



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

SS NUMBER: 08119077350
COMMON REFERENCE NUMBER (IF ANY):
DATE OF BIRTH (MMDDYYYY): 02131993
TAX IDENTIFICATION NUMBER (IF ANY):
NAME (LAST NAME): CANDY (FIRST NAME): JAY-ANN (MIDDLE NAME): CABLES (SUFFIX):
ADDRESS (RM./FLR./UNIT NO. & BLDG. NAME): (HOUSE/LOT & BLK NO.): (STREET NAME): Purok 1
(SUBDIVISION): (BARANGAY/DISTRICT/LOCALITY): DONGGO-AN (CITY/MUNICIPALITY): KAPAGAN (PROVINCE): LANAO DEL NORTE ZIP CODE: 9214
TELEPHONE NUMBER (AREA CODE + TEL. NO.): MOBILE/CELLPHONE NUMBER: 09351101174110 E-MAIL ADDRESS:
FOREIGN ADDRESS (IF APPLICABLE): COUNTRY: ZIP CODE:

B. DATA CHANGE/CORRECTION/UPDATING

A. CHANGE OF MEMBERSHIP TYPE
FROM: [] Employed [] Voluntary [] Overseas Filipino Worker [] Non-Working Spouse (NWS) [] Prior Registrant
TO: [] Self-Employed (Please fill-out the details below) [] Non-Working Spouse (Please fill-out the details below.)
B. CORRECTION OF NAME
[] Last Name [x] First Name (JAY-ANN) [] Middle Name
C. CORRECTION OF DATE OF BIRTH
D. CORRECTION OF SEX
E. CHANGE OF CIVIL STATUS
[] Single to Married [] Married to Legally Separated [] Married to Widowed [] Reversion from Married to Single
F. UPDATING OF CONTACT INFORMATION
[] Address [] Telephone Number [] E-mail Address [] Mobile/Cellphone Number
G. UPDATING OF BANK INFORMATION
[] Benefits (Sickness/Maternity/Partial Disability) [] Loans [] PESO Fund

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:

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|--|--|
| - Alien Certificate of Registration | - Home Development Mutual Fund (Pag-IBIG) Transaction Card/Member's Data Form |
| - ATM Card (with cardholder's name) | - Homeowners Association ID Card |
| - Bank Account Passbook | - ID Card issued by Local Government Units (LGUs) (e.g., Barangay/Municipality/City) |
| - Baptismal Certificate of child/ren or its equivalent | - ID Card issued by professional association recognized by PRC |
| - Birth Certificate of child/ren | - Life Insurance Policy |
| - Certificate of Confirmation issued by National Commission on Indigenous Peoples (formerly Office of Southern Cultural Community and Office of Northern Cultural Community) | - Marriage Contract/Marriage Certificate |
| - Certificate of Licensure/Qualification Documents from Maritime Industry Authority | - National Bureau of Investigation (NBI) Clearance |
| - Certificate of Muslim Filipino Tribal Affiliation issued by National Commission on Muslim Filipinos | - Overseas Worker Welfare Administration (OWWA) Card |
| - Company ID Card | - Philippine Health Insurance Corporation (PHIC) ID Card/Member's Data Record |
| - Court Order granting petition for change of name or date of birth | - Police Clearance |
| - Credit Card | - Postal ID Card |
| - Firearm License Card issued by Philippine National Police (PNP) | - School ID Card |
| - Fishworker's License issued by Bureau of Fisheries and Aquatic Resources (BFAR) | - Seafarer's Registration Certificate issued by Philippine Overseas Employment Administration (POEA) |
| - Government Service Insurance System (GSIS) ID Card/Member's Record/Certificate of Membership | - Senior Citizen Card |
| - Health or Medical 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 |

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