



Republic of the Philippines
DEPARTMENT OF FINANCE

DOF-LOCAL FINANCE CIRCULAR NO. 4-95

September 29, 1995

- SUBJECT** : Inclusion of Social Security System (SSS) Registration as an Additional Requirement in the Issuance of a Business License or Permit.
- TO** : All Regional Directors for Local Government Finance; District Treasurers of Metropolitan Manila; Provincial, City and Municipal Treasurers; and Other Concerned.

The Deputy Administrator, Benefits Management, Social Security System (SSS), has requested the Department of Finance to issue a Circular directing all local treasurers to include SSS registration as an additional requirement in the processing and approval of a business license or permit. It was further requested that all business establishments registered with the SSS be required to display their respective certificates of registration in the same way that their business licenses/permits are prominently displayed.

Representations were made that many owners/operators of business establishments do not declare their employees for SSS registration to the detriment of said potential members and their families, majority of whom belong to the lower income group which has the greatest need for social security protection. Thus, the desire of SSS that such registration of employees be made mandatory before the issuance of any business license or permit by the local government unit concerned.

In view thereof, and to support the SSS in providing protection to its members and their families against contingencies resulting to loss of income or financial burden, Provincial, City and Municipal Treasurers are hereby directed to:

1. includes SSS registration and/or clearance as an additional requirement in the issuance of license/permit to any business establishment;
2. require all business establishments registered with the SSS to display their Certificate of Registration in the same way their business license/permit is prominently displayed; and
3. make representations with their respective local sanggunians for enactment of an Ordinance, relative to the implementation of nos. 1 and above.

The Regional Directors for Local Government Finance of this Department, Provincial Treasurers and District Treasurers of Metropolitan Manila are hereby directed to disseminate the contents of this Circular to all local treasurers within their respective jurisdictions for their information and compliance.

Strict compliance herewith is hereby enjoined.

By Authority of the Secretary:

(SGD.) **MA. CECILIA G. SORIANO**
Undersecretary