

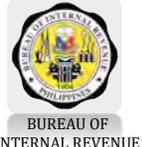
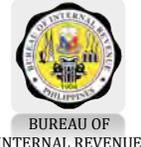


BUREAU OF INTERNAL REVENUE

CHECKLIST OF DOCUMENTARY REQUIREMENTS

CDR No.	Description	Annex
F1101	- Application for Registration: Self-employed Individuals, Estates and Trusts	A1
F1103	- Application for Registration: Corporations, Partnerships	A2.1
F1103N	- Application for Registration: Cooperatives, Associations, GAIs, LGUs, etc.	A2.2
F11BF	- Application for Registration of Branch/Facility	A3
F1102	- Application for Registration of Employees	A4
F1004	- Application for Registration under E.O. 98	A5.1
F1104T	- Application for Registration under ONETT	A5.2
F1106	- Application for Authority to Print (ATP)	A6
F1105B	- Application for Registration of Books of Accounts	A7
F1100	- Application for Permit to Use Manual Loose Leaf	A8
F1105	- Application for TIN Card Issuance/Registration Information Updates	A9.1
F1105U	- Application for Registration Information Updates	A9.2
F1105T	- Application for Transfer of Registration	A10
F1105C	- Application for Cancellation of TIN/Registration or Closure of Business	A11

JANUARY 2020



ANNEX "A1"

ANNEX "A1"

APPLICATION FOR REGISTRATION

APPLICATION FOR REGISTRATION

SELF-EMPLOYED INDIVIDUALS, ESTATES AND TRUSTS

SELF-EMPLOYED INDIVIDUALS, ESTATES AND TRUSTS

IMPORTANT:

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2. Mark "✓" for submitted documents and "X" for lacking documents.

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FOR SOLE PROPRIETOR, PROFESSIONALS, MIXED INCOME EARNERS

FOR SOLE PROPRIETOR, PROFESSIONALS, MIXED INCOME EARNERS

- 1 BIR Form No. 1901 version January 2018 (2 originals);
2 For Sole Proprietor/Professionals not regulated by the Professional Regulation Commission (PRC):
- Any government-issued ID (e.g. Birth Certificate, passport, driver's license, Community Tax Certificate) that shows the name, address, and birthdate of the applicant, in case the ID has no address, any proof of residence or business address; (1 photocopy) or
In case of the practice of profession regulated by PRC:
- Valid PRC ID and government ID showing address or proof of residence or business address. (1 photocopy)
Note: IDs shall be presented and should be readable, untampered and contains consistent information with the documents submitted upon application.
3 BIR Printed Receipt/Invoice (Available for sale at the New Business Registrant Counter); or
Final & clear sample of OWN Principal Receipts Invoices (1 original) (Sample layout is also available at the New Business Registrant Counter);
Note: In case taxpayer-applicant will opt to print its own receipts/invoices, taxpayer-applicant should choose an Accredited Printer who will print the receipts/invoices.
4 Payment of P530.00, if applicable, for the following:
- P500.00 Registration Fee (RF);
- P30.00 Loose Stamp/s (DST) to be affixed on the Certificate of Registration.
Note: If the Registration Fee of P500.00 was already paid, the proof of payment (1 photocopy) shall be submitted.

- 1 BIR Form No. 1901 version January 2018 (2 originals);
2 For Sole Proprietor/Professionals not regulated by the Professional Regulation Commission (PRC):
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In case of the practice of profession regulated by PRC:
- Valid PRC ID and government ID showing address or proof of residence or business address. (1 photocopy)
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- P500.00 Registration Fee (RF);
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Note: If the Registration Fee of P500.00 was already paid, the proof of payment (1 photocopy) shall be submitted.

Additional documents, if applicable:

Additional documents, if applicable:

- 1 If transacting through a Representative:
1.1 Special Power of Attorney (SPA); (1 original)
1.2 Any government-issued ID of the authorized representative; (1 photocopy)
2 DTI Certificate (if with business name); (1 photocopy)
3 Work Visa (9g) for Foreign Nationals; (1 photocopy)
4 Franchise Documents (e.g. Certificate of Public Convenience) (for Common Carrier); (1 photocopy)
5 Trust Agreement (for Trusts); (1 photocopy)
6 Death Certificate of the deceased (for Estate under judicial settlement); (1 photocopy)
7 Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity; (1 photocopy)
8 Proof of Registration/Permit to Operate BOI/BOI-ARMM, PEZA, BCDA, TIEZA/TEZA, SBMA, etc; (1 photocopy)

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7 Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity; (1 photocopy)
8 Proof of Registration/Permit to Operate BOI/BOI-ARMM, PEZA, BCDA, TIEZA/TEZA, SBMA, etc; (1 photocopy)

Submitted by: _____ Date: _____
Name of Taxpayer/Representative
Received by: _____ Date: _____
Officer

Submitted by: _____ Date: _____
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Return of Document/s

Return of Document/s

Upon preliminary evaluation of the completeness of the application and its supporting documents, the applicant has been informed of the identified lacking documentary requirement/s (marked "X") above for completion or resubmission of application.

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I _____, of legal age, hereby acknowledge the identified lacking documentary requirement/s (marked "X") and understand that pursuant to the IRR of RA 11032 otherwise known as "Ease of Doing Business and Efficient Government Service Delivery Act of 2018", the government office or agency shall not process deficient or incomplete applications or requests.

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ANNEX "A3"

APPLICATION FOR REGISTRATION

BRANCH AND FACILITY

IMPORTANT:

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2. Mark "✓" for submitted documents and "X" for lacking documents.

REGISTRATION OF BRANCH

- 1 For Individual: BIR Form No. 1901 version January 2018 (2 originals); For Non-Individual: BIR Form No. 1903 version January 2018 (2 originals);
2 BIR Printed Receipt/Invoice (Available for sale at the New Business Registrant Counter); or Final & clear sample of OWN Principal Receipts Invoices (1 original)
3 Payment of P530.00 if applicable for the following: P500.00 Annual Registration Fee (RF); P30.00 Loose Stamp/s (DST) to be affixed on the Certificate of Registration.

REGISTRATION OF FACILITY TYPE

- 1 For Individual: BIR Form No. 1901 version January 2018 (2 originals); For Non-Individual: BIR Form No. 1903 version January 2018 (2 originals);

ADDITIONAL DOCUMENTS FOR BRANCH/FACILITY, IF APPLICABLE:

- 1 If transacting through a Representative: For Individual: 1.1 Special Power of Attorney (SPA); (1 original) 1.2 Any government-issued ID of the authorized representative; (1 photocopy) For Non-Individual: 1.1 Board Resolution indicating the purpose and the name of the authorized representative; or Secretary's Certificate; (1 original) 1.2 Any government-issued ID of the authorized representative; (1 photocopy)
2 DTI Certificate or SEC Registration Certificate (if with business name); (1 photocopy) (for Branch only)
3 Articles of Incorporation/Partnership (if line of business is different from the Head Office); (1 photocopy) (for Branch only)
4 Franchise Documents (e.g. Certificate of Public Convenience) (for Common Carrier); (1 photocopy) (for Branch only)
5 Franchise Agreement; (1 photocopy) (for Branch only)
6 Memorandum of Agreement (for JOINT VENTURE); (1 photocopy) (for Branch only)
7 Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity; (1 photocopy)(for Branch only)
8 Proof of Registration/Permit to Operate BOI/BOI-ARMM, PEZA, BCDA, TIEZA/TEZA, SBMA, etc. (1 photocopy) (for Branch only)

Submitted by: Name of Taxpayer/Representative Date:

Received by: Officer Date:

Return of Document/s

Upon preliminary evaluation of the completeness of the application and its supporting documents, the applicant has been informed of the identified lacking documentary requirement/s (marked "X") above for completion or resubmission of application.

Evaluator/Officer Return Date of Document/s:

Acknowledgment by the applicant:

I, of legal age, hereby acknowledge the identified lacking documentary requirement/s (marked "X") and understand that pursuant to the IRR of RA 11032 otherwise known as "Ease of Doing Business and Efficient Government Service Delivery Act of 2018", the government office or agency shall not process deficient or incomplete applications or requests.

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ANNEX "A3"

APPLICATION FOR REGISTRATION

BRANCH AND FACILITY

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REGISTRATION OF BRANCH

- 1 For Individual: BIR Form No. 1901 version January 2018 (2 originals); For Non-Individual: BIR Form No. 1903 version January 2018 (2 originals);
2 BIR Printed Receipt/Invoice (Available for sale at the New Business Registrant Counter); or Final & clear sample of OWN Principal Receipts Invoices (1 original)
3 Payment of P530.00 if applicable for the following: P500.00 Annual Registration Fee (RF); P30.00 Loose Stamp/s (DST) to be affixed on the Certificate of Registration.

