

## **SECURING BUSINESS PERMITS AND BUSINESS REGISTRATION**

*(sources: Board of Investment, Department of Trade and Industry)*

Doing business in the Philippines, either as single proprietorship, partnership or corporation, calls for licenses or permits from government. An investor or businessman needs to obtain a business license in the locality where he will establish his business, as well as register his business with the Department of Trade and Industry in case of sole proprietorship, or with the Securities and Exchange Commission in the case of partnerships and corporations.

### **Business Registration Guide**

Following are the government agencies that a start-up business needs to register with:

<b>AGENCY</b>	<b>WHAT</b>
Department of Trade and Industry (DTI)	This is where you register if your enterprise is a single proprietorship. The agency will issue a certificate of registration of business name.
Securities and Exchange Commission (SEC)	If your enterprise is a partnership or a corporation, this is where you will register. It will issue a certificate of registration.
Cooperative Development Authority (CDA)	If your set-up is a cooperative, register with this body. The agency will issue the certificate of registration.
Local Government Unit (LGU)	You register with the municipality or city where you will set up your business. This office will issue the business permit.
Barangay Hall	You register with the specific barangay in the municipality or city where you will operate your business. This office will issue the barangay clearance.
Bureau of Internal Revenue (BIR)	You register your business with this office and apply for your business's taxpayer identification number (TIN), registration of books of accounts, authority to print
Social Security System (SSS)	You register your business as an employer, yourself as a self-employed or as employee, and your workers as employees. This office will issue an SSS number for your business, for yourself, as well as for your workers.
Department of Labor and Employment (DOLE)	If you employ five workers or more, register your business with this agency. The DOLE is asked to promote gainful employment opportunities, protect workers and promote their welfare, develop human resources, and maintain industrial peace.
Home Development Mutual Fund (HDMF)	RA 7742 requires all SSS members earning at least P4,000 a month to register with this agency. HDMF administers the Pag-Ibig Fund.

Philippine Health Insurance Corp. (PhilHealth)	The New National Health Insurance Act (RA 7875) as amended by RA 9241 requires all employers of the government and private sectors and their employees to register with this agency. PhilHealth manages and administers the government health care system.
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### Business Registration Guide – Others

Some enterprises, by nature of their operations, are required to secure a special clearance, license, or permit from some other government agencies. The following table will guide you about some of the types of businesses that require a special certificate or permit and the agencies that issue them.

TYPE OF BUSINESS	WHAT AND WHERE
Animals and animal products, registration of veterinary drugs and animal facilities	Registration certificate - Bureau of Animal Industry
Aquatic animals, importation, Fishpond lease agreement	Permit - Bureau of Fisheries and Aquatic Resources (DA-BFAR)
Fertilizer products and registration of pesticide products	Registration certificate - Fertilizer and Pesticide Authority (DA-FPA)
Fiber and fiber products processing and trading	Registration certificate; commodity clearance - Fiber Development Authority, (DA-FIDA)
Film and television production, export and import, booking, etc.	Registration certificate - Movie & Television Review and Classification Board (MTRCB)
Food, chemicals, health related business	Registration certificate – Bureau of Food and Drugs, Dept. of Health (DoH-BFAD)
Flour processing, Grains wholesaling & retailing, milling, warehousing, exporting, importing, indenting, packaging, threshing, corn shelling, mechanical drying	License – National Food Authority (DA-NFA)
Meat plant accreditation for meat & meat products, slaughterhouse operations	Accreditation certificate, Registration certificate – National Meat Inspection Commission (DA-NMIC)
Pawnshop & lending investor	Registration certificate – Bangko Sentral ng Pilipinas, Dept. of Finance (DoF-BSP)
Plants & plant products: nursery accreditation Seed certification and phytosanitary certificate	Permit - Bureau of Plant Industry (DA-BPI) Registration certificate – DA-BPI
Recruitment or placement agency for foreign employment	Registration certificate - Phil. Overseas; Employment Administration, Dept. of Labor (DOLE-POEA);

