

TO ALL SSS MEMBERS:

We are pleased to inform you that **SOCIAL SECURITY SYSTEM (SSS) SAN FRANCISCO OFFICE** will be open on the following dates: September 3, 10, 17 and 24 (all **Saturdays** of SSS anniversary month). All applications will be accepted but **LOAN RESTRUCTURING APPLICATIONS** will be prioritized during these dates. Operating hours will be from 9:00am-5:00pm.

The following transactions will be accepted:

- Loan Restructuring Applications
- Registration (new): Issuance of SS number
- Reactivation (existing): Verification of records
- Enrollment in Flexi-fund Program
- Data amendments
- Compliance with Annual Confirmation of Pensioners (**ACOP**) Program
- Benefit claim applications

List of Required Forms & Supporting Documents for SSS On-site Services

Services	Forms/Supporting Documents/etc. <i>(Forms can be downloaded thru www.sss.gov.ph)</i>
1. Registration (New members) <ul style="list-style-type: none"> • Issuance of SS Number • Open to all overseas Filipinos (whether permanent, temporary or irregular status) not over 60 years old 	<ul style="list-style-type: none"> • Fill out SS Form E-1 (Personal Record) • Present original copy & submit photocopy of the ff. primary documents: <ul style="list-style-type: none"> – Birth/Baptismal Certificate or Passport – Marriage Certificate for reported spouse, & Birth/Baptismal Certificate/s for reported child/ren
2. Reactivation (Existing members) <ul style="list-style-type: none"> • No need to register anew for Overseas Filipinos w/ existing SS#'s (may resume contribution payment) 	<ul style="list-style-type: none"> • Provide SS# or complete name & date of birth for verification of membership records: <ul style="list-style-type: none"> – Contribution posting & loan account status (if any) – Eligibility to pensions & other benefits
3. Enrollment in Flexi-fund Program <ul style="list-style-type: none"> • Provident-fund program offered exclusively to OFW-members paying the maximum monthly contribution 	<ul style="list-style-type: none"> • Fill out Flexi-fund Enrollment Form • No supporting document required for reactivated members (or those w/ existing SS#'s)
4. Member data amendment <ul style="list-style-type: none"> • Correction of name &/or birthdate • Change of civil status • New, additional or change of dependent/s or beneficiary/ies 	<ul style="list-style-type: none"> • Fill out SS Form E-4 (Member's Data Amendment) • Present SS ID/UMID Card or any two (2) valid IDs (w/ photo & signature) • Present original/certified true copy & submit photocopy of the following documents, as applicable: <ul style="list-style-type: none"> – Birth Certificate (or Baptismal Certificate & Passport) – Joint affidavit of two (2) persons attesting to truth of correct name – Marriage Certificate – Death Certificate of deceased spouse; Certificate of Finality of Annulment; Declaration of Presumptive Death; Decree of Divorce – Certificate of No Marriage – Birth/Baptismal Certificate/s of child/ren
5. Pensioner data amendment <ul style="list-style-type: none"> • Correction of name of beneficiary/ies • Change of address • Change of account# or bank • Exemption from Mag-impok sa Bangko Program 	<ul style="list-style-type: none"> • Fill out Pensioner's Data Change Request Form • Present original copy & submit photocopy of the following documents, as applicable: <ul style="list-style-type: none"> – Birth/Baptismal Certificate or Passport of beneficiary/ies – Latest check voucher – Letter-request for exemption – Old & new passbook
6. Compliance with ACOP Program <ul style="list-style-type: none"> • Requirement to comply with the Annual Confirmation of Pensioners (ACOP) Program within birth month of pensioner (or birth month of deceased member for survivor-pensioners) 	<ul style="list-style-type: none"> • Fill-out & sign ACOP form • Present SS ID/UMID Card, valid passport or any two (2) valid IDs (with photo & signature) issued by government agency/unit in host country • For disability pensioners: Also Attach certified physical exam report (within last 3 months) & lab/diagnostic exam results

Please bring valid identification cards, e.g., SSS ID, passport or driver's license/state ID.

For more information, please contact tel. no. 415-757-0641 or email us sanfo@sss.gov.ph or sssphils@att.net.