



## CHECKLIST OF REQUIREMENTS

### A. FOR CHANGE/CORRECTION OF EMPLOYER/BUSINESS NAME

**Basic Requirements:**

- Employer's Change of Information Form (ECIF, HQP-PFF-106) (1 Original)
- Valid ID of the Authorized Signatory (1 Photocopy)
- Specimen Signature Form (SSF, HQP-PFF-003) (1 Original)

**Additional Requirements:**

*For Single Proprietorship*

- Amended Department of Trade and Industry (DTI) Certificate (1 Photocopy)

*For Partnership/Corporation*

- Amended Securities and Exchange Commission (SEC) Certificate of Incorporation (1 Photocopy)
- Amended Articles of Partnership/Incorporation (1 Photocopy)

*For Cooperative*

- Amended Cooperative Development Authority (CDA) Certificate (1 Photocopy)

*For Trade Association*

- Amended SEC Certificate of Incorporation (1 Photocopy)

### B. FOR CHANGE/CORRECTION OF EMPLOYER'S ADDRESS OR CONTACT DETAILS

**Basic Requirements:**

- ECIF (1 Original)
- Valid ID of the Authorized Signatory (1 Photocopy)

**Additional Requirements:**

*For Single Proprietorship*

- Amended DTI Certificate (1 Photocopy)

*For Partnership/Corporation, any of the following:*

- Amended SEC Certificate of Incorporation (1 Photocopy)
- Amended Articles of Partnership/Incorporation (1 Photocopy)
- General Information Sheet (1 Photocopy)

*For Cooperative*

- Amended CDA Certificate (1 Photocopy)

*For Trade Association*

- Amended SEC Certificate of Incorporation (1 Photocopy)

### C. FOR CHANGE/CORRECTION OF REGISTRATION CERTIFICATE NO.

**Basic Requirements:**

- ECIF (1 Original)
- Valid ID of the Authorized Signatory (1 Photocopy)

**Additional Requirements:**

*For Single Proprietorship*

- DTI Certificate (1 Photocopy)

*For Partnership/Corporation*

- SEC Certificate of Incorporation (1 Photocopy)

*For Cooperative*

- CDA Certificate (1 Photocopy)

*For Trade Association*

- SEC Certificate of Incorporation (1 Photocopy)

### D. FOR CHANGE/CORRECTION OF INDUSTRY

- ECIF (1 Original)
- Valid ID of the Authorized Signatory (1 Photocopy)

### E. FOR CHANGE/CORRECTION OF LEGAL PERSONALITY/CLASSIFICATION

**Basic Requirements:**

- ECIF (1 Original)
- Valid ID of the Authorized Signatory (1 Photocopy)

**Additional Requirements:**

*For Single Proprietorship to Corporation*

- SEC Certificate (1 Photocopy)
- Articles of Incorporation (1 Photocopy)
- Certificate of Cancellation as Single Proprietorship (1 Photocopy)

*For Partnership to Corporation*

- SEC Certificate (1 Photocopy)
- Articles of Incorporation (1 Photocopy)
- Deed of Dissolution of Partnership (1 Photocopy)

### F. FOR CHANGE/CORRECTION OF BUSINESS TAX IDENTIFICATION NUMBER (TIN)

- ECIF (1 Original)
- Valid ID of the Authorized Signatory (1 Photocopy)
- Bureau of Internal Revenue (BIR) Registration (1 Photocopy)

### G. FOR ADDITIONAL/CHANGE OF AUTHORIZED SIGNATORY/IES

**Basic Requirements:**

- ECIF (1 Original)
- Valid ID of the Authorized Signatory (1 Photocopy)
- SSF (1 Original)

**Additional Requirements:**

*For Single Proprietorship*

- DTI Certificate (1 Photocopy)

*For Partnership/Corporation, any of the following:*

- Partnership/Board Resolution (1 Photocopy)
- Secretary's Certificate (1 Photocopy)

### H. FOR REVOCATION OF AUTHORIZED SIGNATORY/IES OR CHANGE OF ITS OFFICIAL DESIGNATION

- ECIF (1 Original)
- Valid ID of the Authorized Signatory (1 Photocopy)
- SSF (1 Original)

### I. FOR CHANGE OF BUSINESS STATUS

**Basic Requirements:**

- ECIF (1 Original)
- Valid ID of the Authorized Signatory (1 Photocopy)

**Additional Requirements:**

1. For Termination/Dissolution:

a. *For Single Proprietorship, whichever is applicable*

- Approved Application for Business Retirement from the Municipal/City Treasurer's Office (1 Photocopy)
- Certification of Non-operational of Business from the Municipal/City Treasurer's Office or BIR (1 Photocopy)

b. *For Partnership/Corporation, whichever is applicable*

- Deed of Dissolution approved by SEC (1 Photocopy)
- Certification of Non-operational of Business from SEC/BIR (1 Photocopy)
- Minutes of the meeting certified by the Corporate Secretary (1 Photocopy)

c. *For Cooperative, whichever is applicable*

- Dissolution of Cooperative duly received by CDA (1 Photocopy)
- Certification of Non-operational of Business from CDA/BIR (1 Photocopy)
- Minutes of the meeting certified by the Corporate Secretary (1 Photocopy)

d. For Death of Owner

- Death Certificate of the Owner issued by PSA/NSO or LCRO (1 Photocopy)

2. For Temporary Suspension of Operation:

a. *Bankruptcy, whichever is applicable*

- Financial Statement (1 Photocopy)
- Income Tax Return (ITR) for the year showing non-operation/no earnings (1 Photocopy)
- Board Resolution (1 Photocopy)

b. *Demolition/Fire/Flood, whichever is applicable*

- Certification from the Fire Department of the municipality (1 Photocopy)
- Certification from City Hall (1 Photocopy)
- Separation paper of last employee (1 Photocopy)

c. *Separation of employee/s*

- DOLE Establishment Report Form (RKS Form 5 of 2020) or any of its equivalent (as applicable) (1 Photocopy)

d. *Strike*

- Notice of Strike duly license by DOLE (1 Photocopy)

**NOTE:**

*In all instances wherein photocopies are submitted, the original and/or certified true copy of the documentary requirements shall be presented for authentication.*