



PEN-01968 (07-2024)

Republic of the Philippines
SOCIAL SECURITY SYSTEM
ANNUAL CONFIRMATION OF PENSIONERS
(FOR REPRESENTATIVE PAYEE OF DEPENDENT (MINOR/INCAPACITATED) CHILD)

THIS FORM MAY BE REPRODUCED AND IS NOT FOR SALE. THIS CAN ALSO BE DOWNLOADED THRU THE SSS WEBSITE AT www.sss.gov.ph.
PLEASE READ THE INSTRUCTIONS AT THE BACK BEFORE FILLING OUT THIS FORM. PRINT ALL INFORMATION IN CAPITAL LETTERS.

PART I - DECEASED MEMBER'S DATA

SS NUMBER, NAME (LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX), DATE OF BIRTH (MM-DD-YYYY)

PART II - DEPENDENT (MINOR/INCAPACITATED) CHILD'S DATA

SS NUMBER, NAME (LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX), DATE OF BIRTH (MM-DD-YYYY)

PART III - REPRESENTATIVE PAYEE'S DATA

TYPE OF PENSION (CHECK APPROPRIATE BOX), COMMON REFERENCE NUMBER/PHILSYS CARD NUMBER (IF ANY), DATE OF BIRTH (MM-DD-YYYY)

SS NUMBER, NAME (LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX)

MAILING ADDRESS (RM./FLR./UNIT NO. & BLDG. NAME), (HOUSE/LOT & BLK. NO.), (STREET NAME), (SUBDIVISION)

(BARANGAY/DISTRICT/LOCALITY), (CITY/MUNICIPALITY/STATE), (PROVINCE), (COUNTRY), POSTAL CODE

TELEPHONE NUMBER (AREA CODE+TEL. NO.), MOBILE/CELLPHONE NUMBER, E-MAIL ADDRESS

PART IV - QUESTIONNAIRE

IS THE DEPENDENT (MINOR/INCAPACITATED) CHILD ALREADY EMPLOYED/SELF-EMPLOYED, MARRIED AND/OR DECEASED? If yes, please provide the following:

DATE OF EMPLOYMENT/SELF EMPLOYMENT (MM-DD-YYYY), DATE OF MARRIAGE (MM-DD-YYYY), DATE OF DEATH (MM-DD-YYYY)

PART V - CERTIFICATION AND DATA PRIVACY NOTICE & AGREEMENT

I certify that the information provided in this form are true and correct and I agree that the information collected through this form shall be used and retained by the SSS for the processing and continuous payment of pension...

Furthermore, I understand that I, as an SSS pensioner, shall be subject to other verification processes as required by the SSS to ensure my eligibility to receive the SSS pension benefit...

I understand that pursuant to Sec. 24 (c), SS Act of 2018 [Republic Act (R.A) No. 11199] and the Data Privacy Act of 2012 (R.A. No. 10173), the SSS shall keep confidential and secure all the information using organizational, physical and technical measures and procedures...

SIGNATURE OVER PRINTED NAME OF REPRESENTATIVE PAYEE

DATE

If representative payee cannot sign, affix fingerprints.

Witnesses to fingerprinting [To be accomplished by the authorized representative and SSS personnel (if filed thru authorized representative)]:

RIGHT THUMB fingerprint box

RIGHT INDEX fingerprint box

SIGNATURE OVER PRINTED NAME OF THE AUTHORIZED REPRESENTATIVE

DATE

RELATIONSHIP TO REPRESENTATIVE PAYEE (If witness is the authorized representative)

POSITION TITLE AND BRANCH (If witness is the SSS personnel)

PART VI - TO BE FILLED OUT BY BANK REPRESENTATIVE (IF COMPLIANCE IS THROUGH THE BANK)

This is to certify that Mr./Ms. (Name of Pensioner), an ITF account holder of (Name of bank and branch)

personally appeared before the undersigned as compliance with the Annual Confirmation of Pensioners (ACOP) Program being conducted by the SSS and as I attest the veracity of the information provided in this form.

SIGNATURE OVER PRINTED NAME OF BANK REPRESENTATIVE

POSITION TITLE

DATE

PART VII - TO BE FILLED OUT BY SSS RECEIVING BRANCH/SERVICE/FOREIGN OFFICE

A. MANNER OF COMPLIANCE

<input type="checkbox"/> PERSONAL APPEARANCE	<input type="checkbox"/> THRU MAIL	<input type="checkbox"/> CERTIFIED BY BANK REPRESENTATIVE
<input type="checkbox"/> THRU AUTHORIZED REPRESENTATIVE	<input type="checkbox"/> THRU E-MAIL	<input type="checkbox"/> OTHERS _____

B. RECOMMENDATION

<input type="checkbox"/> CONTINUE PENSION	<input type="checkbox"/> CANCEL PENSION	REMARKS (Indicate reason/s for suspension, cancellation, rejection, pending or returned.)
<input type="checkbox"/> RESUME PENSION	<input type="checkbox"/> RETURN ACOP FORM	
<input type="checkbox"/> SUSPEND PENSION	<input type="checkbox"/> PENDING	

