



EMPLOYER REGISTRATION CHECKLIST OF REQUIREMENTS

1. Employer's Data Form (EDF [HQP-PFF-002])
2. Specimen Signature Form (SSF [HQP-PFF-003])
3. Valid ID
4. SSS Certification (if already registered with SSS)
5. Certified true copy of Proof of Business Existence
 - **Sole Proprietorship**
 - Department of Trade and Industry (DTI) Certificate of Registration
 - Business Permit/Mayor's Permit
 - **Partnership/Corporation/Foreign-Owned Corporation**
 - Securities and Exchange Commission (SEC) Certificate of Partnership/Incorporation
 - Approved Articles of Partnership/Incorporation and By-Laws
 - Business Permit/Mayor's Permit
 - **Cooperative**
 - Cooperative Development Authority (CDA) Certificate
 - Approved Articles of Cooperation
 - Business Permit/Mayor's Permit
 - **Trade Association**
 - Securities and Exchange Commission Certificate of Incorporation
 - Articles of Incorporation and By-Laws
 - Business Permit/Mayor's Permit

Received By:

Remarks:

Signature Over Printed Name

Date