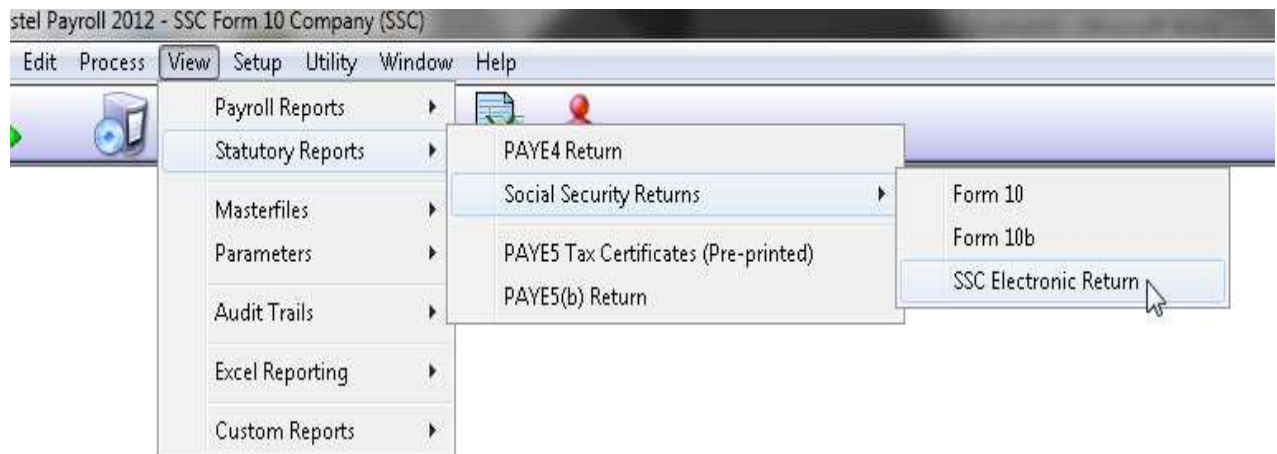


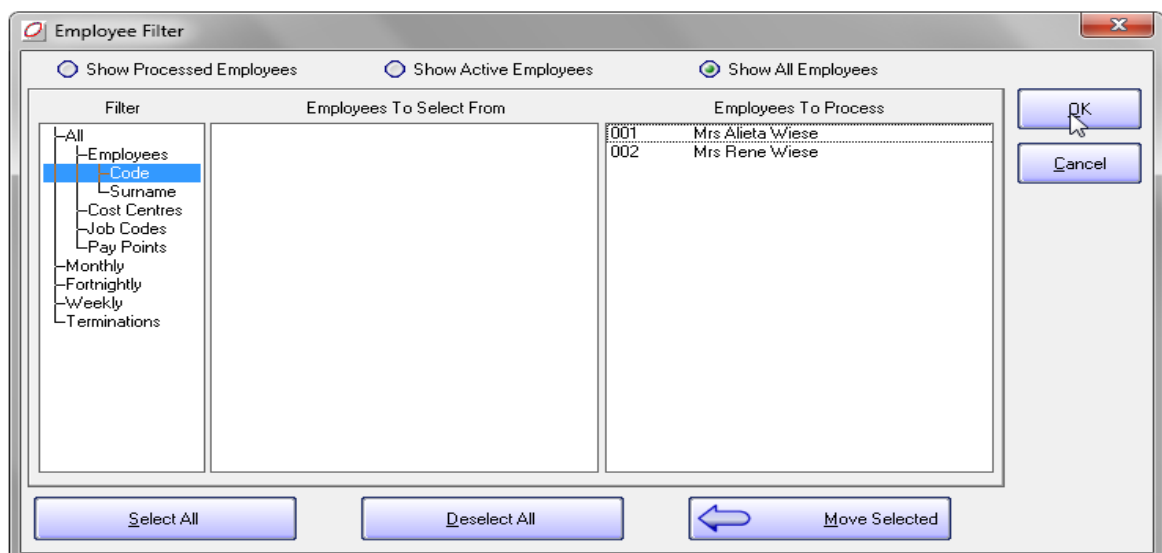
How to do your online Social Security Returns!!

Please note: All your employees must have a social security number – if they do not have one or is not yet registered you can give them the following number (11111111) – The people at SSC will then know that the person is not yet registered and will do the registration. The registration form must still be completed and faxed to them.

1. View Statutory Reports
2. Social Security Returns
3. SSC Electronic Return



4. Select All Employees and click on OK



5. You need to enter information below into the next screen

Please Note you can do a test run or live run you must select

Social Security Electronic Return - Sole Access Mode

Creators Social Security Number: 30050980

Contact Person's Name: Alieta Wiese

Contact Telephone Number: 081124 5137

Contact E-mail Address: awiese@iway.na

File Number: 002

Declaration Status: LIVE

Select a Drive: n: [\valietawiese\wiese cons...]

Select a Directory: n:\PAYROL~1

Buttons: OK, Cancel, Filter

You can also choose where you want to save your file by selecting the drive and directory

6. When you click on OK it will automatically open your Microsoft Outlook

FILE MESSAGE INSERT OPTIONS FORMAT T

Calibri (B) 11

Cut Copy Paste Format Painter Clipboard Basic Text

To...: edi@ssc.org.na

Cc...

Subject: Form 10 Submission

Attached: 30050980002.F10 (9 KB)

Regards,

Alieta Wiese
Business Partner - Sage Pastel Payroll & HR

C. +264 81 124 5137 | F. +264 61 272 179
awiese@iway.na | www.pay.com.na

Support.com
PASTEL, PAYROLL, ACCOUNTING SUPPORT & TRAINING

For all your Pastel, Payroll and Training needs

sage Business Partner Sage HR Africa

Payroll will save the file with your SSC number as file name in the directory you chose.

The payment can also be done electronically into the following bank account

Bank Windhoek

Acc Name: Social Security Commission

Acc No: 108 44 644 01

Branch Code: 481 972