



Republic of the Philippines
SOCIAL SECURITY SYSTEM

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CIRCULAR NO. 2020-041

TO : ALL SSS MEMBERS

SUBJECT : ONLINE SUBMISSION OF MEMBER DATA CHANGE REQUESTS CONSIDERED AS SIMPLE CORRECTIONS THROUGH THE MY.SSS MEMBER ACCOUNT IN THE SSS WEBSITE

Pursuant to Social Security Commission (SSC) Resolution Nos. 472-s.2020 dated 09 September 2020 and 667-s.2020 dated 02 December 2020, to support the digitalization of SSS' core services, and to comply with the zero-contact policy under Republic Act No. 11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018), members shall be allowed to submit the request and upload supporting documents for the following corrections of membership data considered as simple corrections using their My.SSS account in the SSS Website:

1. Conversion of Membership Status (from Temporary to Permanent);
2. Correction of Erroneous Encoding of Name;
3. Correction of Suffix or Prefix of Name;
4. Correction of Name due to Change in Civil Status;
5. Encoding of Middle Name; and
6. Correction of Sex.

The acknowledgment of the online submission together with the transaction number, as well as the subsequent notice of approval or rejection of the member data change request (simple corrections) shall be emailed to the member.

All approved simple corrections of membership data shall be displayed in the Inquiry module of the My.SSS Member account in the SSS Website at www.sss.gov.ph.

Members with Retirement Claim, Total Disability Claim, Death Claim, and Funeral Claims are not covered by this online service

Please be guided accordingly.


AURORA C. IGNACIO
President and CEO

23 DEC 2020

Date

Handwritten mark