Recruitment or placement agency for local employment	Registration certificate – Bureau of Local Employment (DOLE-BLE)
Schools & educational institutions: Educational institution (nursery, primary, elementary, secondary levels); Tertiary level; Technical-vocational education, training program registration and accreditation	Permit - Dept. of Education (DepEd); Commission on Higher Education (CHED); Registration and accreditation certificate - Technical Education Skills Development Authority (DOLE-TESDA)
Security agency business	Permit – Philippine National Police, Dept. of Interior & Local Government (DILG-PNP)
Service and repair shops for: Motor vehicles; automotive & heavy equipment; engine & engineering works, & machine shops; electronics, electrical, air conditioning & refrigeration; office & data processing equipment; medical & industrial equipment; appliances or devices; and private emission centers	Accreditation license: Bureau of Trade Regulation and Consumer Protection, (DTI-BTRCP); DTI regional offices
Sugar trading, muscovado converting & trading, processing or manufacturing sugar-based products for export	Registration certificate – Sugar Regulatory Administration (DA-SRA)
Telecom business	License – National Telecommunication Commission, Dept. of Transportation & Communication, (DOTC-NTC)
Tourism-related projects	Registration and accreditation certificate – Dept. of Tourism (DOT)
Transportation: Land transport service; Sea transport service	Land Transport Franchise & Regulatory Board (DOTC-LTFRB); Maritime Industry Authority (DOTC-MARINA)
Video production, sales and rental	Optical Media Board (formerly Videogram Regulatory Board), Office of the President (OP-OMB)

### **Securing Locational Clearances / Business Permits from Municipality / City Offices where the Business will be set-up**

All businesses are required to secure a mayor's permit or municipal license from the municipality or city where they are located. Various cities and municipalities have different registration procedures. The following are the general requirements:

#### **Where to File**

- 1) Concerned Municipal or City Government Office
- 2) Municipal/City Hall (View Directory)

#### **Requirements**

- A) Mayor's/ Business Permit

- 1) Renewal:
  - a) Latest Mayor's Permit
  - b) Barangay Clearance
  - c) Community Tax Certificate with Gross Receipt
  - d) Financial Statement (Partnerships and Corporations)
  - e) BIR Clearance
  - f) SSS Clearance
  - g) ECC (or CNC)
  - h) Sanitary Permit
- 2) Additional Requirements for New Business:
  - a) DTI Registration
  - b) SEC Registration (Partnerships and Corporations)
  - c) Building Permit and Occupancy Permit (for newly constructed)
  - d) Zoning Clearance
- B) Building Permit & Occupancy Permit
  - 1) Building Permit (4 copies each):
    - a) Barangay Clearance
    - b) Building Plan
    - c) Bill of Materials
    - d) Tax Declaration
    - e) Land Title
    - f) Building & Sanitary Permit Application Form
  - 2) Fire Safety Certificate
    - a) Certificate of Completion
  - 3) Occupancy Permit

For further inquiries please contact coordinate with the respective local government units.

### **Registration of Business Name/Single Proprietorship**

The Department of Trade and Industry (DTI) administers the registration of business names.

A business proprietor who wishes to start his/her own business needs to register with the DTI. Business name registration is compulsory and must be completed before the business starts operating. By registering the business name with the DTI, the proprietor is assured that no other individual or group may legally use the business name anywhere in the Philippines.

### **Requirements**

#### **Single Proprietorship**

- 1) Registration fee of Php 300.00
- 2) Two (2) copies 2 x 2 recent pictures of owner
- 3) Three (3) alternative names aside from the preferred name
- 4) Three (3) pieces documentary stamps
- 5) Application forms duly filled-up and signed by owner

#### **Cooperative, Corporation & Partnership**

- 1) Registration fee of Php500.00
- 2) SEC Certificate (photocopy)
- 3) Articles of Cooperation/Incorporation (photocopy)
- 4) By-laws (photocopy)

- 5) Board Resolution authorizing signatory for and in behalf of the cooperative/corporation/partnership
- 6) Documentary stamps (Php 15.00)
- 7) Two (2) copies 2 x 2 pictures of authorized signatory (optional)
- 8) Application forms fully filled-up and signed
- 9) If an alien, he must submit the following:
  - a) Alien Certificate of Registration;
  - b) Accomplished DTI Form No. 17 under R.A. 7042;
  - c) Written Appointment of Filipino Resident Agent Authority;
  - d) Authority to verify bank accounts/bank certificates of bank deposits;
  - e) Proof of inward remittance of foreign currency for non-resident alien and Bank Certificate of Deposit for resident alien;
  - f) Copy of valuation report from Central Bank if investment includes assets other than foreign exchange;
  - g) Certification from resident alien not seeking remittance of profit or dividends;
  - h) Clearance from other involved agencies as Dept. of Science & Technology, Philippine National Police, etc.;
  - i) In case of alien retailer, latest permit to engage in retail business per R.A. 1180; and
  - j) If corporation/partnership, SEC Certificate of registration & Certificate of Authority from SEC

### Where to Register

#### Department of Trade and Industry (DTI)

385 Industry and Investments Bldg.

Sen. Gil Puyat Ave.

