



COO-01206 (07-2015)

Republic of the Philippines
SOCIAL SECURITY SYSTEM
APPLICATION FOR ACCREDITATION
OF COOPERATIVE OR ORGANIZED GROUP

PARTNER REFERENCE NUMBER

THIS FORM MAY BE REPRODUCED AND IS NOT FOR SALE. THIS FORM CAN ALSO BE DOWNLOADED THRU THE SSS WEBSITE AT www.sss.gov.ph.

PLEASE READ THE INSTRUCTIONS AND REMINDERS AT THE BACK BEFORE FILLING OUT THIS FORM. PRINT ALL INFORMATION IN CAPITAL LETTERS AND USE BLACK OR BLUE INK ONLY.

PART I - TO BE FILLED OUT BY THE APPLICANT

A. INFORMATION

EMPLOYER NUMBER, NAME OF COOPERATIVE/ORGANIZED GROUP, BUSINESS ADDRESS, START OF OPERATION, NUMBER OF MEMBERS, TYPE OF APPLICATION/AGREEMENT, TYPE/NATURE OF INDUSTRY, TYPE OF ORGANIZED GROUP, TAX IDENTIFICATION NUMBER, AREAS OF OPERATION, WEBSITE, TELEPHONE NUMBER, FAX NUMBER, E-MAIL ADDRESS, MOBILE NUMBER

B. CERTIFICATION

I certify that the information provided in this form are true and correct.

SIGNATURE OVER PRINTED NAME

OFFICIAL DESIGNATION

DATE

PART II - TO BE FILLED OUT BY SSS

A. BRANCH

RECEIVED AND SCREENED BY, REVIEWED BY, B. COOPERATIVES AND INFORMAL SECTOR DEPARTMENT/ PROFESSIONALS SECTOR DEPARTMENT, C. INVESTMENT RESEARCH AND SUPPORT DEPARTMENT (For Collection Agreement Only), PROCESSED BY, EVALUATED BY, REMARKS

INSTRUCTIONS

1. Fill out this form in two (2) copies.
2. Always indicate "N/A" or "Not Applicable", if the required data is not applicable/available.
3. Submit this form, duly signed by the President/Chairman, to the SSS branch having jurisdiction over your area of operation with the following required documents:
 - A. **For Collection Agreement** (SSS Receiving Officer to put a checkmark on each document submitted or write any remarks, as necessary.)
 - a. Ammended Articles of Incorporation/Cooperation and By-Laws, if applicable
 - b. Certificate of Registration from appropriate regulatory body/government agency
 - c. Company Profile
 - d. List of Board of Directors showing their complete address and SSS numbers, if any
 - e. Board Resolution, duly certified by the Board Secretary, approving the MOA and particularly naming its authorized signatory
 - f. A copy of the Standard MOA signed by the authorized signatory and witness/es as mentioned in the Board Resolution
 - g. Audited Financial Statements for the last three (3) years
 - h. List of Accountable Officers to be bonded including their SS numbers and the estimated amount of coverage of their respective bond
 - i. Proposed Nature of the Bond to secure its performance under the MOA and the estimated amount of coverage of the bond
 - j. List of Creditors showing their complete addresses, corresponding nature of loan/s, amount and terms of obligations with a Certification of No Past Due from the financial institution/s that granted the loan/s. **If without existing loan/s**, a Certification of Non-Existence of Loans duly signed by the President/Chairman or the highest-ranking official
 - k. Member's List Form in soft copy; or
Promissory Note signed by the President/Chairman or the highest-ranking official ensuring the submission of the Member List upon receipt of the notice of accreditation approval
 - l. Valid SSS Clearance or a letter-request for the same addressed to the concerned SSS Cluster Legal Unit (CLU)
 - m. Latest Cooperative Annual Performance Report (CAPR) duly received by the CDA, if a cooperative
 - n. Certification of Annual Coverage and Collection Commitments showing the estimated target coverage and collection
 - o. Certification of Good Standing from the federation where the applicant belongs or from the regulatory body/government agency issued not earlier than six (6) months prior to filing of the application.
 - B. **For Non-Collection Agreement** (SSS Receiving Officer to put a checkmark on each document submitted or write any remarks, as necessary.)
 - a. Board Resolution, duly certified by the Board Secretary, approving the MOA and particularly naming its authorized signatory
 - b. A copy of the Standard MOA signed by the authorized signatory and witness/es as mentioned in the Board Resolution
 - c. Valid Certificate of Compliance issued by SSS
 - d. Member's List Form in soft copy; or
Promissory Note signed by the President/Chairman or the highest-ranking official ensuring the submission of the Member List upon receipt of the notice of accreditation approval