

CHECKLIST OF DOCUMENTARY REQUIREMENTS

Contribution Penalty Condonation and Restructuring Program for Household Employers

I. BASIC DOCUMENTS

DOCUMENT	NO. OF COPIES
1. Duly accomplished Application for Contribution Penalty Condonation and Restructuring Program Form	2
2. Valid Identification Cards/Documents of household employer as per SSS Circular Nos. 2018-017 & 2021-018	2
3. Affidavit of Two Disinterested Persons or Certification by Home-owners/Condominium Association/Barangay	2

II. PAYMENT REQUIREMENTS

A. For Full Payment

DOCUMENT	NO. OF COPIES
Official receipt of the full Payment of Employees Compensation (EC) contribution and penalty delinquency/ies, if applicable	2

B. For Installment Payment

DOCUMENT	NO. OF COPIES
1. Official Receipt of the full Payment of EC Contributions and penalty delinquency/ies, if applicable	2
2. Official Receipt of the full payment of the down payment which shall not be less than 5% of the total amount of delinquency	2
If total delinquency is Php 50,000.00 and below net of down payment and without PDCs	
Duly notarized Undertaking executed by the employer in favor of SSS to pay delinquencies	2
If PDCs are issued by the Third Party	
Duly notarized Joint Undertaking executed by both the Employer and the Third Party in favor of SSS	2