

LIST OF REQUIREMENTS

B. DOCUMENTARY REQUIREMENTS IN FILING EC Claim at the SSS

1. A certificate of employment signed by the employer or his authorized representative including description of actual duties and responsibilities performed by the worker at the time of the contingency.
 - a. For sickness claim, pre-employment medical check-up done by the company or in its absence, a certification by the company that the worker is physically fit when hired;
 - b. For injury claim, accident report signed by the worker's immediate supervisor and by the human resource officer if the accident happened within the company premises.
 - Police report is needed if the accident happened outside the company premises.
 - c. For death claim, the following documents are necessary:
 - Death certificate;
 - Marriage contract;
 - Birth certificate of the deceased worker if single;
 - Birth certificate of children below 21 years of old.

[All of which shall be certified true copies issued by the National Statistics Office (NSO)]

2. A certified true copy of the page of the company logbook containing the entry for the particular sickness or accident;
3. Medical findings of the attending doctor or the hospital records (certified true copy of the original).

Forms to be accomplished:

All EC claims shall be filed using the prescribed forms furnished by the SSS and endorsed by the employer or his duly authorized representative.

1. For sickness/Accident Claim
 - Employees' Notification (SSS Form B300)
 - Sickness/Accident Report (SSS Form B309)
 - Sickness Benefit Application for separated members
 - (SS Form CLD-9A) [if applicable]
2. For Death Claim
 - DDR Form for Death (DDR-1)
 - Filer's Affidavit
 - DDR Savings Account Form
 - Report of Death (EC Form BPN-105)
3. For Disability Claim
 - Death, Disability and Retirement claim form for disability (DDR-1)
 - Medical Certificate (SSS Form MMD-102)
 - DDR Savings Account Form

4. For Medical Reimbursement Claim (after the EC sickness/accident/disability, death claim has been approved by the SSS)
 - EC Medical Reimbursement Benefit Application
 - (EC Form B301) [pages 1 & 2]