



Republic of the Philippines  
**SOCIAL SECURITY SYSTEM  
 EMPLOYER REGISTRATION**

EMPLOYER ID NUMBER

COV - 01228 (12-2015)

**THIS FORM MAY BE REPRODUCED AND IS NOT FOR SALE. THIS CAN ALSO BE DOWNLOADED THRU THE SSS WEBSITE AT [www.sss.gov.ph](http://www.sss.gov.ph).**

PLEASE READ THE INSTRUCTIONS AND REMINDERS AT THE BACK BEFORE FILLING OUT THIS FORM. PRINT ALL INFORMATION IN CAPITAL LETTERS AND USE BLACK INK ONLY.

**PART I - TO BE FILLED OUT BY THE EMPLOYER**

TYPE OF EMPLOYER  Business  Household

**A. FOR BUSINESS EMPLOYER**

BUSINESS NAME TAX IDENTIFICATION NUMBER

BUSINESS ADDRESS (RM./FLR./UNIT NO. & BLDG. NAME) (HOUSE/LOT & BLK. NO.) (STREET NAME)

(SUBDIVISION) (BARANGAY/DISTRICT/LOCALITY) (CITY/MUNICIPALITY) (PROVINCE) ZIP CODE

FOREIGN ADDRESS (IF APPLICABLE) COUNTRY

TELEPHONE NUMBER (AREA CODE+TEL. NO.) E-MAIL ADDRESS WEBSITE (IF ANY)

START OF OPERATION (MMDDYYYY) NUMBER OF EMPLOYEES NATURE OF BUSINESS LEGAL PERSONALITY  
 Single Proprietorship  Corporation  
 Partnership  Cooperative

NAME OF OWNER/MANAGING PARTNER/PRESIDENT/CHAIRMAN/CORPORATE SECRETARY (LAST NAME) (FIRST NAME) (MIDDLE NAME) (SUFFIX) POSITION TITLE

WITH PARENT COMPANY?  YES, Indicate Name of Parent Company and ER ID No. \_\_\_\_\_  
 NO

**B. FOR HOUSEHOLD EMPLOYER of FAMILY DRIVERS**

NAME (LAST NAME) (FIRST NAME) (MIDDLE NAME) (SUFFIX)

ADDRESS (RM./FLR./UNIT NO. & BLDG. NAME) (HOUSE/LOT & BLK. NO.) (STREET NAME) (SUBDIVISION)

(BARANGAY/DISTRICT/LOCALITY) (CITY/MUNICIPALITY) (PROVINCE) ZIP CODE E-MAIL ADDRESS

TELEPHONE NUMBER (AREA CODE+TEL. NO.) MOBILE/CELLPHONE NUMBER NUMBER OF EMPLOYEES TAX IDENTIFICATION NUMBER

**C. CERTIFICATION (FOR BUSINESS/HOUSEHOLD EMPLOYER)**

I certify that the information provided in this form are true and correct.

PRINTED NAME

SIGNATURE

POSITION TITLE

DATE

(FOR BUSINESS EMPLOYER)

**PART II - TO BE FILLED OUT BY SSS**

BUSINESS CODE	SCREENED/RECEIVED/PROCESSED BY	REVIEWED/DATA CONTROLLED BY
	SIGNATURE OVER PRINTED NAME DATE & TIME	SIGNATURE OVER PRINTED NAME DATE & TIME

## INSTRUCTIONS

1. Fill out this form in two (2) copies and accomplish appropriate parts as follows:  
**For Business Employer** - **Part I-A**  
**For Household Employer of family driver/s** - **Part I-B**
2. In filling out the box for Tax Identification Number (TIN) in Part I-A of the form, please fill out as follows:
  - Business TIN, if business employer
  - Personal TIN, if household employer
3. For the "Start of Operation" and "Number of Employees" boxes, fill out the required data, as follows:  
 Start of Operation - exact date of start of business operation/date of employment of family driver  
 Number of Employees - actual number of employees upon registration with SSS, if any
4. Always indicate "N/A" or "Not Applicable", if the required data is not applicable.
5. Always affix initials on all erasures/alterations on this form.
6. Present valid identification cards/documents. Refer to attached "List of Filer's Valid Identification (ID) Cards/Documents".
7. Write the Employer ID Number and Employer Name in all pages of all identification cards/documents.
8. Submit this form to the nearest SSS branch office with the supporting documents. Refer to the attached List of Documentary Requirements.
9. This form shall be signed by the following authorized signatories:
 

