



Republic of the Philippines
SOCIAL SECURITY SYSTEM

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CIRCULAR NO. 2020-010

TO : ALL SSS MEMBERS

SUBJECT : REVISED LIST OF DOCUMENTARY REQUIREMENTS FOR RETIREMENT AND DEATH BENEFITS

In line with the implementation of the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 or Republic Act No. 11032, which aims to streamline the current systems and procedures in government offices, the List of Documentary Requirements for Retirement and Death Benefits are hereby issued to facilitate the effective and immediate processing of retirement and death benefits.

Please be guided accordingly.

Original Signed
AURORA C. IGNACIO
President and CEO

17 APR 2020

Date

ATTACHMENTS : Annex A – List of Documentary Requirements for Retirement Benefit
Annex B – List of Documentary Requirements for Death Benefit
Annex C – Affidavit of Separation from Employment/Cessation of Self-Employment

(Policy – Retirement/Death)

Prepared by: RDF Benefits Administration Department

LIST OF DOCUMENTARY REQUIREMENTS FOR RETIREMENT BENEFIT

(For Over-the-Counter Filing of Retirement Claim Application)

(Present original and submit photocopy of valid identification (ID) cards/documents for authentication purposes and present original/certified true copy and submit photocopy of supporting documents)

A. BASIC DOCUMENTARY REQUIREMENTS

1. Retirement Claim Application/Retirement Claim Application under Portability Law
2. Member's/Claimant's Photo and Signature Card, *if member has not been issued UMID card*
3. Death certificate of deceased member duly registered with the Local Civil Registry (LCR) or issued by Philippine Statistics Authority (PSA), *if without settled funeral benefit*
4. Single savings account, any of the following:
 - Passbook
 - ATM card with name of member and account number
 - validated initial deposit slip
 - UMID card enrolled as ATM
 - accomplished Visa cash card enrolment form
 - duly signed Bank Certificate/Statement issued within three (3) months prior to filing of claim with the following information:
 - complete name of member/claimant
 - savings account number
 - bank branch
 - complete bank address
 - Union Bank of the Philippines Quick card
If ATM card of female member is still under maiden name
 - Marriage Certificate
If claimant cannot open a savings account or apply for a debit/cash card
 - A written request for exemption from the Pensioner's Remittance Program stating reason for the exemption
5. Claimant's identification (ID) cards/documents (*refer to Standard List of ID Cards/Documents*)

Note:

- Documents issued in a foreign country should have English translation. Authentication by the Philippine Embassy or Consulate General is not required if said documents are duly received and signed by the SSS Foreign Representative, Foreign Office.
- For retirement claims filed abroad, photocopy of supporting document/s with English translation may be presented and submitted in the absence of the original/certified true copy, to be duly received and signed by the SSS Foreign Representative

If filed by authorized representative of the claimant/s

1. Two (2) valid ID cards/documents of the member and representative; or
2. Letter of Authority (LOA) signed by the member or Special Power of Attorney (SPA) specifically stating the authority to file and/or sign for and in behalf of the member.

Note: LOA/SPA should have been made or executed within six (6) months if in the Philippines and one (1) year if abroad.

Refer to Supplemental List of Documentary Requirements for Retirement Benefit (For Over-the-Counter Filing of Retirement Claim Application) for the additional supporting documents for special cases

Note: Upon implementation of the payment of benefit via Philippine Electronic Fund Transfer System and Operations Network (PESONet), savings account of claimant shall be from PESONet participating banks which are SSS accredited.

