

REMINDERS

- Pensions of those pensioners who complied after the required compliance period shall be resumed within two (2) months from date of compliance.

All accrued pensions shall be received by the pensioner upon resumption of their monthly pension.

- Pensioners based abroad may comply by submitting the ACOP-Pensioner's Reply Form and copies of two (2) valid IDs issued by the host county (or a Certificate of Appearance in lieu of IDs) through any of the following ways:

a. **Over-the-counter** - Personal compliance or through representative at any foreign SSS representative office

b. **Mail** - Addressed to the OFW-Contact Services Section, 2nd floor, SSS Main Office, East Avenue, Diliman, Quezon City, Philippines 1100

- Pensioners based abroad may comply with ACOP through:

a. **Video Conference (via Skype)** - Request for appointment for ACOP through Skype should be e-mailed through either the Overseas Filipino Workers-Contact Services Section (ofw.relations@sss.gov.ph) or the Call Center Section-Member Relations Department (member_relations@sss.gov.ph).



SOCIAL SECURITY SYSTEM

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ANNUAL CONFIRMATION OF PENSIONERS PROGRAM



SOCIAL SECURITY SYSTEM

ANNUAL CONFIRMATION OF PENSIONERS PROGRAM (ACOP)

The ACOP is a measure adopted by the Social Security System (SSS) to ensure continuous payment of benefits to rightful payees in accordance with the Social Security Law. By checking that beneficiaries maintain their eligibility to receive pensions, the SSS is also able to protect the viability of the Social Security Fund by preventing or stopping the unauthorized release of pensions to beneficiaries who are no longer eligible.

COVERAGE

All retiree (residing abroad), survivor, and total disability pensioners, as well as dependents and their guardians (minor/incapacitated children) are required to comply with the ACOP.

SCHEDULE

Pensioners shall report for the ACOP once a year to ensure their continued eligibility to receive monthly SSS pensions.

TYPE OF PENSIONER	WHEN TO COMPLY	WHERE TO COMPLY
Total Disability	Pensioner's month of birth	<ul style="list-style-type: none"> Medical Evaluation Section of any SSS branch office
Survivor	Deceased member's month of birth	<ul style="list-style-type: none"> Member Services Section (MSS) of any SSS branch or service office; or Depository bank
Dependent and their guardian	Member/ Deceased member's month of birth	<ul style="list-style-type: none"> MSS of any SSS branch or service office; or Depository bank

STEP-BY-STEP PROCEDURES

1. Fill-out and sign one (1) copy of the **ACOP-Pensioner's Reply Form**, which can be obtained from any SSS branch or downloaded via www.sss.gov.ph.

Note:

- a. Pensioners who are receiving two (2) or more types of pension should fill-out one (1) form for each type of pension.
- b. Guardian of two (2) or more dependents (minor/incapacitated children) should fill-out one (1) form for each dependent child.

2. Present any of the following identification documents:
 - ▶ Social Security (SS) ID;
 - ▶ Unified Multi-Purpose Identification (UMID) card;
 - ▶ passport; or
 - ▶ two (2) other valid IDs, both with signature and at least one (1) with photo.

Note:

Pensioners who are unable to report personally should submit a duly accomplished ACOP-Pensioner's Reply Form and a photocopy of any of the above-mentioned identification documents, as well as the applicable additional documents enumerated below thru an authorized representative or thru mail.

Moreover, conduct of home visit shall be mandatory to pensioners who are 85 years old and above, as well as total disability pensioners with particular illnesses such as total blindness, amputation of two (2) or more extremities, Parkinson's and persistent paraplegia/paraparesis whose compliance is thru representative or thru mail.

FOR TOTAL DISABILITY PENSIONERS

- **If confined at home**
 - Sketch of residence of pensioner

- **If confined in an institution**

- Certification from the institution where the pensioner is confined such as a retirement home, penitentiary, nursing facility, hospital, correctional institution, rehabilitation center, etc.

FOR SURVIVOR PENSIONERS AND DEPENDENTS AND THEIR GUARDIANS

- **If confined at home**

- Sketch of residence of pensioner;
- Certification of pensioner's existence from the Barangay Chairman; and
- Medical certificate of examination done within three (3) months prior to the last day of compliance and certified by a physician indicating his/her license number and clinic address (i.e. If pensioner complied in June, medical certificate on examination done should be within April, May, and June)

- **If confined in an institution**

- Certification from the institution where the pensioner is confined such as a retirement home, penitentiary, nursing facility, hospital, correctional institution, rehabilitation center, etc.

- 3.

Submit the ACOP-Pensioner's Reply Form, together with the documentary requirements, through any of the following ways:

OVER-THE-COUNTER

- **Personal compliance:** To the nearest SSS branch office or pensioner's depository bank (excluding total disability pensioners)
- **Through representative:** To the nearest SSS branch office

MAIL

Addressed to the Branch Head of the nearest SSS branch office