

**Procedure for verification of claims and ongoing entitlement of
AOW- pensions and Anw and AKW- benefits by the Social Security
System for the private sector workers of the Republic of the
Philippines (SSS)**

A. Procedure in case of claims for a person under the National Old Age Pension Act (AOW) or a benefit under the National Survivors' Benefits Act (Anw)

1. Claimants for a Dutch pension or benefit living in the Philippines will request from the SSS a leaflet containing the guidelines and procedures in claiming for an AOW pension or Anw benefit.
2. The claimant will request from SSS a claim application form for AOW pension or Anw benefit, as the case may be.
3. The claimant will accomplish the claim form and enclose the required documentary evidence.
4. The claimant will personally submit to the SSS the accomplished claim application form and the required documentary evidence.
5. The SSS will check the completeness of the claim application form, verify the details and documents provided by the claimant and complete a Claim Validation form. In the case of a claim for an AOW old age pension, sections A1 to A3 and B1 to B3 must be completed; in the case of a claim for an Anw survivor's benefit, sections A1 to A3 and C1 to C3 must be completed. If in doubt as to the correctness of details or reliability of the documents, the SSS will conduct an investigation to establish the correct facts and will state its findings in the explanatory notes. The SSS officer in question will state his/her name and position on the validation form, sign the form and place an official SSS stamp on it.
6. The SSS will forward the forms and documents to SVB Leiden, which sends an acknowledgement receipt to the claimant, copy furnished the SSS, and process the claim.

B. Procedure for annual verification of the legitimacy of payments under the AOW and Anw schemes

1. Every year, the SVB will send all claimants living in the Philippines a Life Certificate form. In addition, AOW pension recipients will be sent a form entitled "Income declaration for assessment of entitlement to supplementary allowance under the Dutch National Old Age Pension Act (AOW)". Anw beneficiaries will receive an "income statement for Anw beneficiaries" in addition to the life certificate. Dispatch of the forms will take place throughout the year, depending on the claimants' month of birth.
2. The claimant must fill in the forms and add the required evidence. He / she must have the Life Certificate certified by the competent authority.

3. The claimant must then submit personally the form and the documentary evidence to the SSS for verification.
4. The SSS will verify the details and documentary evidence provided. In the case of the Life Certificate, the SSS will add a Life Certificate Validation form; in the case of an Income Details form (AOW) or Income Statement (Anw), it will add an Income Details Validation form. The SVB will see to it that the SSS has sufficient blank forms at its disposal.
5. The SSS will complete the validation form (in the case of a claim for an AOW old age pension, sections A1 to A3 and B1 to B3 must be completed; in the case of a claim for an ANW survivor's benefit, sections A1 to A3 and C1 to C3 must be completed). If in doubt as to the correctness of details or reliability of the documents, the SSS will conduct an investigation to establish the correct facts and will state in its findings in the explanatory notes. The SSS officer in question will state his/her name and position on the validation form, sign the form and place an official SSS stamp on it.
6. The SSS will forward the forms and documents to SVB Leiden, which sends an acknowledgement receipt to the claimant, copy furnished the SSS, and process the claim.

C. Procedure in case of claims for child benefit under the National Child Benefits Act (AKW)

1. Claimants for a Dutch child benefit living in the Philippines will request from SSS a leaflet containing the guidelines and procedures in claiming for an Anw child benefit.
2. The claimant will accomplish the form and enclose the required documentary evidence.
3. The claimant will personally submit to the SSS the accomplished claim application form and the required documentary evidence.
4. The SSS will verify the details and authenticate the documents provided by the claimant and will process the AKW Claim Validation form. If in doubt as to the correctness of details or reliability of the documents, the SSS will conduct an investigation to establish the correct facts and will state in its findings in the explanatory notes. The SSS officer in question will state his/her name and position on the validation form, sign the form and place an official SSS stamp on it.
5. The SSS will forward the forms and documents to SVB Leiden, which sends an acknowledgement receipt to the claimant, copy furnished the SSS, and process the claim.

D. Procedure for periodic verification of the legitimacy of payments under the AKW scheme

1. The claimants must send the SVB a Life Certificate every two years, issued by a local authority and certified by the SSS with respect to children for whom child benefit is paid. By year 2002, the SVB will send all claimants a new Life Certificate form every year. In addition, some child benefit recipients will receive an AKW School Attendance Statement form.
2. The claimant must fill-up the Life Certificate form he/she received from the SVB, add the required documentary evidence and have the life certificate or the Life Certificate form certified by a competent authority. The AKW School Attendance Statement form must be completed and stamped by the school of a child who is 15 or over and for whom the child benefit is paid.
3. The claimant will personally submit to the SSS the accomplished claim, duly certified life certificate form and the required documentary evidence.
4. The SSS will check the completeness of the life certificate, verify the details and the documentary evidence provided. In the case of a life certificate – whether issued by the local authorities or sent out by the SVB – the SSS will append an AKW Life Certificate Validation form. In the case of an AKW School Attendance Statement form.
5. The SSS will complete the appropriate validation form. If in doubt as to the correctness of details or reliability of the documents, the SSS will conduct an investigation to establish the correct facts and will state in its findings in the explanatory notes. The SSS officer in question will state his/ her name and position on the validation form, sign the form and place an official SSS stamp on it.
6. The SSS will forward the forms and documents to the responsible SVB Branch office.

E. Procedure for annual verification of identity/still alive of recipient Dutch social insurance benefits

1. The recipient present a form received from claimants must send the SVB a Life Certificate every two years, issued by a local authority and certified by the SSS with respect to children for whom child benefit is paid. By year 2002, the SVB will send all claimants a new Life Certificate form every year. In addition, some child benefit recipients will receive an AKW School Attendance Statement form.
2. The claimant must fill-up the Life Certificate form he/she received from the SVB, add the required documentary evidence and have the life certificate or the Life Certificate form certified by a competent authority. The AKW School Attendance Statement form must be completed and stamped by the school of a child who is 15 or over and for whom the child benefit is paid.

3. The claimant will personally submit to the SSS the accomplished claim, duly certified life certificate form and the required documentary evidence.
4. The SSS will check the completeness of the life certificate, verify the details and the documentary evidence provided. In the case of a life certificate – whether issued by the local authorities or sent by the SVB – the SSS will append an AKW Life Certificate Validation form. In the case of an AKW School Attendance Statement form.
5. The SSS will complete the appropriate validation form. If in doubt as to the correctness of details or reliability of the documents, the SSS will conduct an investigation to establish the correct facts and will state in its findings explanatory notes. The SSS officer in question will state his/her name and position on the validation form, sign form and place an official SSS stamp on it.
6. The SSS will forward the forms and documents to the responsible SVB Branch office.

This is for inclusion in the Dutch pension and benefit claim forms

The undersigned claimant hereby authorizes the Philippine Social Security System (SSS) to verify any information and documentary evidence attached to this claim form with concerned government agencies or private institution/s.