

Client Services Procedure Manual

Procedure: 202.00
Subject: Assignment of New Firm Numbers

202.01 Introduction

This procedure outlines reasons why WorkplaceNL may retain or change a firm number assigned to a registered firm. Assigning firm numbers is an administrative function of WorkplaceNL. A firm number is assigned subsequent to registration finalization.

202.02 Assignment of New Firm Numbers

Situations arise when an employer's legal status changes and a decision must be made regarding the assignment of a new firm number.

Whenever possible, WorkplaceNL will retain the old firm number to maintain continuity of the account for administrative ease and experience rating purposes. These changes are recorded in detail on the employer's file, ensuring the firm's legal status history is recorded.

WorkplaceNL also assigns firm numbers to accommodate Policy ES-12, Transfer of Injury Costs. The retention of an old firm number for these administrative reasons will have no effect on any separate legal status of the transferor or transferee.

WorkplaceNL may retain the old firm number and assign a new firm number if doing so facilitates collection activity.

Information in the following table assists in determining whether a change to a firm will result in the retention of the same firm number, or the assignment of a new one:

From	To	Firm Number
Proprietor	Incorporated company with the proprietor as director	No Change
Partnership	Incorporated company with partners as directors	No Change
Partnership	Proprietorship (an owner was one of the partners)	No Change
Partnership	Additional partners join the partnership	No Change
Incorporated company	Proprietorship (proprietor was a director of the incorporated company)	No Change
Proprietor	Different proprietor	New firm number*

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From	To	Firm Number
Proprietor	Spouse, parent or child of proprietor	No Change
Incorporated company	Partnership (partners were directors of the incorporated company)	No Change
Incorporated company	Same incorporated company with new name	No Change
Two or more separate incorporated companies, currently registered with WorkplaceNL	One currently registered employer carries on the company	Firm number of remaining employer
Two or more separate incorporated companies, at least one of which is currently registered with WorkplaceNL	Amalgamate and continue as one new incorporated company	New firm number*
Incorporated company, not registered with WorkplaceNL	Purchased the assets of an employer currently registered with WorkplaceNL	New firm number *
Employer registered with WorkplaceNL goes into receivership	Receiver/manager operates the company	New firm number *
Receiver/manager	Original owner	Reactivate original firm number
Receiver/manager	New incorporated company	New firm number *

* WorkplaceNL may retain the old firm number if doing so would maximize administrative ease, accommodate Policy ES-12 regarding the transfer of cost experience, or facilitate collection activity.

Reference: Policy ES-12, Transfer of Injury Costs
Procedure 101.00, Coverage under the Workplace Health, Safety and Compensation Act

Amendment History

Original Effective Date 2018 09 11