY/CONTRIBUTION	NUMBER	SIZE
15, 2		
PAYROLL DATE	DATE	
EMPLOYEES TO BE PAID FOR	CHARACTER	SIZE 1
STAFF NUMBER	CHARACTER	
SIZE15		
MISCELLANEOUS	CHARACTER	
SIZE10		

**Employees to be paid for** : The above structure defines the workers of an establishment to be credited in instances where the employer is making part payment.

**Miscellaneous**: The above structure defines the Department /Cost Centre in which each employee belongs in an organization.

**Contribution code**: The above structure defines the type of contribution transaction submitted for each employee. For instance regular contribution transactions for members contributing under ACT 766 will have code ‘1’ whilst regular contributions for members contributing under PNDCL 247 will have the code ‘3’. The codes for the other contribution types are shown in the table below.

**PROPOSED CONTRIBUTION CODES**

Scheme	Option	CONTRIBUTION TYPE	
		Regular	Backpay
Defined Benefits	ACT 766	1	5
	PNDCL 247	3	7
Defined Contributions	5%-GROUP	A	B
	18.5%-GROUP	C	D

Below is an example of a First Tier regular softcopy contribution report of an employer with six (6) employees with two under the PNDCL 247.

CODE	ERNO	SSNO	NAME	CONTR	DATE	PAID FOR	STAFFNO	MISC
1	201J045	45678902	MANU, JOSEPH	300.00	31/12/2010	P	1111	RECORDS
1	201J045	C017608090012	DAGATI, JAMES	300.00	31/12/2010	P	2222	ACCOUNTS
1	201J045	F015601120034	ADJEI, STEPHEN	300.00	31/12/2010	N	3333	ACCOUNTS
1	201J045	22356721	BADU, SAMUEL	400.00	31/12/2010	P	4444	MIS
3	201J045	09667824	OPPONG, PETER	400.00	31/12/2010	P	5555	HRMD
3	201J045	A037004020076	NSIAH, JOSHUA	500.00	31/12/2010	N	6666	ACCOUNTS

NB:

In the above table 'P' under heading 'PAID FOR' are those to be credited.