Republic of the Philippines PHILIPPINE HEALTH INSURANCE CORPORATION PRO ADDRESS & CONTACT NUMBER			ER-3
PhilHealth Employer No.			EMPLOYER DATA AMENDMENT FORM April 2004
1. Complete Name of Agency/Business/Firm/Employer			
2. Address of Agency/Business/Firm/Employer			
3. Change/Correction of Name of Agency/Business/Firm/Employer Previous : Previous : Present : Pr			
4. Change/Correction of Address of Agency / Office / Department / Business / Employer Previous :			
5. Change of Legal Personality 6. Change From : To : Single Proprietorship Single Proprietorship Partnership Partnership Corporation Corporation Others Others	ge of Authorize	Title	or Position Signature
7. Merger / Consolidation of Company/ies PhilHealth Em Name of Surviving Company :	ployer Number	Fire Fire Bankruptcy Separation of Others Merger Bankruptcy	Suspension of Operation Demolition Date of Effectivity of Employees
11. Change of Ownership From: 12. Report on Resumption of Operation Reason/s:			ration ectivity (month) (day) (year)
Date Head of Agency or Authorized Representative Signature Title or Position			
THIS PORTION IS TO BE FILLED UP BY PHILHEALTH Received by: Date: Processed by: Date: Encoded by: Date: Approved by: Date: Ringo.er3form Note: This Form can be served used but is not for cale Approved by: Date:			

REMINDERS

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)
 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
 - Articles o
 Cooperative

c.

- 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
 - Separation of employee/s
 - Report on the Separation of the last employee/s and
 Separation generation and last employee
 - Separation paper of last employee
 Fire / Demolition / Flood
 - Certification from the Fire Department of the municipality, **or**
 - Certification from the Fire Department of the municipality, **or** Certification from City Hall
- d. Strike

h.

c.

b.

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
 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.