PROCESSED BY		
_____	_____	_____
SIGNATURE OVER PRINTED NAME	POSITION TITLE	DATE & TIME
APPROVED BY		
_____	_____	_____
SIGNATURE OVER PRINTED NAME	POSITION TITLE	DATE & TIME

INSTRUCTIONS

1. Fill out this form in one (1) copy. If dependent children are two (2) or more, fill out one (1) ACOP form for each dependent/minor/incapacitated child.
2. Always affix initials on all erasures/alterations on this form.
3. Always indicate the following mandatory information:
 - a. SS Number of deceased member, representative payee and dependent (minor/incapacitated) child (18 years old and above)
 Note: Representative payee refers to the guardian of a beneficiary/pensioner who receives the pension in his/her behalf.
 - b. Contact information
 - Telephone number
 - Mobile/Cellphone number
 - E-mail address
 Note: If pensioner cannot provide the required contact information, indicate the following information of the pensioner's immediate family member/relative:
 - Contact information where SSS can communicate with the pensioner
 - Name and signature of the immediate family member/relative
 - Relationship of the immediate family member/relative to the pensioner
 - c. Mailing address (Philippine or Foreign Address)
 - If Philippine Address, indicate the Room/Floor/Unit No. & Building Name, House/Lot & Block No., Street Name, Subdivision, Barangay/District/Locality, City/Municipal and Province.
 - If Foreign Address, indicate Room/Floor/Unit No. & Building Name, House/Lot & Block No., Street Name, State and Country.
 - d. Postal code
4. Always indicate "N/A" or "Not Applicable", if the required data is not applicable.
5. Bank shall submit to SSS thru e-mail within five (5) working days the scanned copies of ACOP Forms with duly accomplished PART VI - TO BE FILLED OUT BY BANK REPRESENTATIVE (IF COMPLIANCE IS THRU THE BANK) and documentary requirements (if compliance is thru bank).
6. Submit this form together with the following ID cards/documents and documentary requirements based on the checklist below:
 Note: a. If thru personal appearance, present the original copy/ies of ID cards/documents of the pensioner.
 b. If thru authorized representative, submit photocopy/ies of ID cards/documents of the pensioner and authorized representative, and documentary requirements of the pensioner.
 c. If thru e-mail, submit soft copy/ies (e.g., pdf, jpg) of ID cards/documents and documentary requirements of the pensioner.
 d. If thru mail, submit photocopy/ies of ID cards/documents and documentary requirements of the pensioner.

MANNER OF COMPLIANCE	LIST OF DOCUMENTARY REQUIREMENTS	ID CARDS/DOCUMENTS
a. Thru personal appearance b. Thru authorized representative c. Thru e-mail d. Thru mail e. Certified by bank representative	Identification documents of pensioner: <ul style="list-style-type: none"> • One (1) Primary ID card/document • Two (2) Secondary ID cards/documents [both with signature and at least one (1) with photo] Additional documents for pensioners whose compliance is thru authorized representative, e-mail or mail: <ul style="list-style-type: none"> • Chest-level photo or snapshot of the pensioner holding a current newspaper wherein the headline and date of publication are prominently displayed, or having a background of news crawler/ticker on the TV showing the current news headline and date. Note: The date of the newspaper/news crawler/ticker on the TV must be the same with the date of submission of the ACOP compliance thru e-mail or must be within the same month on the date of submission of ACOP compliance thru mail. • Certification from the institution where the pensioner is confined such as retirement home, penitentiary, nursing facility, hospital, correctional institution, rehabilitation center, etc., if confined in an institution. 	A. Primary ID card/document [Any one (1) of the following]: <ol style="list-style-type: none"> 1. Unified Multi-Purpose ID Card 2. Social Security Card 3. Philippine Identification Card 4. Alien Certificate of Registration 5. Driver's License 6. Firearm Registration 7. License to Own and Possess Firearms 8. National Bureau of Investigation Clearance 9. Passport 10. Permit to Carry Firearms Outside of Residence 11. Postal Identity Card 12. Seafarer's Identification & Record Book (Seaman's Book) 13. Voter's ID Card B. Any two (2) other ID cards/documents, both with signature and at least one (1) with photo (In absence of a primary ID card/document) Note: ID card/s/documents with an official English translation by Philippine Embassy/Consulate (for ID cards/documents issued by foreign government and in foreign language/s) must be accepted.

WARNING : ANY PERSON WHO MAKES ANY FALSE STATEMENT IN THIS FORM OR SUBMITS ANY FALSIFIED DOCUMENT IN CONNECTION WITH THIS FORM SHALL BE CRIMINALLY LIABLE UNDER SECTION 28 OF R.A. 1161, AS AMENDED BY R.A. 11199 AND ARTICLE 207 CHAPTER IX OF P.D. NO. 626