



COV -

Republic of the Philippines
SOCIAL SECURITY SYSTEM
APPLICATION FOR EMPLOYER
REGISTRATION PLATE

Please read the Instructions/Reminders at the back.

ER NUMBER										NAME OF EMPLOYER																			
BUSINESS ADDRESS NO. & STREET															BARANGAY														
TOWN/DISTRICT										CITY/PROVINCE										POSTAL CODE									
I CERTIFY TO THE CORRECTNESS OF THE ABOVE INFORMATION.																													
PRINTED NAME										SIGNATURE										OFFICIAL CAPACITY					DATE				

FOR SS USE

DATE OF COVERAGE (MONTH/yyyy)										PROCESSED BY/DATE:										RECEIVED BY/DATE:				
										SIGNATURE OVER PRINTED NAME														
FINDINGS: <input type="checkbox"/> With different business name/address <input type="checkbox"/> Branch but without branch code										APPROVED BY/DATE:														
										SIGNATURE OVER PRINTED NAME														
REMARKS:																								

Perforate Here



APPLICATION FOR EMPLOYER REGISTRATION PLATE
ACKNOWLEDGMENT STUB

ER NUMBER										NAME OF EMPLOYER																			
DATE OF RELEASE										RECEIVED BY:										DATE RECEIVED:					RECEIVING BRANCH				
										SIGNATURE OVER PRINTED NAME										DESIGNATION									

INSTRUCTIONS/REMINDERS

1. Accomplish this form in one (1) copy to be signed by the authorized company official whether of the main or branch office.
2. Type or print all information. The business name indicated in this form shall be reflected in the registration plate.
3. Pay the fee for the Registration Plate directly to SSS or any of its accredited banks.
4. Submit the duly accomplished form together with the duly validated Miscellaneous Payment Return (SS Form R-6) or SS Form R-6 with branch's and payor's copies of Special Bank Receipt to the nearest SSS branch.
5. The Registration Plate should be picked-up from the SSS branch where this form was submitted after forty-five (45) days.
6. Always use the assigned 13-digit ER number in all transactions with the SSS.