



E-4

COV-01215 (09-2015)

Republic of the Philippines
SOCIAL SECURITY SYSTEM
MEMBER DATA CHANGE REQUEST

THIS FORM MAY BE REPRODUCED AND IS NOT FOR SALE. THIS CAN ALSO BE DOWNLOADED THRU THE SSS WEBSITE AT www.sss.gov.ph.

PLEASE READ THE INSTRUCTIONS AT THE BACK BEFORE FILLING OUT THIS FORM. PRINT ALL INFORMATION IN CAPITAL LETTERS AND USE BLACK INK ONLY.

PART I - TO BE FILLED OUT BY MEMBER

A. PERSONAL DATA

Form section A containing fields for SS NUMBER, COMMON REFERENCE NUMBER, DATE OF BIRTH, TAX IDENTIFICATION NUMBER, NAME, ADDRESS, TELEPHONE NUMBER, MOBILE/CELLPHONE NUMBER, E-MAIL ADDRESS, FOREIGN ADDRESS, COUNTRY, and ZIP CODE.

B. DATA CHANGE/CORRECTION/UPDATING

Form section B.A. CHANGE OF MEMBERSHIP TYPE, including checkboxes for Employment, Voluntary, Overseas Filipino Worker, Non-Working Spouse, and Prior Registrant, with associated details and signature lines.

Form section B.B. CORRECTION OF NAME, including checkboxes for Last Name, First Name, Middle Name, Prefix, Simple Error in Spelling, and Due to Re-marriage, with corresponding lines for FROM and TO information.

Form section B.C. CORRECTION OF DATE OF BIRTH, with lines for FROM and TO information.

Form section B.D. CORRECTION OF SEX, with lines for FROM and TO information.

Form section B.E. CHANGE OF CIVIL STATUS, including checkboxes for Single to Married, Married to Legally Separated, Married to Widowed, and Reversion from Married to Single, with lines for FROM and TO information.

Form section B.F. UPDATING OF CONTACT INFORMATION, including checkboxes for Address, Telephone Number, E-mail Address, and Mobile/Cellphone Number.

Form section B.G. UPDATING OF BANK INFORMATION, including checkboxes for Benefits, Loans, and PESO Fund, with fields for Bank Name, Bank Branch, and Account Number.

Form section B.H. UPDATING OF MEMBER RECORD STATUS (From "Temporary" to "Permanent") - please indicate submitted documents

Form section B.I. UPDATING OF DEPENDENT(S)/BENEFICIARY(IES), including a table with columns for NAME, RELATIONSHIP TO MEMBER, DATE OF BIRTH, and checkboxes for New/Additional or Deletion.

REMINDERS

1. The following required documents should be the original or certified true copy issued by the City or Municipal Civil Registrar or Philippine Statistics Authority/National Statistics Office:
 - 1.1 Birth Certificate
 - 1.2 Marriage Contract/Marriage Certificate
 - 1.3 Death Certificate
2. All ID cards and/or documents with English translation issued by foreign governments are acceptable.

LIST OF DOCUMENTARY REQUIREMENTS

Always present the original or certified true copy/ies when submitting the photocopy/ies of the required ID card(s) and/or document(s).

A. Change of membership type

1. To Self-Employed - No required documents
2. To Non-Working Spouse - Marriage Contract/Marriage Certificate or a copy of Working Spouse's Member Data Change Request form (SS Form E-4) duly received by the SSS where the name of the NWS is indicated as the spouse

B./C. Correction of name and/or Correction of date of birth

1. Birth Certificate or Passport.
2. In the absence of the Birth Certificate and Passport, the following are the required ID cards and/or documents:
 - a. Certificate of Non-Availability of Birth Records from the City or Municipal Civil Registrar or Philippine Statistics Authority/National Statistics Office or National Archives, for the alleged correct name/date of birth; and
 - b. **Any TWO (2)** of the following, both with the correct name and at least one (1) with date of birth:

