NATIONAL SOCIAL SECURITY AND WELFARE CORPORATION
REFOUND OF NATIONAL PENSION SCHEME CONTRIBUTIONS ON REPATRIATION

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ACTION SHEET

FAMILY NAME OF INSURED PERSON

GIVEN NAMES

NATIONALITY

SOCIAL SECURITY NO.

DATE OF DEPARTURE

NAME AND ADDRESS OF EMPLOYER

DATE APPLICATION

Contribution recorded for insured person up to …….. A
Computer record attached ……
Contributions Paid by employer up to month …….. B
Details of employees NPS contributions for months between A and B

| | | | |
|---|---|---|---|
| MONTH 1 | MONTH 2 | MONTH 3 | MONTH 4 |
| MONTH 5 | MONTH 6 | MONTH 7 | MONTH 8 |
| MONTH 9 | MONTH 10 | MONTH 11 | MONTH 12 |

TOTAL NPS EMPLOYEE CONTRIBUTED FOR MONTHS ……
(BETWEEN A and B)
TOTAL NPS EMPLOYEE CONTRIBUTED FOR MONTHS UP TO A……
TOTAL CONTRIBUTIONS REFUNDABLE = $.....

Refund to be made to a. Insured Person - amount $.....
b. Employer - amount $.....

Approval letter prepared …… Date: ……

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**FOR OFFICIAL USE ONLY**

(*Delete whichever inappropriate)
* I have examined this application and am satisfied that …….. Is leaving Liberia permanently and that he is not a citizen of Liberia and that he is therefore entitled to a refund of employees contributions that he has paid under the National Pension Scheme amounting to $.....

*I have examined this application and am not satisfied that contributions paid by ……..
Are refundable because ……..
……
A letter advising the applicant has been dispatched.
Signature Director of Collections …….. Date ……

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Payment made to …….. On …….. Cheque no……..
Signature…….. Date ……..