



# RE M I N D E R S

An employer requesting for data amendment which was previously presented to the Corporation, must fill-out this form in duplicate copies together with the following supporting documents whichever is applicable:

1. **CHANGE OF BUSINESS NAME**
  - a. **Single Proprietorship**
    - Certificate of Registration of Business Name from Department of Trade and Industry (DTI)
  - b. **Partnership**
    - Amended Articles of Partnership duly received by Securities and Exchange Commission (SEC)
  - c. **Corporation**
    - Amended Article of Incorporation duly received by Securities and Exchange Commission (SEC)
  - d. **Cooperative**
    - Amended Article of Cooperation duly received by Cooperative Development Authority (CDA)
2. **CORRECTION OF BUSINESS NAME**
  - a. **Single Proprietorship**
    - Certificate of Registration of Business Name from Department of Trade and Industry (DTI)
  - b. **Partnership and Corporation**
    - Certificate of Registration from Securities and Exchange Commission (SEC); **or**
    - Articles of Partnership/incorporation duly received by SEC
  - c. **Cooperative**
    - Certificate of Registration from Cooperative Development Authority (CDA); **and**
    - Articles of Cooperation duly received by CDA
3. **CHANGE OF LEGAL PERSONALITY**
  - a. **Single Proprietorship to Corporation**
    - Article of Incorporation duly received by SEC; **and**
    - Approved application for Business Retirement as Single Proprietor
  - b. **Partnership to Corporation**
    - Article of Incorporation duly received by SEC; **and**
    - Deed of Dissolution of Partnership approved by SEC
4. **TEMPORARY SUSPENSION OF OPERATION**
  - a. **Bankruptcy**
    - Financial Statement **or**
    - Income Tax Return (ITR) for the year showing non-operation/no earnings **or**
    - Board Resolution
  - b. **Separation of employee/s**
    - Report on the Separation of the last employee/s **and**
    - Separation paper of last employee
  - c. **Fire / Demolition / Flood**
    - Certification from the Fire Department of the municipality, **or**
    - Certification from City Hall
  - d. **Strike**
    - Notice of Strike duly license by DOLE
5. **Termination / dissolution**
  - a. **For single proprietorship**
    - Approved Application of Business Retirement by the Municipal Treasurer's Office.
    - Certification of Non-Operational of Business from the Municipal Treasurer's Office / BIR
  - b. **For Partnership or Corporation**
    - Deed of Dissolution approved by the Securities and Exchange Commission (SEC) **or**
    - Certification of Non-Operational of Business from SEC/BIR **or**
    - Minutes of Meeting certified by the Corporate Secretary.
  - c. **Cooperative**
    - Dissolution of Cooperative duly received by Cooperative Development Authority (CDA) **or**
    - Minutes of the meeting duly certified by the Secretary; **or**
    - Certification of Non-Operational of Business from CDA/BIR
  - d. **Death of Owner**
    - Death Certificate
6. **MERGER / CONSOLIDATION**
  - Deed of Merger/Merger Agreement duly certified by SEC
  - Memorandum of Agreement filed with SEC.
7. **CHANGE OF OWNERSHIP**
  - a. **Sale**
    - Deed of Sale/Transfer/Assignment signed by both parties, **or**
    - In its absence, Certification from the Registry of Deeds, if applicable
  - b. **Death of Managing Owner** (family business)
    - Death Certificate of the managing owner and waiver from the other legal heirs
8. **RESUMPTION OF OPERATION**
  - Notice of Resumption of Operation from the employer, **and**
  - List of Employees

**Note:**

*The registrant may submit a photocopy of any of the above-mentioned documents but the original or Certified True Copy (CTC) of the document should be presented to PhilHealth for cross checking.*