REGISTRATION OF FACILITY TYPE

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ADDITIONAL DOCUMENTS FOR BRANCH/FACILITY, IF APPLICABLE:

- 1 If transacting through a Representative: For Individual: 1.3 Special Power of Attorney (SPA); (1 original) 1.4 Any government-issued ID of the authorized representative; (1 photocopy) For Non-Individual: 1.3 Board Resolution indicating the purpose and the name of the authorized representative; or Secretary's Certificate; (1 original) 1.4 Any government-issued ID of the authorized representative; (1 photocopy)
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4 Franchise Documents (e.g. Certificate of Public Convenience) (for Common Carrier); (1 photocopy) (for Branch only)
5 Franchise Agreement; (1 photocopy) (for Branch only)
6 Memorandum of Agreement (for JOINT VENTURE); (1 photocopy) (for Branch only)
7 Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity; (1 photocopy)(for Branch only)
8 Proof of Registration/Permit to Operate BOI/BOI-ARMM, PEZA, BCDA, TIEZA/TEZA, SBMA, etc. (1 photocopy) (for Branch only)

Submitted by: Name of Taxpayer/Representative Date:

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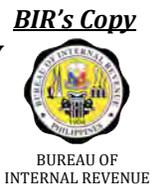
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Name of Taxpayer/Representative Date: (Signature over printed name)

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APPLICATION FOR REGISTRATION

CORPORATIONS, PARTNERSHIPS (TAXABLE OR NON-TAXABLE)

IMPORTANT:

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FOR CORPORATIONS/PARTNERSHIPS

- 1 BIR Form No. 1903 version January 2018 (2 originals)
- 2 SEC Certificate of Incorporation; (1 photocopy) or Certificate of Recording (in case of partnership); (1 photocopy) or License to Do Business in the Philippines (in case of foreign corporation); (1 photocopy)
- 3 Articles of Incorporation; (1 photocopy) or Articles of Partnerships; (1 photocopy)
- 4 BIR Printed Receipt/Invoice (Available for sale at the New Business Registrant Counter); or Final & clear sample of OWN Principal Receipts Invoices (1 original) (Sample layout is also available at the New Business Registrant Counter);

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- 3 Franchise Agreement; (1 photocopy)
- 4 Memorandum of Agreement (for JOINT VENTURE); (1 photocopy)
- 5 Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity; (1 photocopy)
- 6 Proof of Registration/Permit to Operate BOI/BOI-ARMM, PEZA, BCDA, TIEZA/TEZA, SBMA, etc; (1 photocopy)

Submitted by: _____ Date: _____
Name of Taxpayer/Representative

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APPLICATION FOR REGISTRATION

CORPORATIONS, PARTNERSHIPS (TAXABLE OR NON-TAXABLE)

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APPLICATION FOR REGISTRATION

COOPERATIVES, ASSOCIATIONS (TAXABLE OR NON-TAXABLE)

IMPORTANT:

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FOR COOPERATIVES, ASSOCIATIONS

- 1 BIR Form No. 1903 version January 2018 (2 originals);
- 2 BIR Printed Receipt/Invoice (Available for sale at the New Business Registrant Counter); **or**
- Final & clear sample of OWN Principal Receipts Invoices (1 original)
(Sample layout is also available at the New Business Registrant Counter);

Note: In case taxpayer-applicant will opt to print its own receipts/invoices, taxpayer-applicant should choose an Accredited Printer who will print the receipts/invoices.

- 3 Payment of P530.00, if applicable, for the following:
- P500.00 Annual Registration Fee (RF);
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Additional documents, if applicable:

- 1 If transacting through a Representative:
- 1.1 Board Resolution indicating the purpose and the name of the authorized representative; **or** Secretary's Certificate; (1 original)
 - 1.2 Any government-issued ID of the authorized representative; (1 photocopy)
- 2 FOR COOPERATIVE
- Cooperative Development Authority (CDA) Certificate of Registration; (1 photocopy)
 - Articles of Cooperation; (1 photocopy)
- 3 FOR HOME OWNER'S ASSOCIATION
- Certificate of Registration issued by Housing and Land Use Regulatory Board (HLURB); (1 photocopy)
 - Articles of Association; (1 photocopy)
- 4 FOR LABOR ORGANIZATION, ASSOC. OR GROUP OF UNION OR WORKERS
- Certificate of Registration issued by the Department of Labor and Employment (DOLE); (1 photocopy)
 - Constitution and by-laws of the applicant union; (1 photocopy)

FOR GAIs and LGUs

- 1 BIR Form No. 1903 version January 2018 (2 originals);
- 2 Unit or Agency's Charter or Proof of Registration. (1 photocopy)

FOR FOREIGN EMBASSIES

- 1 BIR Form No. 1903 version January 2018 (2 originals);
- 2 Endorsement from Department of Foreign Affairs (DFA). (1 photocopy)

FOR INTERNATIONAL ORGANIZATIONS

- 1 BIR Form No. 1903 version January 2018 (2 originals);
- 2 Consularized/Apostillized Host agreement or any international agreement. (1 photocopy)

Submitted by: _____ Date: _____
Name of Taxpayer/Representative

Received by: _____ Date: _____
Officer

Return of Document/s

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ANNEX "A2.2"



APPLICATION FOR REGISTRATION

CORPORATIONS, PARTNERSHIPS (TAXABLE OR NON-TAXABLE)

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FOR COOPERATIVES, ASSOCIATIONS

- 1 BIR Form No. 1903 version January 2018 (2 originals);
- 2 BIR Printed Receipt/Invoice (Available for sale at the New Business Registrant Counter); **or**
- Final & clear sample of OWN Principal Receipts Invoices (1 original)
(Sample layout is also available at the New Business Registrant Counter);

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Note: If the Registration Fee of P500.00 was already paid, the proof of payment (1 photocopy) shall be submitted. The payment of ARF is not applicable to Cooperatives duly registered with CDA, and Nonstock/Non-profit Organization not engaged in business.

Additional documents, if applicable:

- 1 If transacting through a Representative:
- 1.3 Board Resolution indicating the purpose and the name of the authorized representative; **or** Secretary's Certificate; (1 original)
 - 1.4 Any government-issued ID of the authorized representative; (1 photocopy)
- 2 FOR COOPERATIVE
- Cooperative Development Authority (CDA) Certificate of Registration; (1 photocopy)
 - Articles of Cooperation; (1 photocopy)
- 3 FOR HOME OWNER'S ASSOCIATION
- Certificate of Registration issued by Housing and Land Use Regulatory Board (HLURB); (1 photocopy)
 - Articles of Association; (1 photocopy)
- 4 FOR LABOR ORGANIZATION, ASSOC. OR GROUP OF UNION OR WORKERS
- Certificate of Registration issued by the Department of Labor and Employment (DOLE); (1 photocopy)
 - Constitution and by-laws of the applicant union; (1 photocopy)

FOR GAIs and LGUs

- 1 BIR Form No. 1903 version January 2018 (2 originals);
- 2 Unit or Agency's Charter or Proof of Registration. (1 photocopy)

FOR FOREIGN EMBASSIES

- 1 BIR Form No. 1903 version January 2018 (2 originals);
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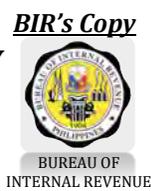
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ANNEX "A2.2"



ANNEX "A4"

APPLICATION FOR REGISTRATION

EMPLOYEES

IMPORTANT:

- 1. Processing of transactions commences only upon submission of complete documents. **INCOMPLETE REQUIREMENTS WILL BE RETURNED TO APPLICANT/WILL NOT BE PROCESSED.**
- 2. Mark "✓" for submitted documents and "X" for lacking documents.