9.1 For Business Employer	9.2 For Household Employer of Family Driver/s
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LEGAL PERSONALITY	AUTHORIZED SIGNATORY	SUPPORTING DOCUMENT/S
A. Single Proprietorship	- Owner or, in his/her absence, any representative with valid Special Power of Attorney (SPA)	Any of the following: 1. Certificate of Registration of Business Name from the Department of Trade and Industry (DTI) 2. Business Permit from the Municipal Office
B. Partnership	- Managing Partner	Approved Articles of Partnership from Incorporation from Securities and Exchange Commission (SEC)
C. Corporation Including non-stock/non-profit corporations	- President, Chairman or Corporate Secretary	Approved Articles of Incorporation from SEC
Foreign-owned corporation	- The designated Philippine representative as shown in the SEC registration	1. Approved Articles of Incorporation from SEC; and 2. License to Transact Business in the Philippines from SEC
Manning agency with foreign principal	- President, Chairman or Corporate Secretary	1. Approved Articles of Incorporation from SEC; and 2. Agency Agreement between the manning agency and foreign principal
D. Cooperative	- Chairman or Corporate Secretary	Approved Articles of Cooperation from the Cooperative Development Authority (CDA)
Manpower service cooperative	- Chairman or Corporate Secretary	1. Approved Articles of Cooperation from CDA; and 2. Accreditation from the Department of Labor and Employment (DOLE)

10. Report all your employees for SS coverage within thirty (30) days from the date of their employment by submitting an accomplished "Employment Report" (SS Form R-1A) to the nearest SSS branch office. Please be reminded that failure to report your employee/s within the prescribed period shall render you liable for damages equivalent to the benefits to which said employee/s would have been entitled in case of any contingency had the employee/s been reported on time. (Sec. 24 of R.A. 8282).
11. Separation of your employee/s should be reported by submitting an accomplished "Employment Report" form.

## REMINDERS

1. Always use your correct Employer Number in all your transactions with SSS.
2. Notify the nearest SSS branch office using the "Employer Data Change Request" (SS Form R-8) to update your data/records with the SSS. This will expedite your transactions with SSS and avoid the possibility of being billed of unpaid contributions in case of temporary suspension or cessation of business operation.
4. Verification of status may be made thru the SSS website at [www.sss.gov.ph](http://www.sss.gov.ph) or contact our Call Center at 920-6446 up to 55 or 917-7777.

**LIST OF FILER'S VALID IDENTIFICATION (ID) CARDS/DOCUMENTS  
EMPLOYER REGISTRATION FORM (SS FORM R-1)**

IDENTIFICATION REQUIREMENTS	FILED BY	
	BUSINESS EMPLOYER	BUSINESS/HOUSEHOLD EMPLOYER'S REPRESENTATIVE
1. <b>One (1) Primary</b> ID card/document of the <u>authorized signatory</u> of the SS Form R-1; OR <b>Two (2) Secondary</b> ID cards/documents of the <u>authorized signatory</u> of the SS Form R-1. [both with signature and at least one (1) with photo]	✓ (Present the original.)	✓ (Present the original & submit the photocopy.)
2. <b>One (1) Primary</b> ID card/document of the <u>representative</u> of the authorized signatory of the registration form; OR <b>Two (2) Secondary</b> ID cards/documents of <u>representative</u> of the authorized signatory of the SS Form R-1.		✓ (Present the original & submit the photocopy.)
3. <b>Authorization Letter</b>		✓ Submit the original.

Note: If filed personally by the Household Employer, no ID card/document is required.

**A. Primary ID Cards/Documents**

1. Driver's License
2. Passport
3. Professional Regulation Commission (PRC) Card
4. Seaman's Book (Seafarer's Identification & Record Book)
5. Social Security (SS) Card
6. Unified Multi-Purpose ID (UMID) Card

**B. Secondary ID Cards/Documents**

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|---|--|
| <ol style="list-style-type: none"> <li>1. Alien Certificate of Registration</li> <li>2. Certificate from any of the following, whichever is applicable:<br/>&gt; National Commission on Indigenous Peoples<br/>&gt; National Commission on Muslim Filipinos</li> <li>3. Certificate of Licensure/Qualification Documents from Maritime Industry Authority</li> <li>4. Company ID Card</li> <li>5. Credit Card</li> <li>6. Firearm License Card issued by Philippine National Police (PNP)</li> <li>7. Fishworker's License issued by Bureau of Fisheries and Aquatic Resources (BFAR)</li> <li>8. Government Service Insurance System (GSIS) Card/Member's Record/Certificate of Membership</li> <li>9. Health or Medical Card</li> <li>10. Homeowners Association ID Card</li> <li>11. ID Card issued by Local Government Units (LGUs) (e.g., Barangay/Municipality/City)</li> </ol> | <ol style="list-style-type: none"> <li>12. ID Card issued by professional association recognized by PRC</li> <li>13. Marriage Contract/Marriage Certificate</li> <li>14. Overseas Worker Welfare Administration (OWWA) Card</li> <li>15. Pag-IBIG Member's Data Form or Transaction Card</li> <li>16. Philippine Health Insurance Corporation (PHIC) ID Card/Member's Data Record</li> <li>17. Police Clearance</li> <li>18. Postal ID Card</li> <li>19. School ID Card</li> <li>20. Seafarer's Registration Certificate issued by Philippine Overseas Employment Administration (POEA)</li> <li>21. Senior Citizen Card</li> <li>22. Student Permit issued by Land Transportation Office (LTO)</li> <li>23. Taxpayer's Identification Number (TIN) Card</li> <li>24. Voter's Identification Card/Affidavit/Certificate of Registration</li> </ol> |
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