ID Cards

- Driver's License
- Firearm License Card issued by Philippine National Police
- Government Service Insurance System (GSIS) ID Card
- Health or Medical Card
- Home Development Mutual Fund (Pag-IBIG) Transaction Card
- ID Card issued by Local Government Units (LGUs) (e.g., Barangay/Municipality/City)
- Overseas Worker Welfare Administration (OWWA) Card
- Philippine Health Insurance Corporation (PHIC) ID Card
- Postal ID Card
- Professional Regulation Commission (PRC) Card
- Senior Citizen Card
- Taxpayer's Identification Number (TIN) Card
- Voter's Identification Card

Documents

- Alien Certificate of Registration
- Baptismal Certificate or its equivalent (member's)
- Birth Certificate/Baptismal Certificate or its equivalent (child/ren's)
- Certificate of Licensure/Qualification Documents from Maritime Industry Authority
- Certificate of Muslim Filipino Tribal Affiliation issued by National Commission on Muslim Filipinos
- Court Order granting petition for change of name or date of birth
- GSIS Member's Record/Certificate of Membership
- Life Insurance Policy
- Marriage Contract/Marriage Certificate
- National Bureau of Investigation (NBI) Clearance
- Pag-IBIG Member's Data Form
- PHIC Member's Data Record
- Police Clearance
- Seaman's Book (Seafarer's Identification and Record book)
- Student Permit issued by Land Transportation Office (LTO)
- Transcript of Records
- Voter's Affidavit/Certificate of Registration

3. Required additional ID cards and/or documents for the following cases:
 - a. **If for correction of date of birth** and submitted birth certificate is registered after the 55th birthday - two (2) ID cards and/or documents in Item 2.b above.
 - b. **If for correction to totally different name/middle name (except if due to naturalization)** - Joint Affidavit of two (2) persons who have personal knowledge of the facts and circumstances on the use of the different name/middle name stating therein that the two (2) names refer to one (1) and the same person and the reason why the name was used.
4. Required ID cards and/or documents only for the following cases:
 - a. **Correction of name due to naturalization from Filipino citizenship to foreign citizenship or vice-versa - any of the following:**
 - Certificate of Naturalization issued by the Philippine Department of Foreign Affairs
 - Identification Certificate issued by the Philippine Bureau of Immigration
 - Any foreign government issued ID cards and/or documents showing the new name (e.g., Passport, Driver's License)
 - b. **Correction of name due to re-marriage - new Marriage Contract/Marriage Certificate and any of the following**, whichever is applicable:
 - Death Certificate of spouse, if due to death of previously reported spouse
 - Certificate of Finality of Annulment/Nullity or annotated Marriage Contract/Certificate, if due to annulled or void marriage with previously reported spouse
 - Court Order on Declaration of Presumptive Death, if previously reported spouse is presumed dead
 - Decree of Divorce and Certificate of Naturalization (granted before divorce) or its equivalent, if due to divorce with previously reported spouse
 - Certificate of Divorce (OCRG Form No. 102), if due to divorce of Muslim member with previously reported spouse

D. Correction of sex - any of the following, whichever is applicable:

- Birth Certificate
- Passport
- Member's copy of Personal Record (SS Forms E-1, RS-1, OW-1, NW-1) duly received by the SSS where the correct sex is indicated
- Court Order granting petition for correction of sex, if with erroneous entry of sex in Birth Certificate

C. CERTIFICATION

SS NUMBER

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I certify that the information provided in this form are true and correct.

PRINTED NAME	SIGNATURE	DATE
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If member cannot sign, affix fingerprints (please see Instruction no. 5).
Below are the witnesses to fingerprinting:

1) PRINTED NAME	SIGNATURE	DATE	RIGHT THUMB	RIGHT INDEX
ADDRESS & CONTACT NUMBER				
2) PRINTED NAME	SIGNATURE	DATE		
ADDRESS & CONTACT NUMBER				

