



Republic of the Philippines
SOCIAL SECURITY SYSTEM

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CIRCULAR NO. 2022-017

TO : ALL BUSINESS EMPLOYERS

SUBJECT : GUIDELINES ON THE DECLARATION OF TERMINATION, SUSPENSION, OR DISSOLUTION OF BUSINESS OPERATION

Pursuant to Social Security Commission (SSC) Resolution No. 428-s.2022 dated 22 June 2022 and to ensure **efficient processing of Employer Data Change Request (EDCR)** filed by **Business Employers**, in compliance with the requirements of Republic Act No. 11032, otherwise known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, the following guidelines on the **declaration of termination, suspension, or dissolution** of business operation are hereby issued:

I. POLICY GUIDELINES

A. The Business Employer (ER) shall file a duly accomplished and notarized EDCR and shall be supported **by any** of the following document/s (original or certified true copy):

1. Temporary Suspension

- a. Certificate of Non-Renewal of Business License from the Municipal/City Treasurer's Office;
- b. Notification of suspension of operation duly received by the Bureau of Internal Revenue (BIR) within the prescribed period;
- c. Certification from the Fire Department/concerned unit of the Municipal/City, in case of destruction of corporate facilities due to fire/fortuitous event;
- d. Board Resolution approving the suspension of business operation adopted within the prescribed period and duly acknowledged received by BIR, SEC or CDA;
- e. Notice of Strike duly received by the Department of Labor and Employment (DOLE) with a certification that there were no operation/employees during the strike; or

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- f. Audited Financial Statements and Income Tax Return (ITR) showing non-operation for the applicable period/s filed with the SEC or the BIR within the prescribed period.

2. Termination/Dissolution

a. Single Proprietorship

- i. Approved Application for Business Retirement from the Municipal/City Treasurer's Office;
- ii. Certification of Non-operation of Business from the Municipal/City Treasurer's Office or BIR;
- iii. Certification of Cancellation of Registration from the Department Of Trade and Industry (DTI);
- iv. Certification of Cancellation/Transfer of all Franchise issued to the single proprietorship from the Land Transportation and Franchising Regulatory Board (LTFRB);
- v. Death Certificate registered with the Local Civil Registrar or issued by the Philippine Statistics Authority or Philippine Consul, in case of death of the owner; or
- vi. Certification of Cancellation of License from regulatory agencies such as but not limited to the Philippine Contractors Accreditation Board (PCAB), Philippine National Police Supervisory Office for Security and Investigation Agency (PNP SOSIA), Department of Labor and Employment (DOLE).

b. Partnership/Corporation/Cooperative

- i. Certification of Filing of Articles of Dissolution/ Cancellation of Registration issued by the SEC/ Cooperative Development Authority (CDA);
- ii. Notification of business termination duly received by the SEC or the BIR within the prescribed period;
- iii. Board Resolution approving the termination of business operation adopted within the prescribed period and duly acknowledged received by BIR, SEC or CDA; or
- iv. Audited Financial Statements and ITR showing non-operation for the applicable period/s filed with the SEC or the BIR within the prescribed period.

3. Termination/Dissolution due to Merger/Consolidation of Registration


- a. Certification of Filing of Articles of Merger/Consolidation issued by the SEC.
- B. In the event of natural calamity, economic crisis, man-made disaster or pandemic, the EDCR shall be filed together with a certification that the employer ceased operation issued by any of the following offices where the business establishment is located:
 1. Office of the Local Government Unit (Provincial/City/Municipality);
 2. Office of the Administrator of the Economic Zone (for Employers within the Economic Zones) or its equivalent rank in privately-managed economic zones.
- C. The ER may file EDCR online through the Employer's My.SSS Account or over the counter with the nearest SSS Branch.
- D. Reporting of all Employee/s as separated through contributions PRN Facility shall automatically tag the ER Account "Temporary Suspension" (TS) following the month of employee/s' separation/termination date.
- E. In case the ER was previously tagged as TS, automatic re-activation of status shall be upon payment of contributions or online submission of subsequent R1-A of the new/re-hired employee/s.

II. REPEALING CLAUSE.

This supersedes Circular No. 2020-031 dated 18 November 2020. All other Circulars and Issuances or parts thereof which are inconsistent with the provisions of this Circular are hereby repealed or modified accordingly.

III. EFFECTIVITY.

This Circular shall take effect immediately following its complete publication in a newspaper of general circulation and filing of three (3) certified copies with the Office of the National Administrative Register (ONAR).


MICHAEL G. REGINO
President and CEO

15 AUG 2022

Date

(Policy – Coverage)
Prepared by: Account Management Group

Guidelines on the Declaration of Termination, Suspension, or Dissolution of Business Operation