Makati City 1200 Philippines

Tel No. (632) 895-3611

Fax No. (632) 895-6487

Email: [web@dti.dti.gov.ph](mailto:web@dti.dti.gov.ph)

Website: [www.dti.gov.ph](http://www.dti.gov.ph)

Visit the DTI Online Business Name Registration System:

[www.bnrs.dti.gov.ph](http://www.bnrs.dti.gov.ph) or the nearest regional/provincial DTI in your area.

### General Registration Requirements

Investors setting up business in the country have to comply with the following general requirements:

Types of Investments or Business	Government Agency In Charge	Contact Information
Registration of corporations and partnerships	Securities and Exchange Commission <a href="http://www.sec.gov.ph">www.sec.gov.ph</a>	(632) 584-0923 locals 212, 219,254, 584-9225,584-0763
Registration of business name/single proprietorship	Department of Trade and Industry <a href="http://www.dti.gov.ph">www.dti.gov.ph</a>	(632) 751-3330, 8118231
Registration for availing of incentives under Executive	Board of Investments <a href="http://www.boi.gov.ph">www.boi.gov.ph</a>	(632) 890-1332, 895-3641, 896-4179

Order 226 or the Omnibus Investment Code		
Registration with other Investment Promotion Agencies for availing of incentives	Philippine Economic Zone Authority <a href="http://www.peza.gov.ph">www.peza.gov.ph</a>	(632) 551-3436, 551-3438
	Subic Bay Metropolitan Authority <a href="http://www.sbma.com">www.sbma.com</a>	(6347) 252-4000 / 4004
	Clark Special Economic Zone <a href="http://www.clark.com.ph">www.clark.com.ph</a>	(6345) 599-9000
	Cagayan Economic Zone Authority <a href="http://www.ceza.gov.ph">www.ceza.gov.ph</a>	(6378) 858-1017, (632) 636-5774
	Phividec Industrial Authority <a href="http://www.phividecauthority.com.ph/">www.phividecauthority.com.ph/</a>	(632) 817-5330, 818-1338 (6388) 567-0315
	Zamboanga City Special Economic Zone Authority and Freeport <a href="http://www.zambofreeport.com.ph/">www.zambofreeport.com.ph/</a>	(6362) 992 0409, 993 0209
Securing Tax Identification Number (TIN)	Bureau of Internal Revenue <a href="http://www.bir.gov.ph">www.bir.gov.ph</a>	(632) 981-7000, 929-7676
Securing locational clearance/business permits for firms located in Metro Manila	Metro Manila Development Authority <a href="http://www.mmda.gov.ph">www.mmda.gov.ph</a> or City Hall/ Municipal Offices in the localities where the business would be set up	(632) 882-0910, 882-0854, 882-0893
Securing membership in the government health care benefits system	Philippine Health Insurance Corporation <a href="http://www.philhealth.gov.ph">www.philhealth.gov.ph</a>	(632) 637-9999 locals 1014-1015, 637-6265
Securing an employer's SSS number	Social Security System <a href="http://www.sss.gov.ph">www.sss.gov.ph</a>	(632) 920-6401, 920-6446,
Securing electric service connection	Manila Electric Co. for business in MERALCO franchise area; or local electric utility firms for companies located in non-MERALCO franchise areas <a href="http://www.meralco.com.ph">www.meralco.com.ph</a>	(632) 16-211, 631-1111
Securing water service	Maynilad Water Services Inc. <a href="http://www.mayniladwater.com.ph">www.mayniladwater.com.ph</a>	(632) 981-3333, 1626
	Manila Water Company <a href="http://www.manilawater.com/">www.manilawater.com/</a>	(632) 1627

	Local Water Utilities Administration for firms located outside Metro Manila <a href="http://www.lwua.gov.ph">www.lwua.gov.ph</a>	(632) 920-5581 to 89
Securing telephone services and internet connection	Philippine Long Distance Telephone Co. <a href="http://www.pldt.com.ph">www.pldt.com.ph</a>	(632) 177, 1-800-1888-9090
	BayanTel <a href="http://www.bayan.com.ph">www.bayan.com.ph</a>	(632) 449-2200 412-1212, 171
	<b>DigiTel/Suncellular</b> <a href="http://www.digitel.ph">www.digitel.ph</a> <a href="http://www.suncellular.com.ph">www.suncellular.com.ph</a>	(632) 1710, 242-DIAL
	<b>Smart</b> <a href="http://www.smart.com.ph">www.smart.com.ph</a>	(632) 888-1111
	<b>Globelines</b> <a href="http://www.globelines.com.ph">www.globelines.com.ph</a>	(632) 211, 730-1000

