

EMPLOYER REGISTRATION (SS FORM R-1) DOCUMENTS REQUIRED

Specimen Signature Card (SS Form L-501), sketch of business address and the applicable required document as follows:

A. If Employer Main Office

<u>Legal Personality</u>	
Single Proprietorship	Authority to Operate from appropriate government office/s (e.g. Registration of Business Name, Business Permit, or any proof of business operations)
Partnership	Approved Articles of Partnership
Corporation, including non-stock / non-profit corporations	Approved Articles of Incorporation
Foreign-owned corporation	Approved Articles of Incorporation and License to Transact Business in the Philippines
Manning agency with foreign principal	Approved Articles of Incorporation and Agency Agreement between the manning agency and foreign principal
Cooperative	Approved Articles of Cooperation from the Cooperative Development Authority (CDA)
Manpower service cooperative	Approved Articles of Cooperation from the CDA and accreditation from the Department of Labor and Employment, if a manpower cooperative

B. If Employer Branch Office

Certificate of Operation from the main office signed by the President, Chairman or Corporate Secretary