B. ADDITIONAL DOCUMENTARY REQUIREMENTS

If with five (5) or more legitimate/illegitimate dependent children,

- Birth certificate of dependent child/ren duly registered with the LCR or issued by the PSA, *if dependent children are not reported in member's Personal Record (E1/E4/RS1/OW1/NW1) or with discrepancy in information*
If dependent child is born abroad
 - Birth Certificate issued by foreign government or Report of Birth issued by Philippine Embassy or Consulate General shall be submitted, if applicable.
- Marriage certificate of member duly registered with the LCR or issued by the PSA, *if legal spouse is not reported in member's Personal Record (E1/E4/RS1/OW1/NW1) or with discrepancy in information*
If married abroad
 - Marriage Certificate issued by foreign government or Report of Marriage issued by the Philippine Embassy or Consulate General

SUPPLEMENTAL LIST OF DOCUMENTARY REQUIREMENTS FOR RETIREMENT BENEFIT

(Present original and submit photocopy/certified true copy of supporting documents)

SUPPORTING DOCUMENTS, WHICHEVER IS APPLICABLE

1. If member is at least sixty (60) years but below 65 years old

a) For employed members/Household Helper

- Certificate of separation issued by the last employer or all employers (if with multiple employers); or
- SSS Form – Affidavit of Separation from Employment/Cessation of Self-employment with Undertaking, *regardless of status of employer.*

Note: If member has no contributions for the last twelve (12) months from date of retirement, member shall no longer be required to submit Certificate of separation.

b) For Self-Employed (SE) members

- Certificate of non-renewal for all of member's business permit/license issued by the proper government offices/transfer of ownership e.g. Business Permit and Licensing Office; or
- Certificate of cessation of business issued by the duly elected Barangay Official where the business or place of residence was located; or
- SSS Form - Affidavit of Separation from Employment/Cessation of Self-employment with Undertaking

c) For member of Cooperative or registered Association (e.g. TODA, Card Inc., market vendors association)

- SSS Form - Affidavit of Separation from Employment/Cessation of Self-employment with Undertaking; or
- Certificate of termination of membership signed by the authorized company representative/s or signatories in the Specimen Signature Card of the Cooperative/Association.

d) For Voluntary Member (VM), including Overseas Filipino Worker (OFW)

- Proof of separation from employment/cessation of business/termination of contract/no earnings is not a requirement

2. If member is an underground/surface mineworker

- Certification from the employer/s that member was an underground/surface mineworker indicating the period of employment and worker's job description; or
- Affidavit of two (2) co-employees attesting that member was an underground/surface mineworker indicating the period of employment and worker's job description

Additional requirements if underground/surface mineworker is at least 55 years old but below 60 years old

- Supporting documents stated under Part 1a or b depending on the last coverage status of the member

3. If member is a racehorse jockey

- Certification that member was employed as racehorse jockey by his employer, who must be duly licensed by the Philippine Racing Commission (PHILRACOM) indicating the period of employment

4. If member is filing pursuant to an existing Bilateral Social Security Agreement (SSA)

- Liaison forms as provided for under the Administrative Agreement of the Bilateral SSA with the following information:
 - a. Claim application details; and
 - b. Insurance periods under SS Law of other country;
- Photocopies of two (2) valid IDs of member certified by counterpart liaison agencies as provided for under the Bilateral SSA, in lieu of the member's photo and signature card

5. Additional document if member is applying under the Portability Law

- Certificate of total contributions issued by the GSIS including the period of contributions

6. Additional document if member is an SSS employee

- Certification issued by Employee Services Department on the SSS employment history of the concerned employee subject to the applicable rules and regulations on outside/part-time employment of SSS employees and Republic Act No. 8282

7. Additional documents If member is incapacitated and under guardianship

- Photo and Signature Card of guardian, *if guardian has not been issued UMID card*
- Medical certificate issued by his/her attending physician (with license number and address of clinic), within three (3) months from date of filing of claim for guardianship confirmed/certified by the Medical Specialist of SSS Physical Examination Centers (PECs)
- In-trust for savings account
- Affidavit for Guardianship of Incompetent Pensioner, *if guardian is the legal spouse*
- Application for Representative Payee and Guarantor's Bond Form, *if guardian is other than the parents*

