



PHILHEALTH CIRCULAR
 No. 12012 - 0005

TO : ALL NEW CORPORATE ENTITIES REGISTERED THROUGH THE NATIONAL BUSINESS ONE STOP SHOP-CENTRAL BUSINESS PORTAL (NBOSS-CBP) AND ALL OTHERS CONCERNED

SUBJECT : Registration of New Corporate Entities and Reporting of Initial Employees through the Central Business Portal (CBP)

I. RATIONALE

To address the challenges posed by burdensome regulations and requirements, the R.A. No. 11032 otherwise known as the EODB Law mandated the Anti-Red Tape Authority (ARTA) to implement and oversee a national policy on anti-red tape and ease of doing business. ARTA is also tasked to adopt various reform initiatives to improve the ranking of the Philippines. To achieve these objectives, the said law and its implementing rules and regulations, and CSC ARTA-DTI Joint Memorandum Circular (“JMC”) No. 2019-001, series of 2019, mandated ARTA to adopt a Whole-of-Government approach.¹ In order to accomplish such mandate, inter-agency coordination and collaboration is necessary to streamline and simplify interoperable government processes and procedures, and to strengthen linkages and data sharing among government units, to eliminate undue regulatory burden to the transacting public.

The Central Business Portal (CBP), which the EODB Law requires to be established through the DICT, shall serve as a central system to receive applications and capture application data involving business-related transactions, and may provide links to the online registration or application systems established by national government agencies (NGA).

II. OBJECTIVE

To provide guidelines on new corporate registrations and reporting of initial employees to PhilHealth via the Central Business Portal (CBP) processes.

III. SCOPE

This PhilHealth Circular covers the registration of One Person Corporation and corporations with just two to four incorporators including the reporting of the initial employees to PhilHealth through the Central Business Portal (CBP).

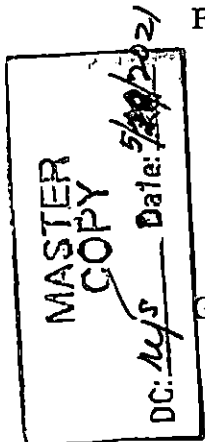
¹<http://arta.gov.ph/wp-content/uploads/2020/10/JMC-No-01-series-of-2020.pdf>

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IV. DEFINITION OF TERMS

- A. **Central Business Portal (CBP)** – is the central system to receive applications and capture application data relating to business-related transactions, including primary and secondary licenses, and business clearances, permits, certifications or authorizations issued by the LGUs. The CBP may also provide links to the online registration or application established or to be established by other NGAs and LGUs (Section 13 R.A. No. 11032).
- B. **One Person Corporation (OPC)** – is a corporation with a single stockholder, who can only be a natural person (who must be of legal age), trust, or estate.
- C. **Social Security Agencies (SSAs)** – for the purpose of this PhilHealth Circular, SSAs pertains only to the three (3) social agencies of the government, namely, Social Security System (SSS), Philippine Health Insurance Corporation (PhilHealth), and the Home Development Mutual Fund (Pag-IBIG).
- D. **Unified Business Application Form (UBAF)** – is a document that shall capture and map out the common personal data of the applicants needed to process the application of the latter.
- E. **Unified Employee Reporting (UER)** – is a feature in the CBP which provides a single-entry point that facilitates the one-time registration of an employer and its employees to the three (3) social security agencies.
- F. **Ease of Doing Business (EODB) and Efficient Government Service Delivery Act of 2018 (Republic Act No. 11032)** – is an act that aims to streamline the current systems and procedures of government services. It is the landmark law of the Duterte administration that addresses priority number 3 of its 0+10 Point Socio-economic Agenda. This particular agenda pertains to improving the competitiveness of and ease of doing business in the Philippines. Signed into law on 28 May 2018, the law effectively amends Republic Act 9485 or the Anti-Red Tape Act of 2007.
- G. **Anti-Red Tape Authority (ARTA)** – the government agency mandated to administer and implement the said law and its Implementing Rules and Regulations, and to monitor and ensure compliance with the national policy on anti-red tape and ease of doing business in the country pursuant to RA 11032.
- H. **PhilHealth Employer Number (PEN)** – the permanent and unique number issued by the PhilHealth to registered employers.
- I. **PhilHealth Member Registration Form (PMRF)** – refers to the form used by the Corporation for the registration of new members or updating/ amendment of personal information of existing PhilHealth members.



