



# Claim your GESOPS Tier-2 benefits in 5 easy steps

## STEP 1

OBTAIN Claim Form from GLICO Pensions/ Union Office/ GES District Office for completion

COMPLETE claim form and add all required documents and submit them to the GES "SUPERVISOR" (Headmaster/ District or Circuit Supervisor or for TEWU, HR Officer/ Accountant / Senior Staff) for ENDORSEMENT

GES "Supervisor" receives and endorses form, and returns them to member

## STEP 2

Submit endorsed form along with required documents to Union Office for onward submission to GESOPS

Union Office receives claim documents and forwards them to GESOPS Secretariat for further processing

## STEP 3

GESOPS Secretariat receives claim documents and reviews them for Completeness and Accuracy

GLICO Pensions receives claim documents; processes claim and submits Benefit Requisition slip to GESOPS Secretariat for Authorisation for Payment

## STEP 4

GESOPS Secretariat receives Benefit Requisition Slip and issues Authorization Note to Custodian to pay beneficiary

Custodian receives Authorisation Note, transfers benefit amount into beneficiary's account and issues Proof of Payment to GESOPS Secretariat

## STEP 5

GESOPS Secretariat receives Proof of Payment and informs GLICO Pensions via email

GLICO Pensions receives Email from GESOPS Secretariat and informs Beneficiary via SMS Alert

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**GESOPS SECRETARIAT**  
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