PART II - TO BE FILLED OUT BY SSS

<p>For Change of Membership Type to Self-Employed</p> <p>Business Code _____</p> <p>Approved MSC _____</p> <p>Start of Payment _____</p> <p>Monthly SS Contribution (P) _____</p>	<p>For Change of Membership Type to Non-Working Spouse</p> <p>Working Spouse's MSC _____</p> <p>Approved MSC of NWS _____</p> <p>Start of Payment _____</p> <p>Monthly SS Contribution (P) _____</p>
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RECEIVED BY	SIGNATURE OVER PRINTED NAME	DATE & TIME	BRANCH
PROCESSED BY	SIGNATURE OVER PRINTED NAME	DATE & TIME	ENCODED BY
REVIEWED BY	SIGNATURE OVER PRINTED NAME	DATE & TIME	APPROVED BY
	SIGNATURE OVER PRINTED NAME	DATE & TIME	SIGNATURE OVER PRINTED NAME
	SIGNATURE OVER PRINTED NAME	DATE & TIME	DATE & TIME

INSTRUCTIONS

- Fill out this form in two (2) copies and submit to the nearest SSS branch office together with the required documents. Refer to the attached "List of Documentary Requirements for Member Data Change Request".
- Always indicate "**N/A**" or "**Not Applicable**", if the required data is not applicable.
- Present original copy and submit photocopy/ies of the following identification (ID) card/s in filing this form:
 - Filed by member
 - Social Security (SS) card or Unified Multi-Purpose ID (UMID) card or two (2) ID cards both with signature and one (1) with photo
 - Filed by employer or company representative or household employer
 - SS card or UMID card or two (2) ID cards of the **member**, both with signature and one (1) with photo; **and**
 - Additional ID card/s per type of filer
 - Company ID of the **employer-filer**, with signature and photo, if filed by employer
 - Specimen Signature Card (SS Form L-501) of the **company representative**, if filed by company representative
 - Two (2) ID cards of the **household employer-filer**, both with signature and one (1) with photo, if filed by household employer
- If member is requesting for updating of contact information (address, telephone number, e-mail address and mobile/cellphone number), indicate already under Part I-A of the form the new contact information.
- If member cannot sign, witnesses to fingerprinting shall be as follows:
 - Filed by member
 - SSS receiving personnel who shall affix his/her signature on the portion provided for in Part I-C.
 - Filed by employer or company representative or household employer
 - Two (2) witnesses. Both should affix their signatures and indicate their addresses and contact numbers on the portions provided for in Part I-C. One (1) witness is the member's employer or company representative or household employer himself and the other one (1) could be any person.
- If dependents/beneficiaries are more than three (3), please use space provided below.

UPDATING OF DEPENDENT(S)/BENEFICIARY(IES) (Please check the appropriate box.)

NAME (LAST NAME)	(FIRST NAME)	(MIDDLE NAME)	(SUFFIX)	RELATIONSHIP TO MEMBER	DATE OF BIRTH (MMDDYYYY)	
1.						<input type="checkbox"/> New/Additional <input type="checkbox"/> Deletion
2.						<input type="checkbox"/> New/Additional <input type="checkbox"/> Deletion
3.						<input type="checkbox"/> New/Additional <input type="checkbox"/> Deletion
4.						<input type="checkbox"/> New/Additional <input type="checkbox"/> Deletion
5.						<input type="checkbox"/> New/Additional <input type="checkbox"/> Deletion

E. Change of civil status - any of the following, whichever is applicable

1. From single to married - Marriage Contract/Marriage Certificate
2. From married to legally separated - Decree of Legal Separation
3. From married to widowed
 - a. Death Certificate of spouse, if due to death of previously reported spouse
 - b. Court Order on the Declaration of Presumptive Death, if previously reported spouse is presumed dead
4. For reversion from married to single
 - a. If legally married to previously reported spouse
 - a.1 Certificate of Finality of Annulment/Nullity or annotated Marriage Contract/Marriage Certificate, if due to annulled or void marriage with previously reported spouse
 - a.2 Decree of Divorce and Certificate of Naturalization (granted before divorce) or its equivalent, if due to divorce with previously reported spouse
 - a.3 Certificate of Divorce (OCRG Form No. 102), if due to divorce of Muslim member with previously reported spouse
 - b. If not legally married to previously reported spouse
 - b.1 Certificate of No Marriage (CENOMAR) from Philippine Statistics Authority/National Statistics Office; and
 - b.2 Affidavit executed by the member attesting to the fact of the non-existence of marriage between him/her and the previously reported spouse

