

Republic of the Philippines SOCIAL SECURITY SYSTEM MATERNITY NOTIFICATION

SMD-0002 (01-2009)

Please read instructions and reminders below before filling up this form. Print all information in black ink only.

PART I - MEMBER'S INFORMATION SS NUMBER NAME OF MEMBER (SURNAME) (GIVEN NAME (MIDDLE NAME)																													
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INSTRUCTIONS AND REMINDERS

- 1. A member shall submit the Maternity Notification to her employer, if employed, or to the SSS branch nearest her residence, if separated from employment/self-employed/voluntary/OFW/non-working spouse, at least sixty (60) days from the date of conception but not later than the date of delivery.
- 2. The employer in turn, shall submit the Maternity Notification form to its servicing branch immediately after the receipt of notification from the employee.
- 3. Receipt of Maternity Notification form does not guarantee payment of the Maternity Benefit. Payment of benefit will be based on existing policies and guidelines.
- 4. Upon filing of the Maternity Benefit Application, the duly stamped "Received" Maternity Notification form shall be attached to the maternity benefit application form
- 5. If employed, full payment of the Maternity Benefit shall be advanced by the employer within thirty (30) days from the filing of maternity leave application.