For quick assistance, please contact:

**Board of Investments' One Stop Action Center (BOI-OSAC)**

Ground Floor, Industry and Investments Building  
385 Sen. Gil Puyat Avenue, Makati City  
Tel. Nos. (632) 896-7342, 890-1332, 895-3641, 896-4179  
Telefax No. (632) 895-8322  
E-mail: [OSAC@boi.gov.ph](mailto:OSAC@boi.gov.ph)  
Website: [www.boi.gov.ph](http://www.boi.gov.ph)

***Special Permits / Clearance / Registration***

Special Permits / Clearance / Registration are required for the following projects / activities:

<b>Types of Investments or Business</b>	<b>Government Agency In Charge</b>	<b>Contact Information</b>
Various types of visas - Special Investor's Resident Visa (SIRV), Special Retiree's Resident Visa (SRRV), 47(a)2, Treaty Trader's Visa, Pre-Arranged Employment Visa and its derivatives - Alien Certification of Registration (ACR), Immigration Certificate of Residence (ICR), Emigration Clearance Certificate (ECC), and Special Return Certificate (SRC)	Bureau of Immigration <a href="http://www.immigration.gov.ph">www.immigration.gov.ph</a>	(632) 309-7753
Alien Employment Permit (AEP)	Department of Labor and Employment	(632) 528-0087, 528-0108

	<a href="http://www.dole.gov.ph">www.dole.gov.ph</a>	
Clearance for garment and textile exporters	Garments and Textile Export Board <a href="http://www.citem.gov.ph">www.citem.gov.ph</a>	(632) 897-8723, 490-4653
Registration for operation of Customs Bonded Manufacturing Warehouse	Bureau of Customs <a href="http://www.customs.gov.ph">www.customs.gov.ph</a>	(632) 527-4637, 527-4673
Environmental Compliance Certification	Environmental Management Bureau <a href="http://www.emb.gov.ph">www.emb.gov.ph</a> Department of Environment and Natural Resources <a href="http://www.denr.gov.ph">www.denr.gov.ph</a>	(632) 927-1517 to 18
Projects involving land use/conversion	Housing and Land Use Regulatory Board <a href="http://www.hlurb.gov.ph">www.hlurb.gov.ph</a>  National Housing Authority <a href="http://www.nha.gov.ph">www.nha.gov.ph</a>  Department of Agrarian Reform <a href="http://www.dar.gov.ph">www.dar.gov.ph</a>	(632) 924-3386, 927-2724
Permit to construct/operate pollution control devices	Department of Environment and Natural Resources <a href="http://www.denr.gov.ph">www.denr.gov.ph</a>	(632) 929-6626
Trademarks/Patents registration	Intellectual Property Office <a href="http://www.ipo.gov.ph">www.ipo.gov.ph</a>	(632) 752-5450-65 local 201-205, 897-1724
Registration of power-generation projects	Department of Energy <a href="http://www.doe.gov.ph">www.doe.gov.ph</a>  National Power Corporation <a href="http://www.napocor.gov.ph">www.napocor.gov.ph</a>	(632) 840-2286, 840-2192  (632) 921-3541, 921-2468
Philippine Standard (PS) Quality Mark to ensure that locally-manufactured consumer products conform to Philippine national standards	Bureau of Products and Standards <a href="http://www.dti.gov.ph">www.dti.gov.ph</a>	(632) 751-4700 / 751-4706
Import Commodity Clearance (ICC) Quality Mark to ensure that imported consumer products conform with Philippine national standards	Bureau of Products and Standards <a href="http://www.dti.gov.ph">www.dti.gov.ph</a>	(632) 751-4700 / 751-4706