TIN ISSUANCE FOR LOCAL EMPLOYEE (ALREADY HIRED)

- 1 BIR Form No. 1902 (2 originals);
- 2 Any government-issued ID (e.g. Birth Certificate, passport, driver's license, Community Tax Certificate) that shows the name, address, and birthdate of the applicant, in case the ID has no address, any proof of residence or business address; (1 photocopy)

FOREIGN NATIONALS/ALIEN EMPLOYEE

- 1 BIR Form No. 1902 (2 original copies);
- 2 Passport (Bio page, including date of entry/arrival and exit/departure stamp, if applicable); (1 photocopy)
- 3 Employment contract or equivalent document indicating the duration of employment, compensation and other benefits, and scope of duties. (1 certified true copy);

Additional documents, if applicable, for Local & Alien:

- 1 Marriage Contract, for married female; (1 photocopy)
- 2 If transacting through a Representative:
 - 2.1 Special Power of Attorney (SPA); (1 original)
 - 2.2 Any government-issued ID of the authorized representative; (1 photocopy)
- 3 In the case of employer securing TIN in behalf of its employees:
 - (a) Letter of Authority (LOA) with company letterhead (if applicable) signed by the President or HR Head indicating the company name and its authorized representative; (1 original)
 - (b) Any government-issued ID of the signatory (for signature validation); (1 certified true copy)
 - (c) Any government-issued ID of the authorized person; (1 photocopy)
 - (d) Transmittal List of Newly Hired Employees with a place of assignment and certifying that the list is its newly hired employees; (1 original)
 - (e) Letter of Authority from the employee/s. (1 original)
 - (f) Printed copy of eREG System message that the employee has a similar record, if applicable. (1 original)

Submitted by: _____ Date: _____
Name of Taxpayer/Representative

Received by: _____ Date: _____
Officer

Return of Document/s

Upon preliminary evaluation of the completeness of the application and its supporting documents, the applicant has been informed of the identified lacking documentary requirement/s (marked "X") above for completion or resubmission of application.

Evaluator/Officer Return Date of Document/s:

Acknowledgment by the applicant:

I _____, of legal age, hereby acknowledge the identified lacking documentary requirement/s (marked "X") and understand that pursuant to the IRR of RA 11032 otherwise known as "Ease of Doing Business and Efficient Government Service Delivery Act of 2018", the government office or agency shall not process deficient or incomplete applications or requests.

Name of Taxpayer/Representative Date: _____
(Signature over printed name)

WE WANT TO SERVE YOU BETTER AND IMPROVE OUR CLIENT SERVICE STANDARDS. TO FULFILL THIS, LET US KNOW WHAT YOU THINK AND HOW WELL DID WE SERVE YOU BY ANSWERING OUR CUSTOMER SATISFACTION SURVEY FORM.



ANNEX "A4"

APPLICATION FOR REGISTRATION

EMPLOYEES

IMPORTANT:

- 1. Processing of transactions commences only upon submission of complete documents. **INCOMPLETE REQUIREMENTS WILL BE RETURNED TO APPLICANT/WILL NOT BE PROCESSED.**
- 2. Mark "✓" for submitted documents and "X" for lacking documents.

TIN ISSUANCE FOR LOCAL EMPLOYEE (ALREADY HIRED)

- 1 BIR Form No. 1902 (2 originals);
- 2 Any government-issued ID (e.g. Birth Certificate, passport, driver's license, Community Tax Certificate) that shows the name, address, and birthdate of the applicant, in case the ID has no address, any proof of residence or business address; (1 photocopy)

FOREIGN NATIONALS/ALIEN EMPLOYEE

- 1 BIR Form No. 1902 (2 original copies);
- 2 Passport (Bio page, including date of entry/arrival and exit/departure stamp, if applicable); (1 photocopy)
- 3 Employment contract or equivalent document indicating the duration of employment, compensation and other benefits, and scope of duties. (1 certified true copy);

Additional documents, if applicable, for Local & Alien:

- 1 Marriage Contract, for married female; (1 photocopy)
- 2 If transacting through a Representative:
 - 2.1 Special Power of Attorney (SPA); (1 original)
 - 2.2 Any government-issued ID of the authorized representative; (1 photocopy)
- 3 In the case of employer securing TIN in behalf of its employees:
 - (a) Letter of Authority (LOA) with company letterhead (if applicable) signed by the President or HR Head indicating the company name and its authorized representative; (1 original)
 - (b) Any government-issued ID of the signatory (for signature validation); (1 certified true copy)
 - (c) Any government-issued ID of the authorized person; (1 photocopy)
 - (d) Transmittal List of Newly Hired Employees with a place of assignment and certifying that the list is its newly hired employees; (1 original)
 - (e) Letter of Authority from the employee/s. (1 original)
 - (f) Printed copy of eREG System message that the employee has a similar record, if applicable. (1 original)

Submitted by: _____ Date: _____
Name of Taxpayer/Representative

Received by: _____ Date: _____
Officer

Return of Document/s

Upon preliminary evaluation of the completeness of the application and its supporting documents, the applicant has been informed of the identified lacking documentary requirement/s (marked "X") above for completion or resubmission of application.

Evaluator/Officer Return Date of Document/s:

Acknowledgment by the applicant:

I _____, of legal age, hereby acknowledge the identified lacking documentary requirement/s (marked "X") and understand that pursuant to the IRR of RA 11032 otherwise known as "Ease of Doing Business and Efficient Government Service Delivery Act of 2018", the government office or agency shall not process deficient or incomplete applications or requests.

Name of Taxpayer/Representative Date: _____
(Signature over printed name)

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ANNEX "A5.1"

APPLICATION FOR REGISTRATION

PURELY TIN ISSUANCE UNDER E.O. 98

IMPORTANT:

- 1. Processing of transactions commences only upon submission of complete documents. INCOMPLETE REQUIREMENTS WILL BE RETURNED TO APPLICANT/WILL NOT BE PROCESSED.
2. Mark "✓" for submitted documents and "X" for lacking documents.

FOR E.O. 98 - INDIVIDUAL (LOCAL)

- 1 BIR Form No. 1904 (2 originals);
2 Any government-issued ID (e.g. Birth Certificate, passport, driver's license, Community Tax Certificate) that shows the name, address, and birthdate of the applicant, in case the ID has no address, any proof of residence or business address; (1 photocopy)

Additional documents, if applicable:

- 1 Marriage Contract, for married female; (1 photocopy)
2 If transacting through a Representative:
2.1 Special Power of Attorney (SPA); (1 original)
2.2 Any government-issued ID of the authorized representative; (1 photocopy)
3 For First Time Job Seeker - Barangay Certification that the applicant is a resident of the barangay and is a First Time Job Seeker; (1 certified true copy)

FOR E.O. 98 - FOREIGN NATIONAL

- 1 BIR Form No. 1904 (2 originals);
2 Passport (Bio page, including date of entry/arrival and exit/departure stamp, if applicable); (1 photocopy)

Additional documents, if applicable:

- 1 If transacting through a Representative:
1.1 Apostollized Special Power of Attorney (SPA) or authenticated by the Philippine Embassy or Consulate General; (1 certified true copy, original for presentation)
1.2 Any government-issued ID of the authorized representative. (1 photocopy)
2 Employment contract or equivalent document indicating the duration of employment, compensation and other benefits, and scope of duties, if registering to the RDO of the employer other than RDO No. 39 - South Quezon City.

FOR E.O. 98 - NON-INDIVIDUAL

- 1 BIR Form No. 1904 (2 copies);
2 Any Apostollized official documentation issued by an authorized government body (e.g. government agency (tax authority) thereof, or a municipality) that includes the name of the non-individual and the address of its principal office in the jurisdiction in which the non-individual was incorporated or organized (e.g. Articles of Incorporation, Certificate of Tax Residency); (1 certified true copy)

Additional documents, if applicable:

- 1 If transacting through a Representative:
1.1 Apostollized Board Resolution/Secretary's Certificate (or equivalent); (1 certified true copy, original for presentation);
1.2 Any government-issued ID of the authorized representative. (1 photocopy)

Submitted by: _____ Date: _____
Name of Taxpayer/Representative
Received by: _____ Date: _____
Officer

Return of Document/s

Upon preliminary evaluation of the completeness of the application and its supporting documents, the applicant has been informed of the identified lacking documentary requirement/s (marked "X") above for completion or resubmission of application.

Evaluator/Officer Return Date of Document/s:

Acknowledgment by the applicant:

I _____, of legal age, hereby acknowledge the identified lacking documentary requirement/s (marked "X") and understand that pursuant to the IRR of RA 11032 otherwise known as "Ease of Doing Business and Efficient Government Service Delivery Act of 2018", the government office or agency shall not process deficient or incomplete applications or requests.

Name of Taxpayer/Representative Date: _____
(Signature over printed name)

WE WANT TO SERVE YOU BETTER AND IMPROVE OUR CLIENT SERVICE STANDARDS. TO FULFILL THIS, LET US KNOW WHAT YOU THINK AND HOW WELL DID WE SERVE YOU BY ANSWERING OUR CUSTOMER SATISFACTION SURVEY FORM.



