



EMPLOYER'S DATA FORM (EDF)

FOR Pag-IBIG Fund USE ONLY	
Pag-IBIG EMPLOYER ID NO.	
REGISTRATION TRACKING NO.	

INSTRUCTIONS

1. Accomplish this form in one (1) copy.
2. Type or print all entries in BLOCK or CAPITAL LETTERS.
3. On the "CONTACT DETAILS" portion, indicate available contact information.
4. All fields which are marked with asterisk (*) are mandatory.
5. On the "INDUSTRY" portion, indicate industry based on the List of Industry at the back of the form.
6. Submit duly accomplished form and present required supporting documents based on the Checklist of Requirements found at the back of the form.

*EMPLOYER/BUSINESS NAME			
ADDRESS AND CONTACT DETAILS			
*EMPLOYER/BUSINESS ADDRESS Unit/Room No., Floor		Building Name	AREA CODE TELEPHONE NUMBER
Lot No., Block No., Phase No. House No	Street Name		Business (Direct Line)
Subdivision	Barangay		Business (Fax)
Municipality/City			Business (Trunk Line) Local
Province	ZIP Code		*Cell Phone
Business Email Address			
EMPLOYER/BUSINESS DETAILS			
START OF BUSINESS OPERATION	DTI/SEC/CDA REGISTRATION CERTIFICATE No.	DATE OF ISSUANCE	*INDUSTRY
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*BRANCH/OFFICE	*TYPE OF EMPLOYER		*BUSINESS TAXPAYER IDENTIFICATION NUMBER (TIN)
<input type="checkbox"/> Head Office <input type="checkbox"/> Branch (Please Specify) _____	<input type="checkbox"/> Private <input type="checkbox"/> Government		<input type="text"/>
<i>For Private Employers</i> *LEGAL PERSONALITY		<i>For Private Employers</i> SSS Employer Number	
<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation	<input type="checkbox"/> Cooperative/Trade Association <input type="checkbox"/> Foreign-owned Corporation		Date of Registration
<i>For Government Employers</i> *CLASSIFICATION		<i>For Government Employers</i> GSIS Business Number	
<input type="checkbox"/> National Government <input type="checkbox"/> Local Government Unit (LGU) <input type="checkbox"/> Constitutional Office	<input type="checkbox"/> Government-Owned and Controlled Corporation (GOCC)/Government Financial Institution (GFI)		Agency/Branch/Division Code

CERTIFICATION

I hereby certify that the information given, and all statements made herein are true and correct. Likewise, I hereby authorize Pag-IBIG Fund to collect record, organize, update/modify, consult, use, consolidate, block, erase or destruct company's personal data as part of its information. I hereby affirm my right to: (a) be informed; (b) object to processing; (c) access; (d) rectify, suspend or withdraw our company's personal data; (e) damages; and (f) data portability pursuant to the provision of R.A. No.10173 (Data Privacy Act of 2012).

*Head of Office/Authorized Signatory
(Signature over Printed Name)

*Designation/Position

Date

FOR Pag-IBIG FUND USE ONLY		
RECEIVED BY:		
(SIGNATURE OVER PRINTED NAME) (POSITION/DESIGNATION)	BRANCH/UNIT	DATE AND TIME

LIST OF INDUSTRY

- Agriculture, Forestry and Fishing
- Mining and Quarrying
- Manufacturing
- Electricity, Gas, Steam and Air Conditioning Supply
- Water Supply; Sewerage, Waste Management and Remediation Activities
- Construction
- Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles
- Transportation and Storage
- Accommodation and Food Service Activities
- Information and Communication
- Financial and Insurance Activities
- Real Estate Activities
- Professional, Scientific and Technical Activities
- Administrative and Support Service Activities
- Public Administration and Defense; Compulsory Social Security
- Education
- Human Health and Social Work Activities
- Arts, Entertainment and Recreation
- Other Service Activities
- Activities of Households as Employers; Undifferentiated Goods-and-Services-Producing Activities of Households for Own Use
- Activities of Extra-Territorial Organizations and Bodies

CHECKLIST OF REQUIREMENTS

1. Employer's Data Form (EDF [HQP-PFF-002]) (1 Original)
2. Present the following as proof of business existence:
 - For Sole Proprietorship
 - Department of Trade and Industry (DTI) Certificate of Registration (1 Certified True Copy)
 - For Partnership/Corporation/Foreign-Owned Corporation
 - Securities and Exchange Commission (SEC) Certificate of Partnership/Incorporation (1 Certified True Copy)
 - Approved Articles of Partnership/Incorporation and By-Laws (1 Certified True Copy)
 - For Cooperative
 - Cooperative Development Authority (CDA) Certificate (1 Certified True Copy)
 - Approved Articles of Cooperation (1 Certified True Copy)
 - For Trade Association
 - Securities and Exchange Commission (SEC) Certificate of Incorporation (1 Certified True Copy)
 - Approved Articles of Incorporation and By-Laws (1 Certified True Copy)