



SS NUMBER 		SOCIAL SECURITY SYSTEM MEMBER'S DATA AMENDMENT FORM (PORMA PARA SA PAGBABAGO NG IMPORMASYONG UKOL SA MIYEMBRO) Please Print All Information & Use Black Ink Only (Pakisulat nang Malinaw ang Lahat ng Impormasyon at Gumamit Lamang ng Itim na Tinta)		 E-4 (DEC. 96)																									
SURNAME <small>(APELYIDO)</small>		GIVEN NAME <small>(PANGALAN)</small>	MIDDLE NAME <small>(GITNANG PANGALAN)</small>	DATE OF BIRTH <small>(ARAW NG KAPANGANAKAN)</small> M M D D Y Y																									
ADDRESS (NO. & STREET, CITY/TOWN & PROVINCE) <small>(TIRAHAN, BILANG AT KALYE, LUNGSOD/BAYAN AT LALAWIGAN)</small>				POSTAL CODE																									
<p>1. CORRECTION OF NAME: <small>(PAGWAWASTO NG PANGALAN)</small></p> <p>FROM _____ TO _____</p> <p>2. CORRECTION OF DATE OF BIRTH: <small>(PAGWAWASTO NG KAPANGANAKAN)</small></p> <p>FROM _____ TO _____</p> <p>3. CHANGE OF CIVIL STATUS <small>(PAGBABAGO NG KATAYUANG SIBIL)</small></p> <p><input type="checkbox"/> MARRIED <small>(MAY ASAWA)</small> <input type="checkbox"/> WIDOWED <small>(BALO)</small></p> <p>TO BE FILLED UP BY WOMEN ONLY: <small>(PARA SA MGA BABAE LAMANG)</small></p> <p>MAIDEN NAME: _____</p> <p>MARRIED NAME: _____</p> <p>4. NEW/ADDITIONAL DEPENDENT(S)/BENEFICIARY(IES): <small>(BAGO/KARAGDAGANG TANGKILIK/MAKIKINABANG)</small></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">NAME <small>(PANGALAN)</small></th> <th style="text-align: center;">RELATIONSHIP <small>(RELASYON)</small></th> <th style="text-align: center;">DATE OF BIRTH <small>(KAPANGANAKAN)</small> mm dd yyyy</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> </tbody> </table> <p>5. CHANGE OF DEPENDENT(S)/BENEFICIARY(IES): <small>(PAGBABAGO NG TANGKILIK/MAKIKINABANG)</small></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">FROM</th> <th style="text-align: center;">TO</th> <th style="text-align: center;">RELATIONSHIP <small>(RELASYON)</small></th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> </tbody> </table>						NAME <small>(PANGALAN)</small>	RELATIONSHIP <small>(RELASYON)</small>	DATE OF BIRTH <small>(KAPANGANAKAN)</small> mm dd yyyy	_____	_____	_____	_____	_____	_____	_____	_____	_____	FROM	TO	RELATIONSHIP <small>(RELASYON)</small>	_____	_____	_____	_____	_____	_____	_____	_____	_____
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FOR SSS USE			I certify that the above information are true. (Ako ay nagpapatunay na ang aking mga isinaad ay totoo)																										
PROCESSED BY:			_____ SIGNATURE (LAGDA)																										
REVIEWED BY:			DATE RECEIVED																										
APPROVED BY:																													

Internet Edition (7/2000)

Cut along the dotted line.

Please read instructions on page 2 of this form.

REMINDERS

Any request for data amendment by the member must be supported by the following documents:

DATA CHANGES

1. Correction of Name

2. Correction of Date of Birth

3. Change of Civil Status

4. New/Additional/Change of
Dependent(s)/Beneficiary(ies)

PRIMARY DOCUMENTS REQUIRED

- Birth, or in its absence, Baptismal Certificate or in the absence of both, any two (2) of the secondary documents enumerated below; and Affidavit of two (2) persons who have personal knowledge of the fact that the name appearing in the primary or secondary documents belongs to the same person.
- Birth, or in its absence, Baptismal Certificate (or in the absence of both), any two (2) of the secondary documents enumerated below.
- Marriage Contract of member
- Birth or Baptismal Certificate of children to be reported.

Documents that may be submitted in the absence of the primary documents:

- (1) Certificate of loss/non-availability thereof from the Local Civil Registrar of the place where you were born and the Parish Priest of the locality where you were baptized;
and
- (2) Any two (2) of the following secondary documents that show your correct name and date of birth or age:
 - a) Record of Employment (accomplished upon employment)
 - b) GSIS Member's Record (if member is also a government employee)
 - c) Certification from the National Archives
 - d) Alien Certificate of Registration (ACR)
 - e) Marriage Contract of Member
 - f) Birth Certificates of children
 - g) School Records
 - h) Passport
 - i) Joint Affidavit of two (2) disinterested persons attesting to the fact of your birth.