



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

July

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.

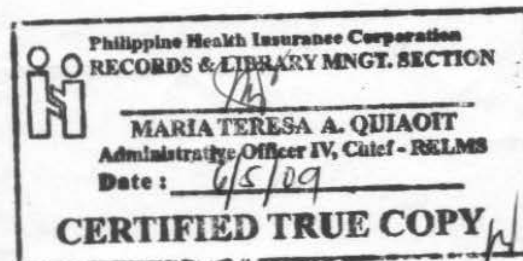
After initial registration from SSS, the employer shall be required to submit within thirty (30) days the following post registration requirements:

| PhilHealth | SSS |
|--|---|
| 1. Accomplished Report of Employee-Members (Er2); 2. Member Data Record for employed member (M1a) and supporting documents for declaration of dependents: <ul style="list-style-type: none"> • 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. | 1. Employment Report (SS Form R-1A); 2. Specimen Signature Card (SS Form L-501); 3. Sketch of business address; <i>and</i> 4. 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.

[Signature]
 DR. REY B. AQUINO
 President and CEO

04 June 09
 Date



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

| <i>Legal Personality</i> | <i>Authorized Signatory</i> | <i>Supporting Document</i> |
|--|--|--|
| 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 Secretary | Approved Articles of Incorporation from SEC/ Business Permit |
| Non-stock /Non-profit Corporation/Foundation | | |
| 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 |

ii) If Branch Office

| <i>Authorized Signatory</i> | <i>Supporting Document</i> |
|---------------------------------------|--|
| Highest ranked official of the branch | 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.