License-to-Operate for projects which involve food, chemicals and others	Bureau of Food and Drugs <a href="http://www.bfad.gov.ph">www.bfad.gov.ph</a>	(632) 809-4390/807-0751/842-5606
Registration of tourism projects	Department of Tourism <a href="http://www.dot.gov.ph">www.dot.gov.ph</a>	(632) 523-8411
Franchise for mass transit operation	Land Transportation Franchising and Regulatory Board <a href="http://www.ltfrb.gov.ph">www.ltfrb.gov.ph</a>	(632) 426-2515 / 925-7191/0921-448-7777
Telecommunications projects	National Telecommunications Commission <a href="http://www.ntc.gov.ph">www.ntc.gov.ph</a>	926-7722 / 436-7722
Registration of advanced technology	Department of Science and Technology <a href="http://www.dost.gov.ph">www.dost.gov.ph</a>	(632) 837-2071 to 82, 837-8937
Clearance for health-related projects	Department of Health <a href="http://www.doh.gov.ph">www.doh.gov.ph</a>	(632) 743-8301-23, 743-6107, 7436114, 7817681-7817690, 7436125

### ***Registering with the Bureau of Internal Revenue***

For taxation purposes, every business enterprise has to register with the Bureau of Internal Revenue (BIR) before the commencement of the business operation. The procedures in registering at the BIR are the following:

1. Secure a permanent record file number of Tax Identification Number (TIN) from the nearest BIR satellite or regional district office.
2. Register the business/trade name with the BIR Revenue District Office (RDO) having jurisdiction over the registered address of the business establishment. Secure and file an application form together with the following supporting papers:
  - Mayor's Permit or Application for Mayor's Permit
  - Certificate of Business Name Registration from DTI or SEC Certificate of Registration for Partnership or Corporation
  - Residence certificate
3. Pay the following prescribed fees at the authorized agent banks of the RDO:
  - Annual registration fee (P500.00).
  - Certification fee (P15.00)
  - Documentary Stamp Tax (P15.00)

For more information on acquiring TIN and registering with the BIR, please contact the nearest BIR satellite office or call:

**Bureau of Internal Revenue**

National Internal Revenue Building  
Agham Road, Diliman, Quezon City  
Tel. Nos. (632) 929-7676, 927-2511  
Fax No. (632) 926-3420  
Email: [contact\\_us@cctr.bir.gov.ph](mailto:contact_us@cctr.bir.gov.ph)  
Website: [www.bir.gov.ph](http://www.bir.gov.ph)

***Registering with the Social Security System***

An employer or any person who uses the services of another person in business, trade, industry or any undertaking must be registered with the SSS. Social, civic, professional, charitable and other non-profit organizations, which hire the services of employees, are considered "employers".

***Social Security Benefits***

The SSS administers two programs namely:

1. The Social Security Program
2. The Employees Compensation (EC) Program

The Social Security Program provides replacement income for workers in times of disability, sickness, maternity and old age. It also provides assistance for death and funeral expenses. The EC program provides double compensation to the worker when the illness, death or accident occurs during work-related activities. EC benefits are granted only to members with employers other than themselves. Members may avail of assistance in the form of salary, housing, house repair and improvement, and calamity loans.

***SSS Coverage***

SSS coverage is either compulsory or voluntary. The following are subject to SSS compulsory coverage:

1. Employee
  - a. Private employees, whether permanent, temporary or provisional, who are not over 60 years old
  - b. Household helpers earning at least P1,000 a month
  - c. Filipino seafarers upon signing of the standard contract of employment between the seafarer and the manning agency which, together with the foreign ship owner, act as employers.
  - d. Filipino employees of foreign governments, international organizations, or their wholly-owned instrumentality based in the Philippines, which entered into an administrative agreement with SSS
  - e. Parent, spouse or child below 21 years of age, of the owner of a single proprietorship business
2. Employers
  - a. Employers, or any person who uses the services of another person in business, trade, industry or any undertaking

A social, civic, professional, charitable and other non-profit organization which hire the services of employees are considered “employers.”

- b. Foreign governments, international organizations or their wholly owned instrumentalities such as embassies based in the Philippines.
3. Self-Employed

Self-employed persons regardless of trade, business occupation, with an income of at least P1,000 a month, and who are not over 60 years old. They include self-employed professionals; business partners, single proprietors and board directors; actors, directors, scriptwriters and news reporters who are not under any employer-employee relationship; professional athletes, coaches, trainers and jockeys; farmers and fisher folks; and workers in the informal sector such as cigarette vendors, watch-your-car boys, and hospitality girls.

### ***Voluntary Coverage***

1. Members who are separated from employment or ceased to be self-employed or overseas Filipino workers or non-working spouse who would like to continue paying contributions.
2. A Filipino recruited in the Philippines by a foreign-based employer for employment abroad or one who legitimately entered a foreign country (i.e. tourist, student) and is eventually employed.
3. A person legally married to a currently employed and actively paying SSS member who devotes full time in the management of household and family affairs may be covered on a voluntary basis provided there is the approval of the working spouse. The person should never have been a member of the SSS. The contributions will be based on 50 percent of the working spouse's last posted monthly salary credit but in no case shall it be lower than P1,000.

