

INSTRUCTIONS/REMINDERS

- 1. Submit in two (2) copies with properly accomplished SS Form R-1 (Employer Registration), if the employer is not yet registered with the SSS.**
- 2. Submit in two (2) copies to report newly hired/rehired employee/s and present SS Employer ID Card, if the employer is already registered with the SSS.**
- 3. The employer is obliged to report all its employees for coverage through this form regardless of their actual amount of monthly earnings rounded off to the last peso.**
- 4. The owner of a single proprietorship business is disqualified to be reported as employee thereof. However, he may register as a self-employed, provided he is not over 60 years old and is currently not an employee member.**
- 5. Write "Nothing Follows" immediately after the last reported employee.**