8. In the absence of Marriage Certificate

- Certification of non-availability from LCR/PSA or issued by foreign government indicating that marriage records of the office/agency concerned is intact but there is no record of marriage for the requesting party; and
- Marriage certificate issued by Parish/Church/Ministry/Congregation/Sect/other religious organizations/LGU/other person authorized to administer the marriage
If marriage certificate from Parish/Church/Ministry/Congregation/ Sect/other religious organizations is not available
 - Certification of non-availability from the Parish/Church/Ministry/Congregation/ Sect/other religious organizations; or
 - Affidavit/Certificate of solemnizing officer stating the following together with Authority to Administer marriage, if applicable:
 - Date of marriage
 - Place of marriage
 - Reason for non-registration; and
 - Authority to administer marriage, if applicable.
 - Joint affidavit of two (2) persons who witnessed the marriage together with –
 - Birth certificates of at least two children wherein under both documents the names of parents and the date & place of marriage are indicated (if applicable)

9. Additional document if member is married abroad and has previous marriage in the Philippines, whichever is applicable

- Certificate of Finality of Annulment/Nullity or annotated Marriage Contract/Certificate; or
- Certificate of Naturalization prior to marriage abroad and Decree of Divorce after acquiring foreign citizenship, or its equivalent

10. In the absence of Birth Certificate

- Certification of non-availability from LCR/PSA or issued by foreign government; and
- Baptismal/Dedication certificate or its equivalent issued by the Parish/Church/Ministry/Congregation/ Sect/other religious organizations (with date of birth of the child and name of parents)
If baptismal/dedication certificate or its equivalent is not available

- Certification of non-availability from the parish/church/ministry/congregation/sect/other religious organizations; and
- Any of the following documents where the name of dependent, date of birth and the name of the parents are indicated:
 - School cards/record of dependent
 - Educational/insurance plans/health card record
 - Employment records of member
 - Philhealth/GSIS/Pag-IBIG records
 - Income Tax Return of member
 - Member's record duly received by SSS prior to May 1997

Note:

- Baptismal/Dedication certificate or its equivalent certificate must bear the original signature of the Parish Priest/Head of the Church/Ministry/Congregation/Sect/other religious organizations or his authorized signatory.
- Dedication certificate or its equivalent certificate issued by the Ministry/Congregation/Sect/other religious organizations in lieu of baptismal certificate must bear the date of birth of the child and the name of parents

11. Additional document for legally adopted child/ren and birth certificate is without annotation

- Decree of Adoption or Certificate of Finality

Note: Date of adoption should be prior to date of retirement.

12. Additional document for illegitimate child/children

- Any proof of filiation, such as, but not limited to:
 - Birth certificate duly signed by the father as informant with Affidavit of Acknowledgment duly by the father
 - Will
 - Statement made before any judicial or quasi-judicial proceedings
 - Any authentic writing signed by the father (e.g. letter, diary, or other documents such as school records and other public records)
 - Joint affidavit of two (2) persons preferably nearest relatives of the deceased member as proof of acknowledgment
 - Duly-received membership data record by other government agencies like Philhealth, Pag-IBIG, GSIS, etc

13. Additional document if dependent child is incapacitated

- Medical certificate issued by the attending physician (with license number and address of clinic), within 3 months from date of filing of claim for dependent's pension confirmed/certified by the Medical Specialist of PECs

14. Additional documents if dependent child is under guardianship

- In-trust-For account
- Member's/Claimant's Photo and Signature card (for the guardian), *in case the guardian has not been issued a UMID card*
- Claim for Dependent's Pension Benefit form, *if guardian is the parent and legal spouse separated from the member*
- Application for Representative Payee and Guarantor's Bond Form, *if guardian is other than the parent*

LIST OF DOCUMENTARY REQUIREMENTS FOR DEATH BENEFIT

(Present original and submit photocopy of valid identification (ID) cards/documents for authentication purposes and present original/certified true copy and submit photocopy of supporting documents)

