

Republic of the Philippines PHILIPPINE HEALTH INSURANCE CORPORATION Citystate Centre, 709 Shaw Boulevard, Pasig City

Healthline 637-9999 www.philhealth.gov.ph

PHILHEALTH CIRCULAR No. 23 . s-2009 Dury TO

: ALL EMPLOYERS

SUBJECT : Single Employer Registration Process (SERP)

Pursuant to Section 15 of the Implementing Rules and Regulations of the National Health Insurance Act (RA 7875) as Amended by RA 9241 and the Anti-Red Tape Act of 2007 (RA 9485), a Memorandum of Agreement was signed on February 12, 2009 between the Social Security System (SSS) and Philippine Health Insurance Corporation (PhilHealth). The purpose of which is to streamline the employer registration processes through the adoption of Single Employer Registration Process (SERP) using a common Business Registration Form or BR-1.

Under the SERP an employer who register with SSS shall be considered registered with PhilHealth. Hence, the employer shall no longer be required to go personally to PhilHealth for registration.

All employer data received from SSS shall be processed by PhilHealth. The employer shall be issued of his/her PhilHealth Employer Number (PEN) which serves as the employer permanent identification number for all transactions with the Corporation.

After initial registration from SSS, the employer shall be required to submit within thirty (30) days the following post registration requirements:

PhilHealth	SSS
 Accomplished Report of Employee- Members (Er2); Member Data Record for employed member (M1a) and supporting documents for declaration of dependents: Authenticated copy of marriage contract for spouse who is not working; Authenticated copy of birth certificate for children below 21 years old; Authenticated copy of birth certificate for parents 60 years old and above. 	 Employment Report (SS Form R-1A); Specimen Signature Card (SS Form L-501); Sketch of business address; and Validated Miscellaneous Payment Return Form (SS Form R-6) or Special Bank Receipt, showing payment for the Employer Registration Plate, if not paid upon initial registration.
Please be guided accordingly. DR. REY B. AQUINO President and CEO	Philippine Health Issurance Corporation RECORDS & LIBRARY MINGT. SECTION MARIA TERESA A. QUIAOIT Administrative Officer IV, Cutef - RELMS Date : CERTIFIED TRUE COPY

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HAL SECURITY SYSTEM	Republic of the BUSINESS RE read instructions at the back. Print all inf	e Philippines GISTRATION	PHILHEALTI (09-2008)
	To be fi SSS/P	lled-out by hillHealth	PHILHEALTH EMPLOYER NUMBE
IAME OF AGENCY/OFFICE/BUSINESS	PART 1 - EMPLOYER	MAIN OFFICE DATA	
BUSINESS ADDRESS NO. & STREET	a fair and	BARANGAY	
TOWN/DISTRICT	CITY/PRO	DVINCE	POSTAL CODE
START OF OPERATION (mmddyyyy) 1 1 1 1 1N	E-MAIL ADDRESS		
	PARTNERSHIP 4 COOPERA CORPORATION 5 CORPORA CORPORA		AGENCY WITH FOREIGN PRINCIPAL D INDUSTRY/VENTURE/ SINESS
NAME OF OWNER/MANAGING PARTN	ER/PRESIDENT/CHAIRMAN	SS NUMBER	
POSITION TITLE			
SS EMPLOYER NUMBER	SSS/	illed-out by hillHealth	PHILHEALTH EMPLOYER NUMB
BRANCH BUSINESS ADDRESS NO. & STREET		BARANGAY	
TOWN/DISTRICT	CITY/F	PROVINCE	, POSTAL CODE
START OF OPERATION (mmddyyyy)) NUMBER OF EMPLOYEES		
TIN			
NAME AND POSITION TITLE OF HIGH	PART III - CERTIFICAT		
	ORRECTNESS OF THE ABOVE INFOR	MATION. I FURTHER AUTHORIZE TH	
Printed Name	Signature	Official Designatio	n Date
FOR SSS ER PLATE	DATE OF COVER		DOCUMENT/S SUBMITTED
Transaction/SBR No.	REMARKS		
Validation/SBR Date	PROCESSED BY/DATE:	REVIEWED BY/DATE:	RECEIVED BY/DATE:
APPROVED BY/DATE:	Signature Over Printed Name ENCODED BY/DATE:	Signature Over Printed Name DATA CONTROLLED BY/DATE:	1
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Received by

REGISTRATION PROCEDURE

1) Initial Registration

a) Submit the application form (BR-1 Form) in two copies to the SSS office near the place of business, signed by authorized signatory and with the appropriate supporting documents as specified below:
 i) If Main Office

Legal Personality	Authorized Signatory	Supporting Document	
Single Proprietorship	Owner or, in his absence, the legal spouse or, in their absence, any representative w/ Special Power of Attorney (SPA)	Approved Registration of Business Name from the Department of Trade and Industry (DTI)/ Business Permit	
Partnership	Managing Partner	Approved Articles of Partnership from the Securities and Exchange Commission (SEC)/ Business Permit	
Corporation	President, Chairman or Corporate	Approved Articles of Incorporation from SEC/ Business Permit	
Non-stock /Non-profit Corporation/Foundation	Secretary		
Cooperative	Chairman or Corporate Secretary	Approved Articles of Registration from the Cooperative Development Authority (CDA), and accreditation from the Dept of Labor and Employment (DOLE), if manpower cooperative	
Manning Agency with Foreign Principal	President, Chairman or Corporate Secretary	Agreement between the foreign principal and the local manning agency	
Backyard Industry/ Venture/Micro Business	Owner	Barangay Certification and Business Permit	

Authorized Signatory	Supporting Document	
-	Certificate of Operation from the main office, signed by the President, Chairman or Corporate Secretary or Owner of the business	

- b) After proper screening, employer details will be encoded & the employer will be issued the following:
 i) SSS Information Brochure
 - ii) Copy of processed BR-1 with the 13-digit SSS Employer (ER) Number printed on the form
 - iii) ER Card
 - iv) ER obligations and post-registration requirements

2) Post Registration

- a) Submit the following within 30 days from initial registration:
 - i) To SSS:
 - (1) Employment Report (SS Form R-1A)
 - (2) Specimen Signature Card (SS Form L-501)
 - (3) Sketch of the business address
 - (4) Validated Miscellaneous Payment Return (SS Form R-6) or SS Form R-6 and Special Bank Receipt showing payment of P165.00 for the Employer Registration Plate (ER Plate), if not paid upon initial registration.
 - ii) To PhilHealth:
 - Member Registration forms for each employee with the required supporting documents
 - iii) To Pag-IBIG:
 - (1) Duly received and processed SSS forms
 - (2) Duly accomplished remittance form

NOTES TO EMPLOYER

(1) Employers who register with SSS need not go to PhilHealth for registration.(2) Encoding shall only be done by the SSS.

(3) SSS will send ER data to PhilHealth for the issuance of PhilHealth Employer Number (PEN).
 (4) ER shall be notified by PhilHealth of its PEN and post-registration requirements.