

APPLYING FOR A SICKNESS BENEFIT?

FOLLOW THIS COMPLETE CHECKLIST



SOCIAL SECURITY BOARD

REQUIRED DOCUMENTS:

- ✓ **SICKNESS BENEFIT (SBI FORM)**
 - Front Page: Part I to IV is completed by Claimant
 - Back Page: Part V, Medical section is completed by a registered Doctor
- ✓ **SALARIES RECORD (SM2 SB FORM)**
 - Completed by your Employer or HR Representative
- ✓ **PROOF OF BANKING INFORMATION**
 - Account book, Bank Statement or Online Banking
 - Persons who have already submitted their bank account information to SSB, do not need to provide unless their bank or account information has changed.*
- ✓ **DEADLINE TO SUBMIT:**
 - **14 days** from first day of illness.
 - A late note explaining the reason for the delay is required when the claim is not submitted within the deadline.

HOW TO SUBMIT:

- 1 MY SOCIAL SECURITY:**
 - Complete the online form and upload all supporting documents using your My Social Security account at [SSBPORTAL.ORG.BZ](https://www.ssbportal.org.bz)
- 2 BRANCH OFFICE:**
 - Drop off the complete claim package to the nearest Branch Office during normal working hours.
- 3 DROPBOX SERVICE:**
 - Drop off the complete claim package into the Dropbox slot located at the nearest Branch Office, after working hours ONLY.

INCOMPLETE CLAIMS



- Claims will be returned if the complete claim package (*sickness claim form, salaries record & proof of banking*) is not submitted within the required deadline and will result in delay of the processing time and payment of the benefit.



FORMS AVAILABLE ON THE SSB WEBSITE:
[WWW.SOCIALSECURITY.ORG.BZ](https://www.socialsecurity.org.bz)