ANNEX "A5.1"

APPLICATION FOR REGISTRATION

PURELY TIN ISSUANCE UNDER E.O. 98

IMPORTANT:

- 1. Processing of transactions commences only upon submission of complete documents. INCOMPLETE REQUIREMENTS WILL BE RETURNED TO APPLICANT/WILL NOT BE PROCESSED.
2. Mark "✓" for submitted documents and "X" for lacking documents.

FOR E.O.98 - INDIVIDUAL (LOCAL)

- 1 BIR Form No. 1904 (2 originals);
2 Any government-issued ID (e.g. Birth Certificate, passport, driver's license, Community Tax Certificate) that shows the name, address, and birthdate of the applicant, in case the ID has no address, any proof of residence or business address; (1 photocopy)

Additional documents, if applicable:

- 1 Marriage Contract, for married female; (1 photocopy)
2 If transacting through a Representative:
2.1 Special Power of Attorney (SPA); (1 original)
2.2 Any government-issued ID of the authorized representative; (1 photocopy)
3 For First Time Job Seeker - Barangay Certification that the applicant is a resident of the barangay and is a First Time Job Seeker; (1 certified true copy)

FOR E.O. 98 - FOREIGN NATIONAL

- 1 BIR Form No. 1904 (2 originals);
2 Passport (Bio page, including date of entry/arrival and exit/departure stamp, if applicable); (1 photocopy)

Additional documents, if applicable:

- 1 If transacting through a Representative:
1.1 Apostollized Special Power of Attorney (SPA) or authenticated by the Philippine Embassy or Consulate General; (1 certified true copy, original for presentation)
1.2 Any government-issued ID of the authorized representative. (1 photocopy)
2 Employment contract or equivalent document indicating the duration of employment, compensation and other benefits, and scope of duties, if registering to the RDO of the employer other than RDO No. 39 - South Quezon City.

FOR E.O. 98 - NON-INDIVIDUAL

- 1 BIR Form No. 1904 (2 copies);
2 Any Apostollized official documentation issued by an authorized government body (e.g. government agency (tax authority) thereof, or a municipality) that includes the name of the non-individual and the address of its principal office in the jurisdiction in which the non-individual was incorporated or organized (e.g. Articles of Incorporation, Certificate of Tax Residency); (1 certified true copy)

Additional documents, if applicable:

- 1 If transacting through a Representative:
1.1 Apostollized Board Resolution/Secretary's Certificate (or equivalent); (1 certified true copy, original for presentation);
1.2 Any government-issued ID of the authorized representative. (1 photocopy)

Submitted by: _____ Date: _____
Name of Taxpayer/Representative
Received by: _____ Date: _____
Officer

Return of Document/s

Upon preliminary evaluation of the completeness of the application and its supporting documents, the applicant has been informed of the identified lacking documentary requirement/s (marked "X") above for completion or resubmission of application.

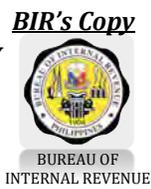
Evaluator/Officer Return Date of Document/s:

Acknowledgment by the applicant:

I _____, of legal age, hereby acknowledge the identified lacking documentary requirement/s (marked "X") and understand that pursuant to the IRR of RA 11032 otherwise known as "Ease of Doing Business and Efficient Government Service Delivery Act of 2018", the government office or agency shall not process deficient or incomplete applications or requests.

Name of Taxpayer/Representative Date: _____
(Signature over printed name)

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APPLICATION FOR REGISTRATION

PURELY TIN ISSUANCE UNDER ONETT

ANNEX "A5.2"

IMPORTANT:

1. Processing of transactions commences only upon submission of complete documents. **INCOMPLETE REQUIREMENTS WILL BE RETURNED TO APPLICANT/WILL NOT BE PROCESSED.**
2. Mark "✓" for submitted documents and "X" for lacking documents.

FOR ONETT - Transfer of Properties by Succession (Estate with No Proprietary Activities)

- 1 BIR Form No. 1904 (2 originals);
- 2 Death Certificate of decedent; (1 photocopy) or Extrajudicial Settlement of the Estate/Affidavit of Self Adjudication; (1 photocopy)

Additional documents, if applicable:

- 1 Marriage Contract, for married female; (1 photocopy)
- 2 If transacting through a Representative:
 - 2.1 Special Power of Attorney (SPA); (1 original)
 - 2.2 Any government-issued ID of the authorized representative; (1 photocopy)

FOR ONETT - Transfer by Gratuitous Title (DONATION)

- Sale, Assignment, Exchange, Mortgage, Purchase and/or Disposal of Shares of Stock and/or Real Estate Properties
- Claim of Winnings
- Claim of Winnings involving Personal Properties Subject to Registration
- Sale of Second- hand Vehicle

- 1 BIR Form No. 1904 (2 originals);
- 2 Any government-issued ID (e.g. Birth Certificate, passport, driver's license, Community Tax Certificate) that shows the name, address, and birthdate of the applicant, in case the ID has no address, any proof of residence or business address; (1 photocopy)

Additional documents, if applicable:

- 1 Marriage Contract, for married female; (1 photocopy)
- 2 If transacting through a Representative:
 - 2.1 Special Power of Attorney (SPA); (1 original)
 - 2.2 Any government-issued ID of the authorized representative; (1 photocopy)

Submitted by: _____ Date: _____
Name of Taxpayer/Representative

Received by: _____ Date: _____
Officer

Return of Document/s

Upon preliminary evaluation of the completeness of the application and its supporting documents, the applicant has been informed of the identified lacking documentary requirement/s (marked "X") above for completion or resubmission of application.

Evaluator/Officer Return Date of Document/s:

Acknowledgment by the applicant:

I _____, of legal age, hereby acknowledge the identified lacking documentary requirement/s (marked "X") and understand that pursuant to the IRR of RA 11032 otherwise known as "Ease of Doing Business and Efficient Government Service Delivery Act of 2018", the government office or agency shall not process deficient or incomplete applications or requests.

Name of Taxpayer/Representative
(Signature over printed name) Date: _____

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APPLICATION FOR REGISTRATION

PURELY TIN ISSUANCE UNDER ONETT

ANNEX "A5.2"

IMPORTANT:

1. Processing of transactions commences only upon submission of complete documents. **INCOMPLETE REQUIREMENTS WILL BE RETURNED TO APPLICANT/WILL NOT BE PROCESSED.**
2. Mark "✓" for submitted documents and "X" for lacking documents.

FOR ONETT - Transfer of Properties by Succession (Estate with No Proprietary Activities)

- 1 BIR Form No. 1904 (2 originals);
- 2 Death Certificate of decedent; (1 photocopy) or Extrajudicial Settlement of the Estate/Affidavit of Self Adjudication; (1 photocopy)

Additional documents, if applicable:

- 1 Marriage Contract, for married female; (1 photocopy)
- 2 If transacting through a Representative:
 - 2.1 Special Power of Attorney (SPA); (1 original)
 - 2.2 Any government-issued ID of the authorized representative; (1 photocopy)

FOR ONETT - Transfer by Gratuitous Title (DONATION)

- Sale, Assignment, Exchange, Mortgage, Purchase and/or Disposal of Shares of Stock and/or Real Estate Properties
- Claim of Winnings
- Claim of Winnings involving Personal Properties Subject to Registration
- Sale of Second- hand Vehicle

- 1 BIR Form No. 1904 (2 originals);
- 2 Any government-issued ID (e.g. Birth Certificate, passport, driver's license, Community Tax Certificate) that shows the name, address, and birthdate of the applicant, in case the ID has no address, any proof of residence or business address; (1 photocopy)

Additional documents, if applicable:

- 1 Marriage Contract, for married female; (1 photocopy)
- 2 If transacting through a Representative:
 - 2.1 Special Power of Attorney (SPA); (1 original)
 - 2.2 Any government-issued ID of the authorized representative; (1 photocopy)

Submitted by: _____ Date: _____
Name of Taxpayer/Representative

Received by: _____ Date: _____
Officer

Return of Document/s

Upon preliminary evaluation of the completeness of the application and its supporting documents, the applicant has been informed of the identified lacking documentary requirement/s (marked "X") above for completion or resubmission of application.

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Name of Taxpayer/Representative
(Signature over printed name) Date: _____

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BUREAU OF INTERNAL REVENUE

ANNEX "A6"

AUTHORITY TO PRINT (ATP) RECEIPTS/INVOICES

IMPORTANT:

- 1. Processing of transactions commences only upon submission of complete documents. INCOMPLETE REQUIREMENTS WILL BE RETURNED TO APPLICANT/WILL NOT BE PROCESSED.
2. Mark "✓" for submitted documents and "X" for lacking documents.

