



**PHILHEALTH CIRCULAR**  
No. 2023 - 0006

**TO :** ALL NEW BUSINESS ENTITIES REGISTERED THROUGH THE PHILIPPINE BUSINESS HUB (PBH) AND ALL OTHERS CONCERNED

**SUBJECT :** Registration of New Business Entities and Reporting of Initial Employees through the Philippine Business Hub (PBH)

### I. RATIONALE

Republic Act No. 11032, or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018,<sup>1</sup> provides the creation of a single portal to make business transactions easier and faster. The Philippine Business Hub (PBH), formerly known as the Central Business Portal (CBP), is a one-stop registration portal which offers a single site for all business-related information. Aimed at promoting effective service delivery and transparency in the government, it seeks to streamline the registration of businesses, renewal of permits and other activities through online transactions under a single account.

Relaunched in June 2022, the PBH reduced the length of days for registering businesses from 33 days and 13 steps to only seven days with only one step. The said portal can be accessed through its official website at business.gov.ph. As part of the PBH's new look, the Philippine Business Regulations Information System (PBRIS) was integrated into the platform. The PBRIS, an Anti-Red Tape Authority (ARTA) led initiative, is an online platform that provides accessible information on the Philippine Regulatory Management System and the laws and regulations that are relevant to the public.

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### II. OBJECTIVES

To provide guidelines on the registration of new business entities and reporting of initial employees to PhilHealth via the Philippine Business Hub (PBH) processes.

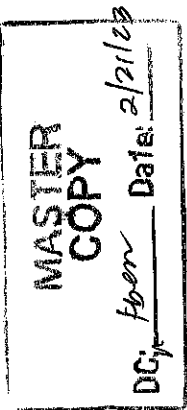
### III. SCOPE

This PhilHealth Circular covers the registration of new business of One Person Corporation, Sole Proprietorships, and all other types of Corporations including the reporting of the initial employees to PhilHealth through the Philippine Business Hub (PBH).

<sup>1</sup> RA11032: <https://arta.gov.ph/about/the-eodb-law/>

#### IV. DEFINITION OF TERMS

- A. **Anti-Red Tape Authority (ARTA)** – the government agency mandated to administer and implement Republic Act 11032 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 Philippines.
- B. **Business Entity** – an organization founded by one or more natural persons to facilitate specific business activities or to allow its owners to engage in a trade.
- C. **Central Business Portal** – 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).
- D. **Corporation** – an artificial being created by operation of law, having the right of succession and the powers, attributes and properties expressly authorized by law or incident to its existence.
- E. **Ease of Doing Business (EODB) and Efficient Government Service Delivery Act of 2018 (Republic Act No. 11032)** – 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.
- F. **One Person Corporation (OPC)** – a corporation with a single stockholder, who can only be a natural person (who must be of legal age), trust, or estate.
- G. **PhilHealth Employer Number (PEN)** – the permanent and unique number issued by the PhilHealth to registered employers.
- H. **PhilHealth Member Registration Form (PMRF)** – the form used by the Corporation for the registration of new members or updating/ amendment of personal information of existing PhilHealth members.
- I. **Philippine Business Hub (PBH)** – offers a single site for all the business-related information, which aims to promote effective service delivery and transparency in the government. It seeks to streamline the registration of business, renewal of permits and other activities through online transactions.
- J. **Philippine Business Regulation Information System (PBRIS)** – a platform made to provide accessible information on business regulations issued by the Philippine government.
- K. **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).
- L. **Sole Proprietorship** – a type of enterprise owned and run by one person and in which there is no legal distinction between the owner and the business entity.



- M. **Unified Business Application Form (UBAF)** – a document that shall capture and map out the common personal data of the applicants needed to process the application of the latter.
- N. **Unified Employee Reporting (UER)** – 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.