F. Updating of contact information - No required documents

G. Updating of bank information - any one (1) of the following (must be single savings or current account only):

- Passbook
- For ATM, machine-validated deposit slip showing the name and bank account number of member
- Any document showing the member's name and bank account number (e.g., print-out of online banking transaction, bank statement)

H. Updating of member record status (from "Temporary" to "Permanent")

1. **Birth Certificate** or in its absence, **any of the following** ID cards and/or documents:
 - Baptismal Certificate or its equivalent
 - Driver's License
 - Passport
 - Professional Regulation Commission (PRC) Card
 - Seaman's Book (Seafarer's Identification and Record Book)
2. In the absence of the above ID cards and/or documents, **any two (2) of the following**, both with the correct name and at least one (1) **with date of birth**:

<ul style="list-style-type: none">- Alien Certificate of Registration- ATM Card (with cardholder's name)- Bank Account Passbook- Baptismal Certificate of child/ren or its equivalent- Birth Certificate of child/ren- Certificate of Confirmation issued by National Commission on Indigenous Peoples (formerly Office of Southern Cultural Community and Office of Northern Cultural Community)- Certificate of Licensure/Qualification Documents from Maritime Industry Authority- Certificate of Muslim Filipino Tribal Affiliation issued by National Commission on Muslim Filipinos- Company ID Card- Court Order granting petition for change of name or date of birth- Credit Card- Firearm License Card issued by Philippine National Police (PNP)- Fishworker's License issued by Bureau of Fisheries and Aquatic Resources (BFAR)- Government Service Insurance System (GSIS) ID Card/Member's Record/Certificate of Membership- Health or Medical Card	<ul style="list-style-type: none">- Home Development Mutual Fund (Pag-IBIG) Transaction Card/Member's Data Form- Homeowners Association ID Card- ID Card issued by Local Government Units (LGUs) (e.g., Barangay/Municipality/City)- ID Card issued by professional association recognized by PRC- Life Insurance Policy- Marriage Contract/Marriage Certificate- National Bureau of Investigation (NBI) Clearance- Overseas Worker Welfare Administration (OWWA) Card- Philippine Health Insurance Corporation (PHIC) ID Card/Member's Data Record- Police Clearance- Postal ID Card- School ID Card- Seafarer's Registration Certificate issued by Philippine Overseas Employment Administration (POEA)- Senior Citizen Card- Student Permit issued by Land Transportation Office (LTO)- Taxpayer's Identification Number (TIN) Card- Transcript of Records- Voter's Identification Card/Affidavit/Certificate of Registration
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I. Updating of dependent(s)/beneficiary(ies)

1. For reporting of new/additional dependent(s)/beneficiary(ies)
 - a. If spouse - Marriage Contract/Marriage Certificate or SS Form E-4 of the spouse duly received by the SSS where the name of the member requesting the change is reported as the spouse
 - b. If child/ren - Birth Certificate or Baptismal Certificate or its equivalent or Decree of Adoption
2. For deletion of previously reported dependent(s)/beneficiary(ies)
 - a. If Spouse - **any of the following**, whichever is applicable:
 - Decree of Legal Separation, if legally separated with previously reported spouse
 - Death Certificate of spouse, if due to death of previously reported spouse
 - Certificate of Finality of Annulment/Nullity or annotated Marriage Contract/Certificate, if due to annulled or void marriage with previously reported spouse
 - Court Order on Declaration of Presumptive Death, if previously reported spouse is presumed dead
 - Decree of Divorce and Certificate of Naturalization (granted before divorce) or its equivalent, if due to divorce with previously reported spouse
 - Certificate of Divorce (OCRG Form No. 102), if due to divorce of Muslim member with previously reported spouse
 - b. If Parent/s - Death Certificate, if previously reported parent/s is/are already dead
 - c. If other beneficiary/ies - No required document/s