

INSTRUCTIONS

1. Submit this form in two copies together with the original/certified true copy and photocopy of the following supporting documents:

PRIMARY DOCUMENTS

- Birth Certificate; or
- Baptismal Certificate; or
- Passport

OTHER REQUIRED DOCUMENTS

For reporting spouse - Marriage Contract

For reporting child -

If legitimate:

Birth or Baptismal Certificate

If illegitimate:

Birth or Baptismal Certificate or in its absence,
Proof of Parentage or Relationship

If legally adopted:

Decree of Adoption

In the absence of any of the primary documents, submit any two of the following where the name and date of birth of the registrant appear:

SECONDARY DOCUMENTS

- Record of Employment/Employer ID
- GSIS Member's Record
- Certification from National Archives
- Alien Certificate of Registration
- School/Voter's Identification Card
- Driver's License
- Marriage Contract
- Birth Certificate of children
- Joint Affidavit of two disinterested persons attesting to the correct name & date of birth of the applicant

2. If the above-stated documents are not available at the time of registration, comply immediately by submitting to the nearest SSS office to facilitate availment of benefits and privileges.

REMINDERS

1. An SS number is a lifetime number. No one should have more than one SS number.
2. Notify us in writing in case you would like to change your monthly contribution.
3. A change in monthly contribution may be requested any time but only once in a year.

If the requested change is one step higher or lower from your current monthly salary credit (MSC), no supporting document is required.

If the requested change is more than the next higher or lower step from your current MSC, submit a copy of your Income Tax Return (ITR) for the prior year duly received by the Bureau of Internal Revenue.