A. BASIC DOCUMENTARY REQUIREMENTS

1. Death Claim Application Form/Death Claim Application under Portability Law
2. Member's/Claimant's Photo and Signature Card, if claimant has not been issued a UMID card
3. Death Certificate of deceased member duly registered with the Local Civil Registry (LCR) or issued by the Philippine Statistics Authority (PSA), if without settled funeral benefit
If member died abroad
 - If member died abroad, Death Certificate of deceased member issued by the Vital Statistics Office/County of Host Country or its equivalent or Report of Death issued by the Philippine Embassy or Consulate General shall be submitted.
4. Single savings account, any of the following:
 - Passbook
 - ATM card with name of member/claimant and account number
 - validated initial deposit slip
 - UMID card enrolled as ATM
 - accomplished Visa cash card enrolment form
 - duly signed Bank Certificate/Statement issued within three (3) months prior to filing of claim with the following information:
 - complete name of claimant
 - savings account number
 - bank branch
 - complete bank address
 - Union Bank of the Philippines Quick card

If ATM card of female claimant is still under maiden name

 - Marriage Certificate

If claimant cannot open a savings account or apply for a debit/cash card

 - A written request for exemption from the Pensioner's Remittance Program stating reason for the exemption

Note: Upon implementation of the payment of benefit via Philippine Electronic Fund Transfer System and Operations Network (PESONet), savings account of claimant shall be from PESONet participating banks which are SSS accredited.
5. Claimant's identification (ID) cards/documents (refer to Standard List of ID Cards/Documents)

3. Marriage Certificate of parents duly registered with LCR or issued by the PSA, if date of death of member is prior to 24 May 1997
4. Affidavit attesting to the parent's dependency for support from the deceased member (Prescribed Form)
Note: If the deceased member died at the age of sixty-five (65) years or above, death certificate of parents are no longer necessary.

If filed by designated beneficiary/ies (any other person designated by the deceased member in his/her Member's Record)/Legal Heirs

1. Death Certificate duly registered with LCR or issued by the PSA of the following, whichever is applicable:
 - a. Spouse, if deceased member is a widow/widower at the time of death
 - b. Dependent child/ren
 - c. Parents

Note: If the deceased member died at the age of sixty-five (65) years or above, death certificate of parents are no longer necessary.

 - d. Other designated beneficiary/ies, *if filed by designated beneficiary*
 - e. Legal heirs (in accordance with the law of succession under the Civil Code of the Philippines), *if filed by legal heirs*

Note: If deceased member is not yet 65 years old at the time of death but his/her parents are at least 65 years old, death certificate of grandparents are no longer necessary
 2. Birth Certificate of the deceased member.
 3. Joint Affidavit (CLD-1.3) preferably by the relatives of the deceased member
 4. *For legal heirs*, birth certificate of at least two (2) legal heirs
- Note:
- Documents issued in a foreign country should have English translation. Authentication by the Philippine Embassy or Consulate General is not required if said documents are duly received and signed by the SSS Foreign Representative, Foreign Office.
 - For claims filed abroad, photocopy of supporting document/s may be presented and submitted in the absence of the original/certified true copy, to be duly received and signed by the SSS Foreign Representative, Foreign Office.

B. ADDITIONAL DOCUMENTARY REQUIREMENTS

If filed by Primary Beneficiary/ies (dependent legal spouse and dependent children) and is/are not reported in the deceased member's Personal Record (E1/E4/RS1/OW1/NW1) and/or there is discrepancy in information

1. Marriage certificate of deceased member duly registered with the LCR or issued by the PSA
If married abroad
 - Marriage Certificate with English translation issued by foreign government or Report of Marriage issued by the Philippine Embassy or Consulate General
2. Birth certificate of dependent child/ren duly registered with the LCR or issued by the PSA
If dependent child is born abroad
 - Birth Certificate issued by foreign government or Report of Birth issued by Philippine Embassy or Consulate General

If filed by Secondary Beneficiary/ies (dependent parents)

1. Birth Certificate of deceased member duly registered with LCR or issued by the PSA, *if parents is/are not reported in the deceased member's Personal Records (E1/E4/RS1/OW1/NW1) and/or there is discrepancy in information*
2. Death Certificate duly registered with LCR or issued by the PSA of the following, whichever is applicable:
 - a. Spouse, if deceased member is a widow/widower at the time of death
 - b. Dependent child/ren
 - c. Parent, if one of the parents is already deceased

Additional documents if filed by authorized representative of the claimant/s

1. Two (2) valid ID cards/documents of the claimant and representative; or
2. Letter of Authority (LOA) signed by the claimant or Special Power of Attorney (SPA) specifically stating the authority to file and/or sign for and in behalf of the claimant.

