



EMBASSY OF THE REPUBLIC OF GHANA
BRUSSELS - BELGIUM

Checklist on How to Access Pension Documentation

- Letter written by the Applicant stating details about himself/herself [i.e. where he/she lived in Ghana, Date of Birth and Place of Birth etc] addressed to:

The Director Pensions
Pension House Box MB149
Ministries Accra, Ghana

Tel No.: 00233 - 302611622
00233 - 500003050

Website: www.ssniit.org.gh

Add copies of:

- Copy of Ghana Passport
- Copy of Belgian Passport
- And any other relevant documentation

Applicant should also state where the Pension Manager should address his/her letter to *example to the Commune/Stad/Pension Office Belgium etc*