



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. 687-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](http://www.sss.gov.ph))
2. Mandatory use of Payment Reference Number (PRN) in the payment of contributions through any payment channel (Teller 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.

  
**EMMANUEL F. DOOC**  
President and CEO.  


**19 OCT 2017**

Date

