



## **INSTRUCTIONS**

1. Fill out this form in two (2) copies.
2. Fill out the appropriate boxes for the Type of Employer, as follows:
  - a. For business employer
    - correct employer ID number, business name, business address (local and foreign, if applicable), telephone number, mobile/cellphone number, e-mail address, website, and business TIN as registered with the SSS in Employer Registration Form (SS Form R-1)
  - b. For household employer
    - correct household employer ID number, household employer name, home address, telephone number, mobile/cellphone number, e-mail address, and personal TIN, if any, as registered with the SSS in Employer Registration Form (SS Form R-1)
3. Always indicate "**N/A**" or "**Not Applicable**", if the required data is not applicable.
4. Always affix initials on erasures on this form.
5. Write "**Nothing Follows**" immediately after the last entry on reported employee.
6. The owner of a single proprietorship business is disqualified to be reported as an employee thereof. However, the owner may register as a self-employed member, provided, he/she is not over sixty (60) years old.
7. The signatory in this form should be one of the authorized signatories in the current SS Form L-501.

### **WARNING**

**MISREPRESENTATION OF THE TRUE DATE OF EMPLOYMENT, MONTHLY EARNINGS, OR OTHER DATA OF EMPLOYEES IS PUNISHABLE UNDER THE PENAL PROVISION OF THE SS LAW.**

**LIST OF FILER'S VALID IDENTIFICATION (ID) CARDS/DOCUMENTS**

**EMPLOYMENT REPORT (SS FORM R-1A)**

IDENTIFICATION REQUIREMENTS	FILED BY			
	BUSINESS EMPLOYER	AUTHORIZED COMPANY REPRESENTATIVE	BUSINESS EMPLOYER'S REPRESENTATIVE	HOUSEHOLD EMPLOYER'S REPRESENTATIVE
1. <b>One (1) Primary</b> ID card/document of the <u>authorized signatory</u> of the SS Form R-1; OR <b>Two (2) Secondary</b> ID cards/documents of the <u>authorized signatory</u> of the SS Form R-1. [both with signature and at least one (1) with photo]	✓ (Present the original.)			✓ (Present the original & submit the photocopy.)
2. <b>One (1) Primary</b> ID card/document of the <u>representative</u> of the authorized signatory of the SS Form R-1; OR <b>Two (2) Secondary</b> ID cards/documents of <u>representative</u> of the authorized signatory of the SS Form R-1. [both with signature and at least one (1) with photo]			✓ (Present the original & submit the photocopy.)	✓ (Present the original & submit the photocopy.)
3. <b>Authorization Letter</b>			✓ (Submit the original.)	✓ (Submit the original.)
4. <b>Authorized Company Representative (ACR) Card</b>		✓ (Present the original.)		

Note: If filed personally by the Household Employer, no ID card/document is required.

**A. Primary ID Cards/Documents**

1. Driver's License
2. Passport
3. Professional Regulation Commission (PRC) Card
4. Seaman's Book (Seafarer's Identification & Record Book)
5. Social Security (SS) card
6. Unified Multi-Purpose ID (UMID) Card

**B. Secondary ID Cards/Documents**

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| <ol style="list-style-type: none"> <li>1. Alien Certificate of Registration</li> <li>2. Certificate from any of the following, whichever is applicable:<br/>&gt; National Commission on Indigenous Peoples<br/>&gt; National Commission on Muslim Filipinos</li> <li>3. Certificate of Licensure/Qualification Documents from Maritime Industry Authority</li> <li>4. Company ID Card</li> <li>5. Credit Card</li> <li>6. Firearm License Card issued by Philippine National Police (PNP)</li> <li>7. Fishworker's License issued by Bureau of Fisheries and Aquatic Resources (BFAR)</li> <li>8. Government Service Insurance System (GSIS) Card/Member's Record/Certificate of Membership</li> <li>9. Health or Medical Card</li> <li>10. Homeowners Association ID Card</li> <li>11. ID Card issued by Local Government Units (LGUs) (e.g., Barangay/Municipality/City)</li> </ol> | <ol style="list-style-type: none"> <li>12. ID Card issued by professional association recognized by PRC</li> <li>13. Marriage Contract/Marriage Certificate</li> <li>14. Overseas Worker Welfare Administration (OWWA) Card</li> <li>15. Pag-IBIG Member's Data Form or Transaction Card</li> <li>16. Philippine Health Insurance Corporation (PHIC) ID Card/Member's Data Record</li> <li>17. Police Clearance</li> <li>18. Postal ID Card</li> <li>19. School ID Card</li> <li>20. Seafarer's Registration Certificate issued by Philippine Overseas Employment Administration (POEA)</li> <li>21. Senior Citizen Card</li> <li>22. Student Permit issued by Land Transportation Office (LTO)</li> <li>23. Taxpayer's Identification Number (TIN) Card</li> <li>24. Voter's Identification Card/Affidavit/Certificate of Registration</li> </ol> |
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