Note: LOA/SPA should have been made or executed within six (6) months if in the Philippines and one (1) year if abroad

Refer to Supplemental List of Documentary Requirements for Death Benefit for the additional supporting documents for special cases.

SUPPLEMENTAL LIST OF DOCUMENTARY REQUIREMENTS FOR DEATH BENEFIT

(Present original and submit photocopy/certified true copy of supporting documents) **SUPPORTING DOCUMENTS**

- b) Dedication Certificate or its equivalent certificate issued by the ministry/congregation/sect/other religious organizations in lieu of baptismal certificate must bear the date of birth and the name of the parents.

1. In the absence of the Death Certificate

- a. Certification of non-availability issued by the PSA/LCR or issued by foreign government indicating that death records of the office/agency concerned is intact but there is no record of death for the deceased member; and
- b. Any one (1) of the following:
- Certification of death issued by the parish/church
 - Certification of burial issued by the cemetery administrator
 - Certification of cremation

2. In the absence of Marriage Certificate

- a. Certification of non-availability from PSA/LCR or issued by foreign government indicating that marriage records of the office/agency concerned is intact but there is no record of marriage for the requesting party; and
- b. Certificate of marriage issued by the parish/church/ministry/congregation/sect/other religious organizations/LGU/other person authorized to administer marriage **or** Alien Certificate of Registration showing name of spouse
In the absence of the certificate of marriage:
- b.1 Certification of non-availability from the parish/church/ministry/congregation/sect/other religious organizations; and
- b.2 Any of the following:
- b.2.1 Affidavit/Certificate of solemnizing officer stating the following together with authority to administer marriage, if applicable
- date of marriage
 - place of marriage
 - reason for non-registration
- b.2.2 Joint Affidavit of two (2) disinterested person who witnessed the marriage; and
- b.2.2.1 *If with children*, birth certificate of at least two (2) children wherein under both documents the names of parents and the date and place of marriage are indicated

3. In the absence of Birth Certificate

- a. Certification of non-availability from PSA/LCR or issued by foreign government indicating that birth records of the office/agency concerned is intact but there is no record of birth for the requesting party; and
- b. Baptismal/Dedication certificate or its equivalent issued by the parish/church/ministry/congregation/sect/other religious organizations (with date of birth of child and name of parents)
In the absence of the baptismal/dedication certificate or its equivalent:
- b.1 Certification of non-availability from the parish/church/ministry/congregation/sect/other religious organizations; and
- b.2 Any of the following documents where the name of dependent, date of birth and the name of the parents are indicated:
- School cards/record of dependent
 - Educational/insurance plans/health card record
 - Employment records of member
 - Philhealth/GSIS/Pag-IBIG records
 - Income Tax Return of member
 - Member's record duly received by SSS prior to May 1997

Note:

- a) Baptismal/dedication certificate or its equivalent certificate must bear the original signature of the parish priest/head of church/ministry/congregation/ sect/other religious organizations or his authorized signatory.

4. Additional document if deceased member is married abroad and has previous marriage in the Philippines, whichever is applicable

- a. Certificate of finality of the judgment of annulment/nullity of marriage or annotated marriage certificate
- b. Certificate of naturalization prior to marriage abroad and decree of divorce after acquiring foreign citizenship, or its equivalent

5. Additional document if spouse has been separated in fact/legally separated from the deceased member (not living as husband and wife)

- a. Joint affidavit of two (2) persons preferably nearest relatives of the deceased member who have personal knowledge of the separation stating the reason thereof and the fact of spouse's dependency for support upon the deceased member and that the surviving spouse must not be the one who gave ground for the separation; or
- b. Affidavit of surviving spouse with undertaking stating that he/she has no known relative of the member or that surviving spouse is not in good terms with the deceased member's relative; or
- c. Court declaration that the member-spouse should continue to support the surviving spouse and that the surviving spouse must not be the one who gave ground for the separation.

