Republic of the Philippines
SOCIAL SECURITY SYSTEM
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CIRCULAR NO. 2017-010

TO : ALL EMPLOYERS AND INDIVIDUAL MEMBERS

SUBJECT : ENHANCED CONTRIBUTIONS COLLECTION PROCESS

The Social Security Commission, under its Resolution No. 587-A-s.2017 dated 04 October 2017, has approved the implementation of the electronic Collection System (e-CS) to facilitate the real-time recording/posting of SSS contribution payments effective 16 January 2018.

A. COVERAGE

All Employers (ERs), including Household ERs and Individual Members (Self-Employed, Voluntary, OFWs)

B. REQUIREMENTS

1. Mandatory registration/enrolment of the ER/Individual Member in My.SSS at the SSS website (www.sss.gov.ph)

2. Mandatory use of Payment Reference Number (PRN) in the payment of contributions through any payment channel (Tellerin Facilities in SSS Branches, Bank and Non-Bank Collection Facilities)

C. SALIENT FEATURES OF THE e-CS

1. Generation through My.SSS Account of the electronic Contributions Collection List (e-CL) for the ERs and Statement of Account (SOA) for the Individual Members

2. Facility to enable payors (ERs/Individual Members) to review/edit the e-CL/SOA

3. Automatic generation of corresponding PRN upon confirmation of the e-CL/SOA

4. Automatic sending of electronic notifications and reminders

5. Real-time posting of payments (ERs), as well as contribution details to the accounts of Employees and Individual Members

For strict compliance.

19 OCT 2017

Date

EMMANUEL F. DOOC
President and CEO

(Policies - Contribution Collection)