### ***General Requirements in the Application for SSS***

#### **How can one register with the SSS?**

A person registering with the SSS for the first time as a prospective employee should accomplish SSS Form E-1 (Personal Record) and submit it together with the original/certified true copy and photocopy of any of the following: baptismal, birth certificate, driver's license, passport, Professional Regulation Commission (PRC) Card or Seaman's Book. In the absence of these documents, any two of the following, one of which recent photo and date of birth, are acceptable.

However, surviving spouses and guardians aged 60 and above securing an SS number for the Annual Confirmation of Pensioners (ACOP) program, may be allowed to submit secondary documents with recent photo and age.

- Alien Certificate of Registration
- ATM card with the cardholder's name
- ATM card and certification from the issuing bank that the account number belongs to the cardholder, if the card does not bear the cardholder's name.
- Bank Account Passbook
- Birth/Baptismal Certificate of children

- Certificate form:
  - Office of the Southern/Northern Cultural Communities
  - Office of Muslim Affairs
- Certificate of Naturalization issued by the Bureau of Immigration
- Company ID
- Company Representative Authorization Card issued by SSS
- Credit Card
- Fishermen's Card issued by Bureau of Fisheries & Aquatic Resources (BFAR)
- GSIS Card
- GSIS Certificate of Membership
- Health or Medical Card
- ID Card issued by Local Government Units (e.g. Barangay/ Municipality/City)
- ID Card issued by professional associations recognized by PRC
- Life Insurance Policy
- Marriage Contract
- NBI Clearance
- Overseas Workers Welfare Administration (OWWA) Card
- Pag-Ibig Member's Data Form
- Permit to Carry Firearms issued by the Firearms & Explosives Unit of the Philippine National Police (PNP)
- PHIC Member's Data Record
- Police Clearance
- Postal ID Card
- School ID
- Senior Citizen Card
- Tax Identification Card/Affidavit
- Transcript of School Records
- Voter's Identification Card/Affidavit

A married person should also submit a marriage contract upon registration. If with reported children, the birth or baptismal certificate/s of child/ren, if legitimate; should be submitted; if reporting legitimated child/ren birth certificate with annotation "legitimated;" decree of adoption, if legally adopted-children. If reporting illegitimate children, birth or baptismal certificate(s) of children.

In the absence, any of the following stating the relationship to the reported dependent/beneficiary:

- a. School Record
- b. Insurance Policy
- c. Statement before a court

The original or certified true copies of the documents should be presented to the SSS for authentication purposes.

### **For Employers**

#### ***Single Proprietorships***

An owner of a single proprietorship business should accomplish and submit SSS Form R-1 (Employer Registration) and R-1A (Employment Report).

### ***Partnerships***

Any of the partners of a partnership firm should accomplish **SSS Forms R-1 (Employer Registration)** and **(R-1A (Employment Report))** and submit these forms together with a photocopy of the Articles of Partnership. The original copy of the Articles of partnership must be presented to the SSS for Authentication purposes.

### ***Corporations***

A corporation must accomplish **SSS Forms R-1(Employer Registration)** and **R-1A (Employment Report)** signed by its President or any of the corporate officers and submit these forms together with a photocopy of the Articles of Incorporation. The original copy of the Articles of Incorporation must be presented to the SSS for authentication purposes.

### ***Household-Helper Employers***

A household employer who has an existing SS number should use this SS number as the employer number and shall be used in all transactions with regard to the household helper.

If no existing SS number, the household employer should get an SS number by accomplishing **SSS Form E-1 (Personal Record)**.

### ***For Self-Employed Members***

A self-employed person should accomplish **SSS Form RS-1 (Self-Employed Data Record)** and submit it together with a photocopy of any of the following baptismal, birth certificate, driver's license, passport, Professional Regulation Commission (PRC) Card, Seaman's Book. In the absence of these documents, any two of the secondary documents mentioned earlier.

A self-employed member who has employees, should also register as an employer and secure an employer ID number which the company must use in all transactions with the SSS.

For more information on SSS registration, please contact:

#### **Social Security System**

SSS Bldg., East Avenue, Diliman, Quezon City

Tel. Nos. (632) 920-6401, 920-6446

Email: [member\\_relations@sss.gov.ph](mailto:member_relations@sss.gov.ph)

Website: [www.sss.gov.ph](http://www.sss.gov.ph)