FOR NEW AND SUBSEQUENT APPLICATION OF ATP - MANUAL BOUND RECEIPTS/INVOICES

- 1 BIR Form No. 1906 (2 originals); Note: Choose an Accredited Printer of Receipts/Invoices
2 Final & clear sample of own Principal/Supplementary Receipts Invoices; (1 original) or Get sample layout from New Bus. Registrant Officer;
3 For subsequent application: Last issued ATP (1 photocopy) or Printer Certificate of Delivery (PCD) (1 photocopy) ; or Any booklet (for presentation) from the last issued ATP.

Additional documents, if applicable:

- 1 If transacting through a Representative: For Individual: 1.1 Special Power of Attorney (SPA); (1 original) 1.2 Any government-issued ID of the authorized representative; (1 photocopy) For Non-Individual: 1.1 Board Resolution indicating the purpose and the name of the authorized representative; or Secretary's Certificate; (1 original) 1.2 Any government-issued ID of the authorized representative; (1 photocopy)

FOR NEW AND SUBSEQUENT APPLICATION OF ATP - MANUAL LOOSE LEAF RECEIPTS/INVOICES

- 1 BIR Form No. 1906 (2 originals); Note: Choose an Accredited Printer of Receipts/Invoices
2 Permit to Use Loose-Leaf Official Receipts or Sales Invoices; (1 photocopy)
3 Final & clear sample of own Principal/Supplementary Receipts Invoices; (1 original)
4 Last issued ATP for subsequent application. (1 photocopy)

Additional documents, if applicable:

- 1 If transacting through a Representative: For Individual: 1.1 Special Power of Attorney (SPA); (1 original) 1.2 Any government-issued ID of the authorized representative; (1 photocopy) For Non-Individual: 1.1 Board Resolution indicating the purpose and the name of the authorized representative; or Secretary's Certificate; (1 original) 1.2 Any government-issued ID of the authorized representative; (1 photocopy)

Submitted by: _____ Date: _____ Name of Taxpayer/Representative

Received by: _____ Date: _____ Officer

Return of Document/s

Upon preliminary evaluation of the completeness of the application and its supporting documents, the applicant has been informed of the identified lacking documentary requirement/s (marked "X") above for completion or resubmission of application.

Evaluator/Officer Return Date of Document/s:

Acknowledgment by the applicant:

I _____, of legal age, hereby acknowledge the identified lacking documentary requirement/s (marked "X") and understand that pursuant to the IRR of RA 11032 otherwise known as "Ease of Doing Business and Efficient Government Service Delivery Act of 2018", the government office or agency shall not process deficient or incomplete applications or requests.

Name of Taxpayer/Representative (Signature over printed name) Date: _____

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BUREAU OF INTERNAL REVENUE

ANNEX "A6"

AUTHORITY TO PRINT (ATP) RECEIPTS/INVOICES

IMPORTANT:

- 1. Processing of transactions commences only upon submission of complete documents. INCOMPLETE REQUIREMENTS WILL BE RETURNED TO APPLICANT/WILL NOT BE PROCESSED.
2. Mark "✓" for submitted documents and "X" for lacking documents.

FOR NEW AND SUBSEQUENT APPLICATION OF ATP - MANUAL BOUND RECEIPTS/INVOICES

- 1 BIR Form No. 1906 (2 originals); Note: Choose an Accredited Printer of Receipts/Invoices
2 Final & clear sample of Principal/Supplementary Receipts Invoices; (1 original) or Get sample layout from New Bus. Registrant Officer;
3 For subsequent application: Last issued ATP (1 photocopy) or Printer Certificate of Delivery (PCD) (1 photocopy) ; or Any booklet (for presentation) from the last issued ATP.

Additional documents, if applicable:

- 1 If transacting through a Representative: For Individual: 1.1 Special Power of Attorney (SPA); (1 original) 1.2 Any government-issued ID of the authorized representative; (1 photocopy) For Non-Individual: 1.1 Board Resolution indicating the purpose and the name of the authorized representative; or Secretary's Certificate; (1 original) 1.2 Any government-issued ID of the authorized representative; (1 photocopy)

FOR NEW AND SUBSEQUENT APPLICATION OF ATP - MANUAL LOOSE LEAF RECEIPTS/INVOICES

- 1 BIR Form No. 1906 (2 originals); Note: Choose an Accredited Printer of Receipts/Invoices
2 Permit to Use Loose-Leaf Official Receipts or Sales Invoices; (1 photocopy)
3 Final & clear sample of Principal/Supplementary Receipts Invoices; (1 original)
4 Last issued ATP for subsequent application. (1 photocopy)

Additional documents, if applicable:

- 1 If transacting through a Representative: For Individual: 1.1 Special Power of Attorney (SPA); (1 original) 1.2 Any government-issued ID of the authorized representative; (1 photocopy) For Non-Individual: 1.1 Board Resolution indicating the purpose and the name of the authorized representative; or Secretary's Certificate; (1 original) 1.2 Any government-issued ID of the authorized representative; (1 photocopy)

Submitted by: _____ Date: _____ Name of Taxpayer/Representative

Received by: _____ Date: _____ Officer

Return of Document/s

Upon preliminary evaluation of the completeness of the application and its supporting documents, the applicant has been informed of the identified lacking documentary requirement/s (marked "X") above for completion or resubmission of application.

Evaluator/Officer Return Date of Document/s:

Acknowledgment by the applicant:

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Name of Taxpayer/Representative (Signature over printed name) Date: _____

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ANNEX "A7"

REGISTRATION OF BOOKS OF ACCOUNTS

IMPORTANT:

1. Processing of transactions commences only upon submission of complete documents. **INCOMPLETE REQUIREMENTS WILL BE RETURNED TO APPLICANT/WILL NOT BE PROCESSED.**
2. Mark "✓" for submitted documents and "X" for lacking documents.

PRIMARY REQUIREMENTS

- 1 BIR Form No. 1905 (2 originals);
- 2 If transacting through a Representative:
For Individual:
 - 2.1 Special Power of Attorney (SPA); (1 original)
 - 2.2 Any government-issued ID of the authorized representative; (1 photocopy)
 For Non-Individual:
 - 2.1 Board Resolution indicating the purpose and the name of the authorized representative; **or** Secretary's Certificate; (1 original)
 - 2.2 Any government-issued ID of the authorized representative; (1 photocopy)

ADDITIONAL DOCUMENTS:

REGISTRATION OF MANUAL BOOKS OF ACCOUNTS (NEW OR SUBSEQUENT)

- 1 New sets of permanently bound books of accounts.

REGISTRATION OF MANUAL LOOSE-LEAF BOOKS OF ACCOUNTS

- 1 Permit to Use Loose Leaf Books of Accounts; (1 photocopy)
- 2 Permanently bound Loose Leaf Books of Accounts;
- 3 Affidavit attesting the completeness, accuracy and correctness of entries in Books of Accounts and the number of Loose Leaf used for the period covered. (1 original)

REGISTRATION OF COMPUTERIZED BOOKS OF ACCOUNTS

- 1 Permit to Use (PTU) Computerized Accounting System (CAS)/ Computerized Books of Accounts (CBA) and/or its Components or Acknowledgement Certificate, if applicable; (1 photocopy)
- 2 DVDs containing Electronic Books of Accounts and Records. The DVDs should be properly authenticated and its labels duly signed by the responsible official(s) of the company who are required to sign the tax returns under the Tax Code, using a permanent marker; (1 copy)
- 3 Affidavit attesting the completeness, accuracy and appropriateness of the computerized accounting books/records, in accordance with the keeping of books of accounts and records for internal revenue tax purposes. (1 original)

Submitted by: _____ Date: _____
Name of Taxpayer/Representative

Received by: _____ Date: _____
Officer

Return of Document/s

Upon preliminary evaluation of the completeness of the application and its supporting documents, the applicant has been informed of the identified lacking documentary requirement/s (marked "X") above for completion or resubmission of application.

Evaluator/Officer Return Date of Document/s:

Acknowledgment by the applicant:

I _____, of legal age, hereby acknowledge the identified lacking documentary requirement/s (marked "X") and understand that pursuant to the IRR of RA 11032 otherwise known as "Ease of Doing Business and Efficient Government Service Delivery Act of 2018", the government office or agency shall not process deficient or incomplete applications or requests.