V. POLICY STATEMENTS

A. Company Registration through the CBP

1. Pursuant to the CSC-ARTA-DTI JMC No. 2019-001, all applications for new corporate registrations with the SEC, BIR, SSS, PhilHealth and Pag-IBIG, wherever the company may be located in the Philippines, shall be processed through the CBP. The CBP registration of companies and reporting of employees' process flow is attached herein as **Annex "A"**.

Business applicants or companies shall conform with the Use of Digital Signatures for New Corporate Registration under the CBP.

Data sharing agreement among the participating agencies shall strictly be observed pursuant to the provision of R.A. No. 10173, also known as the Data Privacy Act of 2012, and its implementing rules and regulation (IRR), and other relevant issuances of the National Privacy Commission (NPC) relating to the protection, handling, and transfer/sharing of personal data between and among the participating agencies.

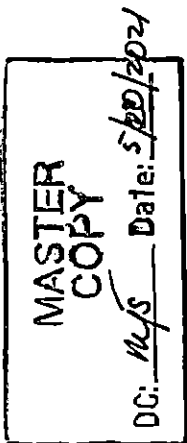
2. The applicant creates an account in the Central Business Portal, with URL <https://business.gov.ph> supplying all the needed entries, information and accomplishing the questionnaire being provided for the registration. After obtaining the Company Registration Number (CRN) and Certificate of Registration (CoR) issued by Securities and Exchange Commission (SEC) as well as Tax Identification Number (TIN) issued by the Bureau of Internal Revenue (BIR), the CBP will then proceed the process for registration and issuance of employer number for SSS, PhilHealth and Pag-IBIG.
3. If the registration of the company to PhilHealth fails, re-attempt for connection of CBP to PhilHealth will be done. If the re-attempts will not succeed, the employer will be advised by the CBP to visit the nearest PhilHealth Office to directly register the company and to secure the PhilHealth Employer Number (PEN).
4. PhilHealth shall share only the business organizations' PEN. This data is the only requirement by other participating government agencies to process business applicants' registration, as stated in the JMC.

B. Reporting of Initial List of Employees through CBP

1. Once the registration of the company to the SSAs become successful, the corresponding employer numbers shall be issued by SSS, PhilHealth and Pag-IBIG. The newly-registered company, as employer, shall then proceed in filling-out the Unified Employee Reporting form made available at CBP for the initial reporting of employees.
2. The employer shall require to input details to report their initial employee/s in the CBP and it should be similar to what the employee has registered in the other SSAs. The mandatory fields shall be furnished, such as, the employees' corresponding UMID, Tax Identification, SSS, PhilHealth and Pag-IBIG membership numbers including the details on monthly basic salary and date of employment.
3. If the reporting of employee to PhilHealth fails, the employer will be advised to report its initial employee/s to the nearest PhilHealth Office by submitting a duly accomplished Report of Employee-Members Form (ER2). The employer must attach corresponding PMRF of those employees not yet enrolled in PhilHealth pursuant to PhilHealth Circular No. 010-2015.

C. Reporting of Subsequent Employees and Payment of Premiums through the Electronic Premium Remittance System (EPRS)

1. To conveniently report the succeeding newly-hired employees and to manage the payment of premium contributions, the business/company shall be required to use the Electronic



Premium Remittance System (EPRS) of PhilHealth in accordance with PhilHealth Circular No. 45, s. 2012 and PhilHealth Circular 04, s.2015. Online registration with EPRS can be made by logging on to <https://epoaf.philhealth.gov.ph/employer/> or visit the nearest PhilHealth office.

2. All employers are required to use the online payment provided for by PhilHealth using the EPRS pursuant to PhilHealth Circular No. 2020-0008 re: "Payment of Premium Contributions through the Online Payment Facility of the Electronic Premium Remittance System (EPRS)"

VI. PENALTY CLAUSE

Any violation of the foregoing guidelines or any existing related PhilHealth Circulars and directives shall be dealt with accordingly.

VII. TRANSITORY PROVISIONS

In as much as the CBP has just recently launched and the scope of the project comprises only the registration of the One Person Corporations and entities below five (5) incorporators, the guidelines set forth in PhilHealth Circular No. 010-2015 entitled "SEC-IBR Post-Registration Guidelines in PhilHealth" shall remain effective, valid and applicable until otherwise modified or repealed.

VIII. SEPARABILITY CLAUSE

In the event that a part of the provision of this Circular is declared unconstitutional or rendered invalid by any Court of Law or competent authority, provisions not affected by such declaration shall remain in full force and effect.

