

EMPLOYER DATA CHANGE REQUEST (SS FORM R-8) DOCUMENTS REQUIRED

The following changes/requests should be supported by appropriate document/s showing the effectivity date, as follows:

A. If Employer Main Office

1. Termination/Dissolution

1.1 Single Proprietorship - Approved Application for Business Retirement from the Municipal/City Treasurer's Office

In the absence of the above, any two (2) of the following:

- Certification of Non-operation of Business from the Municipality/City Treasurer's Office or Bureau of Internal Revenue (BIR)
- Lease Contract/Joint Affidavit of Termination of Lease Contract
- Contribution Collection List (SS Form R-3) showing the separation of its employee/s, duly received by the SSS within the first ten (10) days of the month after the applicable quarter
- Certification of Cancellation of Registration from the Department of Trade & Industry (DTI)
- Certification of Cancellation of Franchise from the Land Transportation & Franchising Regulatory Board (LTFRB)
- Certification from the Philippine Contractors Accreditation Board (PCAB)
- Death Certificate registered with the Local Civil Registrar or issued by the Philippine Consul, in case of death of the Owner

1.2 Partnership/Corporation/Cooperative - Certificate of Filing of Articles of Dissolution/Cancellation of Registration issued by the Securities & Exchange Commission (SEC)/Cooperative Development Authority (CDA)

In the absence of the above, any two (2) of the following:

- Audited Financial Statements and Income Tax Return (ITR) showing non-operation/no earnings for the applicable period/s filed with the SEC or the BIR within the prescribed period
- Board Resolution approving the termination of business operation adopted within the prescribed period and duly acknowledged received by regulatory agencies (e.g. BIR, SEC, etc.)
- SS Form R-3 showing the separation of its employee/s, duly received by the SSS within the first ten (10) days of the month after the applicable quarter
- Notification of business termination duly received by the SEC or the BIR within the prescribed period

2. Temporary Suspension - Any two (2) of the following, whichever are applicable:

- Notification of suspension of operation duly received by the BIR within the prescribed period
- Audited Financial Statements and ITR showing non-operation/no earnings for the applicable period/s filed with the SEC or the BIR within the prescribed period

- Board Resolution approving the suspension of business operation adopted within the prescribed period and duly acknowledged received by regulatory agencies (e.g. BIR, SEC, etc.)
- SS Form R-3 showing the separation of its employee/s duly received by the SSS within the first ten (10) days of the month after the applicable quarter
- Certification from the Fire Department/concerned unit of the municipality/city, in case of destruction of corporate facilities due to fire/fortuitous event
- Notice of Strike duly received by the Department of Labor & Employment (DOLE) with a Certification that there was no operation/employees during the strike
- Lease Contract/Joint Affidavit of Termination of Lease Contract
- Certificate of Non-Renewal of Business License from the Municipal /City Treasurer's Office

3. Resumption of Operation - SS Form R-1A reporting for coverage newly hired/re-hired employee/s

4. Merger - Certificate of Filing of Articles of Merger issued by the SEC

5. Amendment of Date of Coverage - All of the following:

- Employer Registration (SS Form R-1)/Employment Report (SS Form R-1A) that will supersede the initial submission)
- Affidavit of employees attesting to the actual date of their employment
- Certification from the following government agencies:
 - Municipal/City Treasurer's Office
 - BIR

6. Change of Ownership/Corporate Officers - Any of the following, whichever is applicable:

- Deed of Sale/Assignment duly signed by concerned parties with the new Owner's DTI Registration or Business License
- Deed of Donation, subject to compliance with the requirements thereto
- General Information Sheet duly received by the SEC
- Minutes of General Assembly (for cooperatives)

7. Change of Legal Personality/Business Name/Nature of Business - Any of the following, whichever is applicable:

- Certificate of Registration of Business Name from the DTI
- Certificate of Filing of Articles or Amended Articles of Partnership/Incorporation/Cooperative issued by the SEC/CDA

8. Change of Business Address - Proof of billing, or in its absence, deed of sale of property/lease contract or barangay certificate evidencing transfer to the new address

B. If Employer Branch Office

1. Termination/Suspension of operation

- Certificate from the employer's main office on the non-operation of the employer branch; or
- Approved Application for Business Retirement

2. **Resumption of Operation** - SS Form R-1A reporting for coverage newly hired/re-hired employee/s
3. **Change of Branch Official** - Certificate from the President/Chairman of the employer main office
4. **Change of Business Address** - Proof of billing, or in its absence, deed of sale of property/lease contract or barangay certificate evidencing transfer to the new address