6. Additional document for legally adopted children and birth certificate is without annotation

Decree of Adoption and Certificate of Finality of Judgment
Note: Date of adoption should be prior to date of death.

7. Additional document if dependent child is incapacitated

Medical certificate issued by the attending physician (with license number, contact number and address of clinic/attending physician) within three (3) months from the date of filing of claim confirmed/certified by the Medical Specialist of SSS Physical Examination Centers (PECs).

8. Additional document if dependent child is under guardianship

- a. In-Trust for savings account
- b. Member's/Claimant's Photo and Signature Card of guardian, *if guardian has not been issued a UMID card*
- c. Application for Representative Payee and Guarantor's Bond Form, *if guardian is other than the surviving legal spouse of the deceased member*
- d. Claim for Dependent's Pension Benefit form, *if guardian is the parent and legal spouse separated from the member*

9. If dependent child is illegitimate and is not acknowledged by the deceased member in the birth certificate (in case dependent child is not reported in member's Personal Record)

Any proof of filiation, such as, but not limited to:

- a. Will
- b. Statement made before any judicial or quasi-judicial proceedings
- c. Any authentic writing signed by the father (e.g. letter, diary, or other document such as school records, employment records and other public records)
- d. Joint affidavit of two (2) persons preferably nearest relatives of the deceased member as proof of acknowledgment/admission of paternity
- e. Duly-received membership data record by other government agencies like Philhealth, Pag-IBIG, GSIS, etc.

10. **Additional document for claimant other than primary beneficiary, and the surviving spouse has abandoned the deceased member or cohabited/remarry or entered into a "live-in" relationship before or after the death of the deceased member**

Joint affidavit of two (2) persons preferably nearest relatives who have knowledge of the case stating the reason thereof and the fact of the spouse' dependency for support upon the deceased member

11. **If claimant is filing pursuant to an existing Bilateral Social Security Agreement (SSA)**

- a. Liaison forms as provided for under the Administrative Agreement of the Bilateral SSA with the following information:
 - claim application details; and
 - insurance periods under the SS Law of other country
- b. Photocopies of two (2) valid IDs of claimant certified by counterpart liaison agencies as provided for under the Bilateral SSA, in lieu of the claimant's photo and signature

Republic of the Philippines)
Province/City/Municipality of _____) S.S.

**AFFIDAVIT OF SEPARATION FROM EMPLOYMENT/
CESSATION OF SELF-EMPLOYMENT
WITH UNDERTAKING**
(re SSS Retirement Benefit)

I, _____, a Filipino, of legal age, single/married, with residence/postal address at _____, after having been sworn in accordance with law, hereby depose and state, that:

1. I am a *bona fide* member of the Social Security System (SSS) with assigned SS Number/Common Reference Number _____;
2. I was separated from my last employer/s _____ with office address/es at _____ on _____, or has ceased to be engaged in the business of _____/practice of profession as _____ with office address at _____ on _____; and was never again re-employed/re-engaged in self-employment;
3. I cannot secure a certification and/or proofs from my last employment/self-employment because _____;
4. I am aware of the nature, consequences and incurring liabilities (criminal/civil/administrative) for any falsity, deceit, fraud, misrepresentation or non-disclosure made in connection with my claim/application for retirement benefits under the SS Law and other applicable laws, rules and regulations;
5. I hereby undertake to inform/notify the SSS on the fact of my re-employment/re-engagement in self-employment after availing of retirement benefits; and
6. I am executing this affidavit to attest to the truth and veracity of the foregoing statements and to support my claim/application for retirement benefits.

Affiant further sayeth naught.

In witness/truth whereof, I hereby set my hand and affix my signature this _____ at _____.

AFFIANT
(Signature over Printed Name of Affiant)

SUBSCRIBED AND SWORN to before me this _____ at _____, affiant exhibiting to me his/her Community Tax Certificate No. _____ issued on _____ at _____ and/or Identification Card No. _____ issued on/by _____ at _____ and valid until _____.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20_____.

Notary Public