

NATIONAL SOCIAL SECURITY AND INSURANCE TRUST



WESTERN AREA I
FORMER PARCEL POST BUILDING, WALLA
Tel: 232 22 225 365
March 17, 2026

Ref: /W01J2026097/1

MANAGER
MANA ESTATE SERVICES
357 BAIBUREH ROAD WELLINGTON
FREETOWN

Dear Sir/Madam,

REGISTRATION OF ESTABLISHMENT

Kindly be informed that with effect from January 01, 2026 you and the worker(s) are covered under the National Social Security & Insurance Trust Act. The Registration Number allotted to you is W01J2026097.

You are advised to endeavour to pay contributions for any month, latest by 15th of the ensuing month to avoid imposition of interest and penalty for delayed payment.


We also deem it worthwhile to inform you that the National Social Security and Insurance Trust Act No 5(2001) enjoins you to register all workers immediately on engagement.

You are to quote their correct Social Security Numbers in the Wages Book as well as on the Contributions Reports which accompany Social Security Contribution payments.

Please ensure that your Registration Number is quoted in all transactions with this office.

Thank You

Yours faithfully,


DIRECTOR GENERAL

CC: Technical Director