Name of Taxpayer/Representative
(Signature over printed name) Date: _____

WE WANT TO SERVE YOU BETTER AND IMPROVE OUR CLIENT SERVICE STANDARDS. TO FULFILL THIS, LET US KNOW WHAT YOU THINK AND HOW WELL DID WE SERVE YOU BY ANSWERING OUR CUSTOMER SATISFACTION SURVEY FORM.



ANNEX "A7"

REGISTRATION OF BOOKS OF ACCOUNTS

IMPORTANT:

1. Processing of transactions commences only upon submission of complete documents. **INCOMPLETE REQUIREMENTS WILL BE RETURNED TO APPLICANT/WILL NOT BE PROCESSED.**
2. Mark "✓" for submitted documents and "X" for lacking documents.

PRIMARY REQUIREMENTS

- 1 BIR Form No. 1905 (2 originals);
- 2 If transacting through a Representative:
For Individual:
 - 2.1 Special Power of Attorney (SPA); (1 original)
 - 2.2 Any government-issued ID of the authorized representative; (1 photocopy)
 For Non-Individual:
 - 2.1 Board Resolution indicating the purpose and the name of the authorized representative; **or** Secretary's Certificate; (1 original)
 - 2.2 Any government-issued ID of the authorized representative; (1 photocopy)

ADDITIONAL DOCUMENTS:

REGISTRATION OF MANUAL BOOKS OF ACCOUNTS (NEW OR SUBSEQUENT)

- 1 New sets of permanently bound books of accounts.

REGISTRATION OF MANUAL LOOSE-LEAF BOOKS OF ACCOUNTS

- 1 Permit to Use Loose Leaf Books of Accounts; (1 photocopy)
- 2 Permanently bound Loose Leaf Books of Accounts;
- 3 Affidavit attesting the completeness, accuracy and correctness of entries in Books of Accounts and the number of Loose Leaf used for the period covered. (1 original)

REGISTRATION OF COMPUTERIZED BOOKS OF ACCOUNTS

- 1 Permit to Use (PTU) Computerized Accounting System (CAS)/ Computerized Books of Accounts (CBA) and/or its Components or Acknowledgement Certificate, if applicable; (1 photocopy)
- 2 DVDs containing Electronic Books of Accounts and Records. The DVDs should be properly authenticated and its labels duly signed by the responsible official(s) of the company who are required to sign the tax returns under the Tax Code, using a permanent marker; (1 copy)
- 3 Affidavit attesting the completeness, accuracy and appropriateness of the computerized accounting books/records, in accordance with the keeping of books of accounts and records for internal revenue tax purposes. (1 original)

Submitted by: _____ Date: _____
Name of Taxpayer/Representative

Received by: _____ Date: _____
Officer

Return of Document/s

Upon preliminary evaluation of the completeness of the application and its supporting documents, the applicant has been informed of the identified lacking documentary requirement/s (marked "X") above for completion or resubmission of application.

Evaluator/Officer Return Date of Document/s:

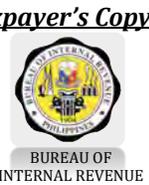
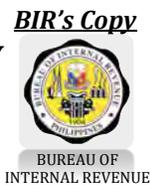
Acknowledgment by the applicant:

I _____, of legal age, hereby acknowledge the identified lacking documentary requirement/s (marked "X") and understand that pursuant to the IRR of RA 11032 otherwise known as "Ease of Doing Business and Efficient Government Service Delivery Act of 2018", the government office or agency shall not process deficient or incomplete applications or requests.

Name of Taxpayer/Representative
(Signature over printed name) Date: _____

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ANNEX "A8"

ANNEX "A8"

APPLICATION FOR PERMIT TO USE

IMPORTANT:

1. Processing of transactions commences only upon submission of complete documents. **INCOMPLETE REQUIREMENTS WILL BE RETURNED TO APPLICANT/WILL NOT BE PROCESSED.**
2. Mark "✓" for submitted documents and "X" for lacking documents.

PERMIT TO USE MANUAL LOOSE LEAF BOOKS OF ACCOUNTS/RECEIPTS AND INVOICES

- 1 BIR Form No. 1900 (2 originals);
- 2 Sample Format and print-out to be used; (1 original)
- 3 Sworn Statement (1 original) specifying the following:
 - i. Identifying the books to be used, invoices/receipts and other accounting records together with the serial numbers of principal and supplementary invoices/receipts to be printed;
 - ii. Commitment to permanently bind the loose-leaf forms within fifteen (15) days after the end of each taxable year or upon the termination of its use.

Additional documents, if applicable:

- 1 If transacting through a Representative:
 - For Individual:
 - 1.1 Special Power of Attorney (SPA); (1 original)
 - 1.2 Any government-issued ID of the taxpayer and authorized representative; (1 photocopy)
 - For Non-Individual:
 - 1.1 Board Resolution indicating the purpose and the name of the authorized representative; **or** Secretary's Certificate; (1 original)
 - 1.2 Any government-issued ID of the authorized representative; (1 photocopy)

Submitted by: _____ Date: _____
Name of Taxpayer/Representative

Received by: _____ Date: _____
Officer

Return of Document/s

Upon preliminary evaluation of the completeness of the application and its supporting documents, the applicant has been informed of the identified lacking documentary requirement/s (marked "X") above for completion or resubmission of application.

Evaluator/Officer Return Date of Document/s:

Acknowledgment by the applicant:

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Name of Taxpayer/Representative
(Signature over printed name)

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APPLICATION FOR PERMIT TO USE

IMPORTANT:

1. Processing of transactions commences only upon submission of complete documents. **INCOMPLETE REQUIREMENTS WILL BE RETURNED TO APPLICANT/WILL NOT BE PROCESSED.**
2. Mark "✓" for submitted documents and "X" for lacking documents.

PERMIT TO USE MANUAL LOOSE LEAF BOOKS OF ACCOUNTS/RECEIPTS AND INVOICES

- 1 BIR Form No. 1900 (2 originals);
- 2 Sample Format and print-out to be used; (1 original)
- 3 Sworn Statement (1 original) specifying the following:
 - i. Identifying the books to be used, invoices/receipts and other accounting records together with the serial numbers of principal and supplementary invoices/receipts to be printed;
 - ii. Commitment to permanently bind the loose-leaf forms within fifteen (15) days after the end of each taxable year or upon the termination of its use.

Additional documents, if applicable:

- 1 If transacting through a Representative:
 - For Individual:
 - 1.1 Special Power of Attorney (SPA); (1 original)
 - 1.2 Any government-issued ID of the taxpayer and authorized representative; (1 photocopy)
 - For Non-Individual:
 - 1.1 Board Resolution indicating the purpose and the name of the authorized representative; **or** Secretary's Certificate; (1 original)
 - 1.2 Any government-issued ID of the authorized representative; (1 photocopy)

Submitted by: _____ Date: _____
Name of Taxpayer/Representative

Received by: _____ Date: _____
Officer

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Evaluator/Officer Return Date of Document/s:

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Name of Taxpayer/Representative
(Signature over printed name)

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BUREAU OF INTERNAL REVENUE

ANNEX "A9.1"

REGISTRATION INFORMATION UPDATES

IMPORTANT:

- 1. Processing of transactions commences only upon submission of complete documents. INCOMPLETE REQUIREMENTS WILL BE RETURNED TO APPLICANT/WILL NOT BE PROCESSED.
2. Mark "✓" for submitted documents and "X" for lacking documents.

TIN CARD ISSUANCE

- 1 BIR Form No. 1905 (1 original);
2 Any government-issued ID; (1 photocopy) (original for presentation)
3 Personal appearance, no representative;
4 Affidavit of Loss, in case of replacement due to lost TIN Card; (1 original)
5 P100.00 replacement fee, in case of loss or damage.

