

**Supplementary Arrangement to Implement Article 12 of the
Agreement between the Republic of the Philippines
and the Kingdom of the Netherlands
on the Export of Social Insurance Benefits**

Pursuant to Article 12 of the Agreement between the Republic of the Philippines and the Kingdom of the Netherlands on the Export of Social Insurance Benefits, the Social Security System (SSS) of the Philippines and the Sociale Verzekeringsbank (SVB) of the Netherlands, have agreed on the procedures to be followed on the identification of claimants/beneficiaries, verification of information and validation of documents:

1. The SSS and the SVB will assist each other in verifying details that are critical for the legitimate award and payment of social security benefits to claimants who live or stay in the other country.
2. Upon request of a Party, the other Party will verify the identity of claimants/beneficiaries by checking the passport or residence permit. A stamped and certified copy of the document in question will be sent to the requesting Party.
3. Claims for a pension or benefit under the legislation of the Party other than the claimant's country of residence shall be submitted in accordance with the procedures of that Party and by using the forms of that Party.
4. Verification of claims for a pension or benefits as well as verification of the legitimacy of continued payment of pension and benefit under the legislation of either Party will be carried out in accordance with their respective standard procedure. Accordingly, claimants/beneficiaries shall fill-up the appropriate claim form and provide certain information to support this information by enclosing documentary evidence, wherever possible.
5. The accomplished form, together with the documentary evidence, shall be forwarded by one Party to the other Party. The requested Party shall:



- a) Verify the information stated in the duly accomplished form and compare this with the information recorded in the designated sources and registers; and
- b) Verify the authenticity and general acceptance of the documentary evidence.

Any discrepancies shall be noted.

6. Verification of information and documents as referred to under 3, 4 and 5 which will take place on the basis of a validation form may be provided by the requesting Party.
7. The requested Party will see to it that the claim/verified details is/are forwarded to the competent office of the other Party which requested the verification of information/documentary evidence.
8. The following sources and registers are to be consulted for verification of details:

a) For the Philippines:

Identity	Philippine citizen: passport/driver's license; Other nationalities: passports or (temporary) staying or residence permit;
Being alive	Life certificate certified by municipal authorities, police or the SSS staff;
Death	Municipal registers, police, regional migration offices;
Household Composition Income or lack of income: -employees	Social investigation by the SSS staff; the SSS social security contribution register and the social security benefits register;
-self-employed	the SSS declaration for old age pension contribution;
Income (general)	If necessary, Bureau of Internal Revenue through the SSS;
Education	Information about the institution and student administration, Department of Education, Culture and Sports through the SSS
Detention	Bureau of Prisons/Bureau of Jail Management & Penology

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Where the claimant for Dutch pension or benefit is or was a member of the Government Service Insurance System (GSIS), the SSS shall coordinate with the said agency.

b) For the Netherlands:

Identity	Passport, European identity card, national identity card;
Being alive	Municipal authorities, SVB staff;

9. At the request of either Party, a detailed investigation can be conducted into facts and circumstances that may affect the right to pension or benefit. The procedure for such an investigation shall be decided on mutual consultation by the Parties.

10. When preparing investigations or verification activities, the parties will assist each other. In particular, the assistance will consist of carrying out verification activities and preparing and formulating the questions to be asked.

A Party who is requested to verify information and/or documentary evidence shall complete the verification within three months from receipt of request. If the requested Party is unable to complete the verification within the said period, it shall notify the requesting Party and advise the latter when the verification shall be completed.

24 October 2001, Quezon City, Philippines

Social Security System

Judy A. See

Sociale Verzekeringsbank

