



EMPLOYER'S CHANGE OF INFORMATION FORM (ECIF)

Pag-IBIG EMPLOYER ID No.											

INSTRUCTIONS

1. This form shall be accomplished in one (1) copy.
2. Accomplish the applicable portions to be changed/corrected only. Indicate N/A if not applicable.
3. Print in BLOCK/CAPITAL LETTERS.
4. Submit duly accomplished form together with required supporting documents to any Pag-IBIG Branch.
5. In case of change of authorized signatory/ies and/or its official designation, submit updated Specimen Signature Form (HQP-PFF-003) reflecting all authorized signatory/ies.

EMPLOYER/BUSINESS NAME				BUSINESS TAX IDENTIFICATION NUMBER (TIN)			
1. CHANGE/CORRECTION OF EMPLOYER/BUSINESS NAME							
FROM				TO			
2. CHANGE/CORRECTION OF EMPLOYER'S ADDRESS OR CONTACT DETAILS (Please accomplish portions to be changed only)							
Unit/Room No., Floor		Building Name		COUNTRY+AREA CODE TELEPHONE NUMBER			
Lot No.		Block No.		Phase No.		House No.	
Street Name		Subdivision		Barangay		Municipality/City	
Province		ZIP Code		Business (Direct Line)			
				Business (Fax)			
				Business (Trunk line) Local			
				Cell Phone			
				Business Email Address			
3. CHANGE/CORRECTION OF REGISTRATION CERTIFICATE NO.							
FROM				TO			
DTI/SEC/CDA REGISTRATION CERTIFICATE NO.		DATE		DTI/SEC/CDA REGISTRATION CERTIFICATE NO.		DATE	
4. CHANGE/CORRECTION OF INDUSTRY/LEGAL PERSONALITY/CLASSIFICATION/BUSINESS TAX IDENTIFICATION NUMBER (TIN)							
FROM				TO			
5. CHANGE OF AUTHORIZED SIGNATORY/IES AND/OR CHANGE OF ITS OFFICIAL DESIGNATION							
FROM		TO		NAME		OFFICIAL DESIGNATION	
6. ADDITIONAL/REVOCATION OF AUTHORIZED SIGNATORY/IES (Use separate sheet if necessary)							
NAME		OFFICIAL DESIGNATION		AUTHORIZED SIGNATORY			
				☐ Additional			
				☐ Revocation			
				☐ Additional			
				☐ Revocation			
				☐ Additional			
				☐ Revocation			
7. CHANGE OF BUSINESS STATUS							
FROM				TO			
BUSINESS STATUS		BUSINESS STATUS		EFFECTIVITY DATE			
☐ Operational		☐ Termination/Dissolution					
☐ Temporary Suspension of Operation		☐ Temporary Suspension of Operation					
		☐ Resumption of Operation					
CERTIFICATION							
We hereby certify that the information given, and all statements made herein are true and correct. Likewise, we hereby authorize Pag-IBIG Fund to collect record, organize, update/modify, consult, use, consolidate, block, erase or destruct company's personal data as part of its information. We hereby affirm our right to: (a) be informed; (b) object to processing; (c) access; (d) rectify, suspend or withdraw our company's personal data; (e) damages; and (f) data portability pursuant to the provision of R.A. No.10173 (Data Privacy Act of 2012).							
In addition, by virtue of Rule VII, Section 2 of the Implementing Rules and Regulations of Republic Act No. 9679 or the "Home Development Mutual Fund Law of 2009, otherwise known as Pag-IBIG (Pagtutulungan sa kinabukasan: Ikaw, Bangko, Industriya at Gobyerno) Fund", we hereby agree to collect the membership savings (MS) together with the employer counterpart and the monthly loan amortization, as applicable, of our employees and remit the same to Pag-IBIG Fund on the prescribed schedule. Should we deduct the MS and monthly loan amortization (as applicable) from our employee's salaries but fail to remit them on due date, we agree to pay the corresponding penalty for non-remittance equivalent to 1/10 of 1% per day of delay and, if applicable, the penalty charged to the borrower equivalent to 1/20 of 1% per day of delay from the date the payment or loan amortization falls due until paid.							
AUTHORIZED SIGNATORY		DESIGNATION		DATE			
(Signature Over Printed Name)							
FOR Pag-IBIG FUND USE ONLY							
RECEIVED BY		DATE		APPROVED BY		DATE	

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)
- Death Certificate of the Owner issued by the Philippine Statistics Authority (PSA)/National Statistics Office (NSO) or Local Civil Registry Office (LCRO) (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)

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 or certified true copy must be presented for authentication.