CHANGE IN CIVIL STATUS

- 1 BIR Form No. 1905 (2 originals);
2 Marriage Contract or Court Order (declaration of nullity of marriage); (1 photocopy)
3 Letter Request for temporary use of old receipts/ invoices (for female business taxpayers) if applicable; (1 original)

Additional documents, if applicable:

- 1 If transacting through a Representative:
1.1 Special Power of Attorney (SPA); (1 original)
1.2 Any government-issued ID of the taxpayer and authorized representative; (1 photocopy)

CHANGE IN REGISTERED NAME/TRADE NAME; CHANGE/ADD IN REGISTERED ACTIVITIES/LINE OF BUSINESS

- 1 BIR Form No. 1905 (2 originals);
2 Amended SEC Certificate of Registration/ DTI Certificate (for th change in registered name/trade name); (1 photocopy) or Amended Mayor's Permit or SEC Certificate of Registration (for the change/add in registered activities/line of business) if applicable; (1 photocopy) and
3 Letter Request for temporary use of old receipts/ invoices (for business taxpayers) if applicable. (1 original)

Additional documents, if applicable:

- 1 If transacting through a Representative:
For Individual:
1.1 Special Power of Attorney (SPA); (1 original)
1.2 Any government-issued ID of the taxpayer and authorized representative; (1 photocopy)
For Non-Individual:
1.1 Board Resolution indicating the purpose and the name of the authorized representative; or Secretary's Certificate; (1 original)
1.2 Any government-issued ID of the authorized representative; (1 photocopy)

Submitted by: _____ Date: _____
Name of Taxpayer/Representative

Received by: _____ Date: _____
Officer

Return of Document/s

Upon preliminary evaluation of the completeness of the application and its supporting documents, the applicant has been informed of the identified lacking documentary requirement/s (marked "X") above for completion or resubmission of application.

Evaluator/Officer Return Date of Document/s:

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Name of Taxpayer/Representative Date: _____
(Signature over printed name)

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BUREAU OF INTERNAL REVENUE

ANNEX "A9.1"

REGISTRATION INFORMATION UPDATES

IMPORTANT:

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TIN CARD ISSUANCE

- 1 BIR Form No. 1905 (1 original);
2 Any government-issued ID; (1 photocopy) (original for presentation)
3 Personal appearance, no representative;
4 Affidavit of Loss, in case of replacement due to lost TIN Card (1 original)
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1.1 Special Power of Attorney (SPA); (1 original)
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CHANGE IN REGISTERED NAME/TRADE NAME; CHANGE/ADD IN REGISTERED ACTIVITIES/LINE OF BUSINESS

- 1 BIR Form No. 1905 (2 originals);
2 Amended SEC Certificate of Registration/ DTI Certificate (for the change in registered name/trade name); (1 photocopy) or Amended Mayor's Permit or SEC Certificate of Registration (for the change/add in registered activities/line of business) if applicable; (1 photocopy) and
3 Letter Request for temporary use of old receipts/ invoices (for business taxpayers) if applicable. (1 original)

Additional documents, if applicable:

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1.1 Board Resolution indicating the purpose and the name of the authorized representative; or Secretary's Certificate; (1 original)
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Submitted by: _____ Date: _____
Name of Taxpayer/Representative

Received by: _____ Date: _____
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Return of Document/s

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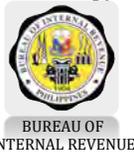
Evaluator/Officer Return Date of Document/s:

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Name of Taxpayer/Representative Date: _____
(Signature over printed name)

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ANNEX "A9.2"

REGISTRATION INFORMATION UPDATES

IMPORTANT:

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2. Mark "✓" for submitted documents and "X" for lacking documents.

OTHER REGISTRATION INFORMATION UPDATES

- 1 BIR Form No. 1905 (2 original copies);

Additional documents:

- 1 If transacting through a Representative: For Individual: 1.1 Special Power of Attorney (SPA); (1 original) 1.2 Any government-issued ID of the taxpayer and authorized representative; (1 photocopy) For Non-Individual: 1.1 Board Resolution indicating the purpose and the name of the authorized representative; or Secretary's Certificate; (1 original) 1.2 Any government-issued ID of the authorized representative; (1 photocopy)
2 For Replacement of Lost COR/ATP - Affidavit of Loss; (1 original)
3 For Change in Accounting Period - Letter request indicating the reasons and change in accounting period; (1 original) - Securities and Exchange Commission (SEC) Certificate of Filing of Amended By-Laws showing the change in accounting period; (1 certified true copy) - Sworn declaration of "Non-forum Shopping" stating that the request has not been filed or previously acted upon by the BIR National Office; (1 original) - Sworn Undertaking to File a Separate Final/Adjustment Return. (1 original)
4 For Change of Registered Business Address under the jurisdiction of the same RDO - Mayor's Permit/DTI Certificate/SEC COR bearing the new business address; (1 photocopy) - Letter Request for temporary use of old receipts/ invoices (for business taxpayers) if applicable. (1 original)
5 For Change/Add Incentive Details - Investment Promotion Agency Certificate of Registration or similar certificates; (1 photocopy)

Submitted by: _____ Date: _____ Name of Taxpayer/Representative

Received by: _____ Date: _____ Officer

Return of Document/s

Upon preliminary evaluation of the completeness of the application and its supporting documents, the applicant has been informed of the identified lacking documentary requirement/s (marked "X") above for completion or resubmission of application.

Evaluator/Officer Return Date of Document/s:

Acknowledgment by the applicant:

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Name of Taxpayer/Representative (Signature over printed name) Date: _____

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ANNEX "A9.2"

REGISTRATION INFORMATION UPDATES

IMPORTANT:

- 1. Processing of transactions commences only upon submission of complete documents. INCOMPLETE REQUIREMENTS WILL BE RETURNED TO APPLICANT/WILL NOT BE PROCESSED.
2. Mark "✓" for submitted documents and "X" for lacking documents.

OTHER REGISTRATION INFORMATION UPDATES

- 1 BIR Form No. 1905 (2 original copies);

Additional documents:

- 1 If transacting through a Representative: For Individual: 1.1 Special Power of Attorney (SPA); (1 original) 1.2 Any government-issued ID of the taxpayer and authorized representative; (1 photocopy) For Non-Individual: 1.1 Board Resolution indicating the purpose and the name of the authorized representative; or Secretary's Certificate; (1 original) 1.2 Any government-issued ID of the authorized representative; (1 photocopy)
2 For Replacement of Lost COR/ATP - Affidavit of Loss; (1 original)
3 For Change in Accounting Period - Letter request indicating the reasons and change in accounting period; (1 original) - Securities and Exchange Commission (SEC) Certificate of Filing of Amended By-Laws showing the change in accounting period; (1 certified true copy) - Sworn declaration of "Non-forum Shopping" stating that the request has not been filed or previously acted upon by the BIR National Office; (1 original) - Sworn Undertaking to File a Separate Final/Adjustment Return. (1 original)
4 For Change of Registered Business Address under the jurisdiction of the same RDO - Mayor's Permit/DTI Certificate/SEC COR bearing the new business address; (1 photocopy) - Letter Request for temporary use of old receipts/ invoices (for business taxpayers) if applicable. (1 original)
5 For Change/Add Incentive Details - Investment Promotion Agency Certificate of Registration or similar certificates; (1 photocopy)

Submitted by: _____ Date: _____ Name of Taxpayer/Representative

Received by: _____ Date: _____ Officer

Return of Document/s

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Evaluator/Officer Return Date of Document/s:

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Name of Taxpayer/Representative (Signature over printed name) Date: _____

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ANNEX "A10"

TRANSFER OF REGISTRATION

IMPORTANT:

- 1. Processing of transactions commences only upon submission of complete documents. **INCOMPLETE REQUIREMENTS WILL BE RETURNED TO APPLICANT/WILL NOT BE PROCESSED.**
- 2. Mark "✓" for submitted documents and "X" for lacking documents.

REQUIREMENTS FOR ALL CASES:

- 1 If transacting through a Representative: For Individual: 1.1 Special Power of Attorney (SPA); (1 original) 1.2 Any government-issued ID of the taxpayer and authorized representative; (1 photocopy) For Non-Individual: 1.1 Board Resolution indicating the purpose and the name of the authorized representative; or Secretary's Certificate; (1 original) 1.2 Any government-issued ID of the authorized representative; (1 photocopy)

PRIMARY REQUIREMENTS PER CASE:

A. TRANSFER OF REGISTRATION OF INDIVIDUALS NOT ENGAGED IN BUSINESS (E.O 98/ONETT/EMPLOYEE)

- 1 BIR Form No. 1905 (2 originals);

B. TRANSFER OF BUSINESS REGISTRATION TO ANOTHER RDO (HEAD OFFICE AND/OR BRANCH)

B.1 SUBMIT TO OLD RDO

- 1 BIR Form No. 1905 (3 originals) all copy for stamping "Received"; -1st copy - to be forwarded to new RDO by old RDO, attached to Transfer Related Docket (TRD) - 2nd copy - old RDO's file copy - 3rd copy - taxpayer's file copy
- 2 Inventory list of unused principal and supplementary receipts/invoices (for destruction if not to be used in the new RDO) or request letter for approval of use of the unused receipts/invoices in new RDO.(3 originals) 1st copy - RDO file | 2nd copy - new RDO | 3rd copy - taxpayer's file
- 3 Notarized Transfer Commitment Form (3 originals), if applicable/ if with open cases. - 1st copy - to be forwarded to new RDO by old RDO, attached to TRD - 2nd copy - old RDO's file copy - 3rd copy - taxpayer's file copy

