HQP-PFF-002

EMPLOYER'S DATA FORM (EDF)

INSTRUCTIONS

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

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*EMPLOYER/BUSINESS NAME

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*ADDRESS AND CONTACT DETAILS

Unit/Room No., Floor	Building Name	*AREA CODE TELEPHONE NUMBER*
		Business (Direct Line)
Lot No., Block No., Phase No. House No	Street Name	Business (Fax)
Subdivision	Barangay	Business (Trunk Line) Local
Municipality/City		*Cell Phone
Province	ZIP Code	*Business Email Address

EMPLOYER/BUSINESS DETAILS

START OF BUSINESS OPERATION	*INDUSTRY	*WITH RETIREMENT PLAN ☐ Yes ☐ No	PHILIPPINE BUSINESS REGISTRY No.	DATE OF ISSUANCE

m m   d d   y y y y

*BRANCH/OFFICE ☐ Head Office ☐ Branch *(Please Specify)* _____	*TYPE OF EMPLOYER ☐ Private ☐ Government	DTI/SEC/CDA REGISTRATION CERTIFICATE No.	DATE OF ISSUANCE

For Private Employers
*LEGAL PERSONALITY

☐ Sole Proprietorship   ☐ Cooperative/Trade Association
☐ Partnership   ☐ Foreign-owned Corporation
☐ Corporation

For Government Employers
*CLASSIFICATION

☐ National Government   ☐ *Constitutional Office*
☐ Local Government Unit (LGU) ☐ *Government-Owned and Controlled Corporation (GOCC)/ Government Financial Institution (GFI)*

PREVIOUS EMPLOYER/BUSINESS NAME *(If applicable)*

*TAXPAYER IDENTIFICATION NUMBER (TIN)

For Private Employers
SSS Employer Number

Date of Registration

m m   d d   y y y y

For Government Employers
GSIS BUSINESS PARTNER No.

AGENCY/BRANCH/DIVISION CODE

I HEREBY CERTIFY THAT THE INFORMATION GIVEN AND ALL STATEMENTS MADE HEREIN ARE TRUE AND CORRECT.

_____   _____   _____
*Head of Office/Authorized Representative   *Designation/Position   Date
(Signature over Printed Name)

THIS FORM MAY BE REPRODUCED. NOT FOR SALE.

(Rev. 02.1, 10/2014)

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])

2. Specimen Signature Form (SSF [HQP-PFF-003])

3. Present the following as proof of business existence:

   - SSS Certification (if already registered with SSS)
   - Business Permit/Mayor's Permit

   For Sole Proprietorship
   - Department of Trade and Industry (DTI) Certificate of Registration

   For Partnership/Corporation/Foreign-Owned Corporation
   - Securities and Exchange Commission (SEC) Certificate of Partnership/Incorporation
   - Approved Articles of Partnership/Incorporation and By-Laws

   For Cooperative
   - Cooperative Development Authority (CDA) Certificate
   - Approved Articles of Cooperation

   For Trade Association
   - Securities and Exchange Commission (SEC) Certificate of Incorporation
   - Articles of Incorporation and By-Laws