V. **POLICY STATEMENTS**

A. **Company Registration through the PBH**

1. Pursuant to the Civil Service Commission (CSC), Anti-Red Tape Authority (ARTA), Department of Trade and Industry (DTI) Joint Memorandum Circular No. 2019-001,<sup>2</sup> all applications for new corporate registrations with the Securities and Exchange Commission (SEC), Bureau of Internal Revenue (BIR), Social Security System (SSS), PhilHealth and the Home Development Mutual Fund (Pag-IBIG), wherever the company may be located in the Philippines, shall be processed through the PBH. The PBH Employer Registration and Employee Reporting 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 PBH.

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 Philippine Business Hub, with URL <https://business.gov.ph>. Once account is created, an account verification link shall be forwarded to the email provided by the registrant. Once you have verified your account, you may now login to the application dashboard and start applying for a business 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 PBH will then proceed to the process of 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 PBH to PhilHealth will be done. If the re-attempts will not succeed, the employer will be advised by the PBH to visit the nearest PhilHealth Office to directly register the company and to secure the PhilHealth Employer Number (PEN).

B. **Reporting of Initial List of Employees through PBH**

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

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<sup>2</sup> CSC-ARTA-DTI JMC No.2019-001;  
<https://arta.gov.ph/wp-content/uploads/2021/06/JMC-Guidelines-for-Processing-Business-Permits-Related-Clearances-and-Licenses-2021.pdf>

company, as employer, shall then proceed in filling-out the Unified Employee Reporting form made available at PBH for the initial reporting of employees.

2. The employer shall be required to input details to report their initial employee/s in the PBH. All reports should contain the same information 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/s to PhilHealth fails and if ever the hired employee/s doesn't have a PIN yet, 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 (PC) No. 010-2015. (SEC-IBR Post-Registration Guidelines in PhilHealth).

PhilHealth shall share only the business organizations' PhilHealth Employer Number (PEN). This data is the only requirement by other participating government agencies to process business applicants' registration, as stated in the JMC.

For Single Proprietorship or business owned by one owner, they are prohibited to declare themselves as employees. They are instead to be classified as self-earning individuals and therefore settle premium payments under such member category.

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

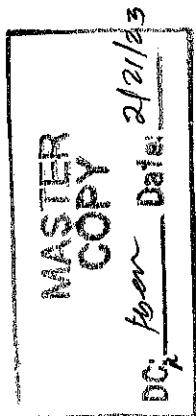
1. To conveniently report the succeeding newly-hired employees and to manage the payment of premium contributions, the business/company shall be required to use the Electronic Premium Remittance System (EPRS) of PhilHealth in accordance with PhilHealth Circular No. 45, s. 2012 [Employer Online Activation and Electronic Premium Reporting System Version 2.1 (EPPRS)] and PhilHealth Circular 04, s.2015 (Payment and Reporting of Premium Contribution of Employers and Employees). Online registration with EPRS can be made by logging on to <https://epoaf.philhealth.gov.ph/employer/> or visit the nearest PhilHealth office.
2. Contributions through the Online Payment Facility of the Electronic Premium Remittance System (EPRS)"

#### D. Monitoring and Evaluation

This policy shall be regularly monitored to ensure compliance of all employers on the registration, reporting and payment of premium contribution through EPRS and for the possible enhancement on the registration of cooperatives through PBH.

### 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

Until integration has been completed for the inclusion of the Cooperative Development Authority (CDA), the registration of businesses through the PBH is available for One Person Corporations, Sole Proprietorships and all other types of Corporations.

## VIII. SEPARABILITY CLAUSE

In the event that a part of the provision of this PhilHealth 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

This policy repeals PhilHealth Circular No. 2021-0005 re: Registration of New Corporate Entities and Reporting of Initial Employees through the Central Business Portal (CBP).

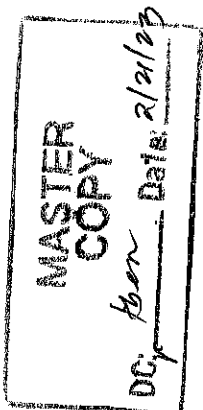
## X. DATE OF EFFECTIVITY

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.



**EMMANUEL R. LEDESMA, JR**  
Acting President and Chief Executive Officer (APCEO)

Date signed: 02/14/2023



# Annex A: PBH - Employer Registration and Employee Reporting Process Flow