B.2 SUBMIT TO NEW RDO

- 1 BIR Form No. 1905; (2 originals)
- 2 For Non-individual Taxpayers only: - Amended Articles of Incorporation/Partnership/Cooperation bearing the taxpayer's new principal business address; (1 photocopy) and - Certificate of Filing of Amended Articles of Incorporation/COR of Amendments to Articles of Cooperation and By-Laws (1 photocopy)
- 3 For Non-individuals, Single Proprietors, except Professionals: Mayor's Business Permit; or Duly received Application for Mayor's Business Permit, if the former is still in process with the LGU; (1 photocopy)
- 4 Unused principal and supplementary receipts/invoices for re-stamping per approved inventory list (2nd copy) by old RDO; (1 original)
- 5 3rd copy of Transfer Commitment Form, if applicable, together with the 3rd copy of BIR Form No. 1905 duly received by old RDO. (1 photocopy)

Submitted by: _____ Date: _____
Name of Taxpayer/Representative

Received by: _____ Date: _____
Officer

Return of Document/s

Upon preliminary evaluation of the completeness of the application and its supporting documents, the applicant has been informed of the identified lacking documentary requirement/s (marked "X") above for completion or resubmission of application.

Evaluator/Officer Return Date of Document/s:

Acknowledgment by the applicant:

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Name of Taxpayer/Representative
(Signature over printed name)

Date: _____

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ANNEX "A10"

REGISTRATION INFORMATION UPDATES

IMPORTANT:

- 1. Processing of transactions commences only upon submission of complete documents. **INCOMPLETE REQUIREMENTS WILL BE RETURNED TO APPLICANT/WILL NOT BE PROCESSED.**
- 2. Mark "✓" for submitted documents and "X" for lacking documents.

REQUIREMENTS FOR ALL CASES:

- 1 If transacting through a Representative: For Individual: 1.1 Special Power of Attorney (SPA); (1 original) 1.2 Any government-issued ID of the taxpayer and authorized representative; (1 photocopy) For Non-Individual: 1.1 Board Resolution indicating the purpose and the name of the authorized representative; or Secretary's Certificate; (1 original) 1.2 Any government-issued ID of the authorized representative; (1 photocopy)

PRIMARY REQUIREMENTS PER CASE:

A. TRANSFER OF REGISTRATION OF INDIVIDUALS NOT ENGAGED IN BUSINESS (E.O 98/ONETT/EMPLOYEE)

- 1 BIR Form No. 1905 (2 originals);

B. TRANSFER OF BUSINESS REGISTRATION TO ANOTHER RDO (HEAD OFFICE AND/OR BRANCH)

B.1 SUBMIT TO OLD RDO

- 1 BIR Form No. 1905 (3 originals) all copy for stamping "Received"; -1st copy - to be forwarded to new RDO by old RDO, attached to Transfer Related Docket (TRD) - 2nd copy - old RDO's file copy - 3rd copy - taxpayer's file copy
- 2 Inventory list of unused principal and supplementary receipts/invoices (for destruction if not to be used in the new RDO) or request letter for approval of use of the unused receipts/invoices in new RDO.(3 originals) 1st copy - RDO file | 2nd copy - new RDO | 3rd copy - taxpayer's file
- 3 Notarized Transfer Commitment Form (3 originals), if applicable/ if with open cases. - 1st copy - to be forwarded to new RDO by old RDO, attached to TRD - 2nd copy - old RDO's file copy - 3rd copy - taxpayer's file copy

B.2 SUBMIT TO NEW RDO

- 1 BIR Form No. 1905; (2 originals)
- 2 For Non-individual Taxpayers only: - Amended Articles of Incorporation/Partnership/Cooperation bearing the taxpayer's new principal business address; (1 photocopy) and - Certificate of Filing of Amended Articles of Incorporation/COR of Amendments to Articles of Cooperation and By-Laws (1 photocopy)
- 3 For Non-individuals, Single Proprietors, except Professionals: Mayor's Business Permit; or Duly received Application for Mayor's Business Permit, if the former is still in process with the LGU; (1 photocopy)
- 4 Unused principal and supplementary receipts/invoices for re-stamping per approved inventory list (2nd copy) by old RDO; (1 original)
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Submitted by: _____ Date: _____
Name of Taxpayer/Representative

Received by: _____ Date: _____
Officer

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Name of Taxpayer/Representative
(Signature over printed name)

Date: _____

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BUREAU OF INTERNAL REVENUE

ANNEX "A11"

CANCELLATION OF TIN

IMPORTANT:

- 1. Processing of transactions commences only upon submission of complete documents. INCOMPLETE REQUIREMENTS WILL BE RETURNED TO APPLICANT/WILL NOT BE PROCESSED.
2. Mark "✓" for submitted documents and "X" for lacking documents.

CANCELLATION OF TIN

- Due to Death or Identical/Multiple-TIN

- 1 BIR Form No. 1905 (2 originals);
2 Death Certificate, in case of death of an individual; (1 photocopy)

- CLOSURE OF BUSINESS

- CANCELLATION OF TIN/REGISTRATION DUE TO DISSOLUTION, MERGER OR CONSOLIDATION

- 1 BIR Form No. 1905 (2 originals);
2 List of ending inventory of goods, supplies, including capital good; (1 original)
3 Inventory of unused sales invoices/official receipts (SI/OR); (1 original)
4 Unused sales invoices/official receipts and all other unutilized accounting forms (e.g., vouchers, debit/credit memos, delivery receipts, purchase orders, etc.) including business notices and permits as well as COR shall be subject for destruction to be witnessed by BIR personnel and officials; (1 original)

Additional documents for Cancellation of TIN/Registration and Closure of Business, if applicable:

- 1 If transacting through a Representative:
For Individual:
1.1 Special Power of Attorney (SPA); (1 original)
1.2 Any government-issued ID of the taxpayer and authorized representative; (1 photocopy)
For Non-Individual:
1.1 Board Resolution indicating the purpose and the name of the authorized representative; or Secretary's Certificate; (1 original)
1.2 Any government-issued ID of the authorized representative; (1 photocopy)

Submitted by: Name of Taxpayer/Representative Date:

Received by: Officer Date:

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Name of Taxpayer/Representative (Signature over printed name) Date:

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BUREAU OF INTERNAL REVENUE

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- Due to Death or Identical/Multiple-TIN

- 1 BIR Form No. 1905 (2 originals);
2 Death Certificate, in case of death of an individual; (1 photocopy)

- CLOSURE OF BUSINESS

- CANCELLATION OF TIN/REGISTRATION DUE TO DISSOLUTION, MERGER OR CONSOLIDATION

- 1 BIR Form No. 1905 (2 originals);
2 List of ending inventory of goods, supplies, including capital good; (1 original)
3 Inventory of unused sales invoices/official receipts (SI/OR); (1 original)
4 Unused sales invoices/official receipts and all other unutilized accounting forms (e.g., vouchers, debit/credit memos, delivery receipts, purchase orders, etc.) including business notices and permits as well as COR shall be subject for destruction to be witnessed by BIR personnel and officials; (1 original)

Additional documents for Cancellation of TIN/Registration and Closure of Business, if applicable:

- 1 If transacting through a Representative:
For Individual:
1.3 Special Power of Attorney (SPA); (1 original)
1.4 Any government-issued ID of the taxpayer and authorized representative; (1 photocopy)
For Non-Individual:
1.3 Board Resolution indicating the purpose and the name of the authorized representative; or Secretary's Certificate; (1 original)
1.4 Any government-issued ID of the authorized representative; (1 photocopy)

Submitted by: Name of Taxpayer/Representative Date:

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I, of legal age, hereby acknowledge the identified lacking documentary requirement/s (marked "X") and understand that pursuant to the IRR of RA 11032 otherwise known as "Ease of Doing Business and Efficient Government Service Delivery Act of 2018", the government office or agency shall not process deficient or incomplete applications or requests.

Name of Taxpayer/Representative (Signature over printed name) Date:

WE WANT TO SERVE YOU BETTER AND IMPROVE OUR CLIENT SERVICE STANDARDS. TO FULFILL THIS, LET US KNOW WHAT YOU THINK AND HOW WELL DID WE SERVE YOU BY ANSWERING OUR CUSTOMER SATISFACTION SURVEY FORM.