IX. REPEALING CLAUSE

All other issuances inconsistent herewith are repealed or modified accordingly.

DATE OF EFFECTIVITY

This PhilHealth Circular shall take effect after fifteen (15) days from its publication in a newspaper of general circulation and three (3) certified true copies had been furnished the Office of National Administrative Register (ONAR) of the UP Law Center.

ATTY. DANTE A. GIERRAN, CPA, J.
President and Chief Executive Officer (PCEO)

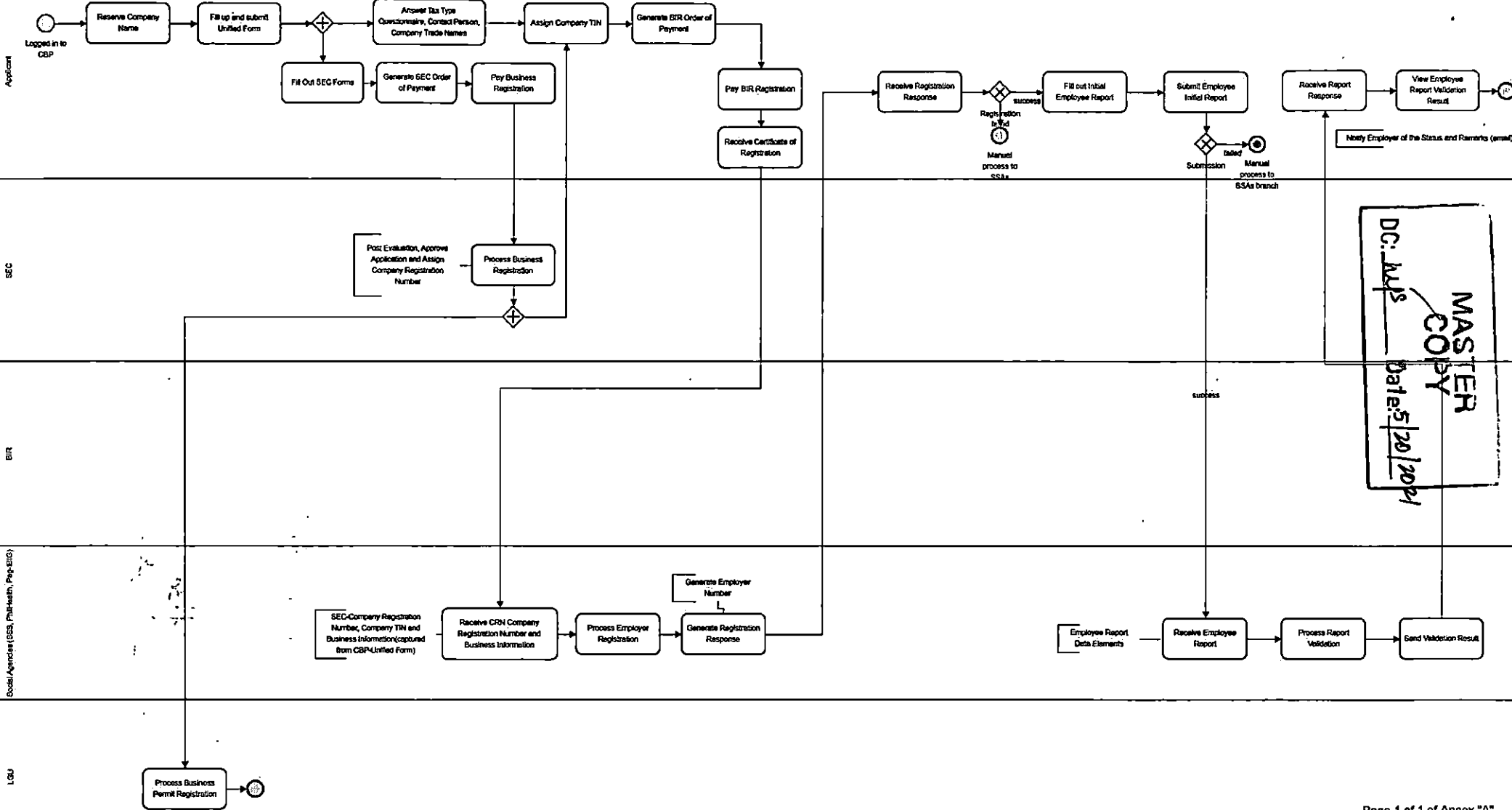
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CBP Employer Registration and Employee Reporting Process Flow

Annex "A"



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