



AMG-01411 (05-2019)

# PROMISSORY NOTE

## Condonation and Non-imposition of Penalties on Delinquent Social Security Contributions

Under Republic Act No. 11199 or the Social Security Act of 2018

\_\_\_\_\_  
(dd month yyyy)

I/We, \_\_\_\_\_, \_\_\_\_\_ of  
(name) (position, if applicable)  
\_\_\_\_\_, with Employer ID No. \_\_\_\_\_, and  
(name of business entity, if applicable) (employer ID number)  
principal place of business at \_\_\_\_\_, hereby  
(address)  
declare as follows:

- I/We promise to pay the Social Security System (SSS) the amount of \_\_\_\_\_ pesos (₱ \_\_\_\_\_) representing  
(amount in words) (amount in figures)  
all unremitted or delinquent contributions incurred for the applicable period  
\_\_\_\_\_ to \_\_\_\_\_. The monthly amortization of  
(month & year) (month & year)  
\_\_\_\_\_ pesos (₱ \_\_\_\_\_), inclusive of  
(amount in words) (amount in figures)  
six percent (6%) interest per annum, will be paid will in \_\_\_\_\_ (\_\_\_\_)  
(number of months)  
monthly installments starting on \_\_\_\_\_; and  
(dd month yyyy)
- I/We fully understand that the SSS will condone my incurred penalties  
amounting to \_\_\_\_\_ pesos (₱ \_\_\_\_\_)  
(amount in words) (amount in figures)  
for my/our unremitted or delinquent contributions covered in this Program.

Signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Signature Over Printed Name

\_\_\_\_\_  
Official Designation

SUBSCRIBED AND SWORN TO before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, affiant having  
shown to me his/her competent evidence of identity \_\_\_\_\_ issued on  
\_\_\_\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Notary Public

### Notes:

- If the employer is an association, partnership, corporation or any other institution, any of its present managing head, director or partner shall sign the installment proposal and the promissory note in his/her official capacity.
- In case said employer has already been dissolved, any of its former managing head, director or partner shall sign the installment proposal and the promissory note.