



# EMPLOYER'S CHANGE OF INFORMATION FORM (ECIF)

Pag-IBIG EMPLOYER'S ID NUMBER									

### 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.

CHECK APPROPRIATE BOX ONLY

<input type="checkbox"/> 1. CHANGE/CORRECTION OF EMPLOYER/BUSINESS NAME	<input type="checkbox"/> 3. CHANGE OF LEGAL PERSONALITY	<input type="checkbox"/> 5. ADDITIONAL AUTHORIZED SIGNATORY/IES
<input type="checkbox"/> 2. CHANGE/CORRECTION OF ADDRESS/CONTACT DETAILS	<input type="checkbox"/> 4. CHANGE OF AUTHORIZED SIGNATORY/IES	

EMPLOYER/BUSINESS NAME	EMPLOYER'S TAX IDENTIFICATION NUMBER (TIN)
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**1. CHANGE/CORRECTION OF EMPLOYER/BUSINESS NAME**

FROM	TO
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**2. CHANGE/CORRECTION OF EMPLOYER'S ADDRESS/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	Business (Direct Line)		
Subdivision	Barangay	Business (Fax)	
Municipality/City	Province	ZIP Code	Business (Trunkline) Local
Email Address			

**3. CHANGE OF LEGAL PERSONALITY**

FROM	TO
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**4. CHANGE OF AUTHORIZED SIGNATORY/IES** *(Use separate sheet if necessary)*

FROM	TO																								
<table> <tr> <td>_____</td> <td>Name</td> <td>_____</td> <td>Official Designation</td> </tr> <tr> <td>_____</td> <td>Name</td> <td>_____</td> <td>Official Designation</td> </tr> <tr> <td>_____</td> <td>Name</td> <td>_____</td> <td>Official Designation</td> </tr> </table>	_____	Name	_____	Official Designation	_____	Name	_____	Official Designation	_____	Name	_____	Official Designation	<table> <tr> <td>_____</td> <td>Name</td> <td>_____</td> <td>Official Designation</td> </tr> <tr> <td>_____</td> <td>Name</td> <td>_____</td> <td>Official Designation</td> </tr> <tr> <td>_____</td> <td>Name</td> <td>_____</td> <td>Official Designation</td> </tr> </table>	_____	Name	_____	Official Designation	_____	Name	_____	Official Designation	_____	Name	_____	Official Designation
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**5. ADDITIONAL AUTHORIZED SIGNATORY/IES** *(Use separate sheet if necessary)*

_____	Name	_____	Official Designation
_____	Name	_____	Official Designation
_____	Name	_____	Official Designation

### CERTIFICATION

I hereby certify that the information given, and all statements made herein are true and correct. Likewise, I 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. I hereby affirm my 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).

\_\_\_\_\_  
HEAD OF OFFICE OR AUTHORIZED SIGNATORY/IES  
*(Signature Over Printed Name)*

\_\_\_\_\_  
DESIGNATION/POSITION

\_\_\_\_\_  
DATE

### FOR Pag-IBIG FUND USE ONLY

RECEIVED BY

DATE

APPROVED BY

DATE

## CHECKLIST OF REQUIREMENTS

### A. FOR CHANGE/CORRECTION OF EMPLOYER/BUSINESS NAME

- Employer's Change of Information Form (ECIF, HQP-PFF-106) (1 Original)
- Valid ID acceptable to the Fund (1 Photocopy)

#### *For Single Proprietorship*

- Amended DTI Certificate (1 Photocopy)
- Specimen Signature Form (SSF, HQP-PFF-003) (1 Original)

#### *For Partnership/Corporation*

- Amended SEC Certificate (1 Photocopy)
- Amended Articles of Partnership/Incorporation (1 Photocopy)
- SSF (1 Original)

#### *For Cooperative*

- CDA Certificate (1 Photocopy)
- SSF (1 Original)

#### *For Trade Association*

- Amended SEC Certificate of Incorporation (1 Photocopy)
- SSF (1 Original)

### B. FOR CHANGE/CORRECTION OF EMPLOYER'S ADDRESS OR CONTACT DETAILS

- ECIF (1 Original)
- Valid ID acceptable to the Fund (1 Photocopy)

#### *For Single Proprietorship*

- Amended DTI Certificate (1 Photocopy)

#### *For Partnership/Corporation*

- Amended SEC Certificate (1 Photocopy)
- Amended Articles of Partnership/Incorporation (1 Photocopy)

#### *For Cooperative*

- CDA Certificate (1 Photocopy)

#### *For Trade Association*

- Amended SEC Certificate of Incorporation (1 Photocopy)

### C. FOR CHANGE OF LEGAL PERSONALITY

- ECIF (1 Original)
- Valid ID acceptable to the Fund (1 Photocopy)

#### *Single Proprietorship to Corporation*

- SEC Certificate (1 Photocopy)
- Articles of Incorporation (1 Photocopy)
- Certificate of Cancellation as Single Proprietorship (1 Photocopy)

#### *Partnership to Corporation*

- SEC Certificate (1 Photocopy)
- Articles of Incorporation (1 Photocopy)
- Deed of Dissolution of Partnership (1 Photocopy)

### D. FOR ADDITIONAL/CHANGE OF AUTHORIZED SIGNATORY/IES

- ECIF (1 Original)
- Valid ID acceptable to the Fund (1 Photocopy)

#### *For Single Proprietorship*

- DTI Certificate (1 Photocopy)
- Specimen Signature Form (SSF, HQP-PFF-003) (1 Original)

#### *For Partnership/Corporation*

- Board Resolution (1 Photocopy)
- Secretary's Certificate (1 Photocopy)
- SSF (1 Original)

#### **NOTE:**

***In all instances wherein photocopies are submitted, the original copy must be presented for authentication.***