

| CDR No. |   | Description  | Annex |
|---------|---|--|-------|
| F1101   | - | Application for Registration:<br>Self-employed Individuals, Estates and Trusts | A1    |
| F1103   | - | Application for Registration:<br>Corporations, Partnerships                    | A2.1  |
| F1103N  | - | Application for Registration:<br>Cooperatives, Associations, GAIs, LGUs, etc.  | A2.2  |
| F11BF   | - | Application for Registration of Branch/Facility                                | А3    |
| 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

QF11-04.2020.00



REVISED JAN2020

ANNEX "A1"

#### APPLICATION FOR REGISTRATION

#### SELF-EMPLOYED INDIVIDUALS, ESTATES AND TRUSTS

#### **IMPORTANT**:

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

| FUR SU | LE PROF | KIETUK, | PROFES | SIUNALS | , MIXED | INCOME | EARNERS |
|--------|---------|---------|--------|---------|---------|--------|---------|
|        |         |         |        |         |         |        |         |

- 1 BIR Form No. 1901 version January 2018 (2 originals); 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.

- ☐ 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.

- 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.

## Additional documents, if applicable:

- 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)
  - Work Visa (9g) for Foreign Nationals; (1 photocopy)
  - Franchise Documents (e.g. Certificate of Public Convenience) (for Common Carrier); (1 photocopy)
- Trust Agreement (for Trusts); (1 photocopy)
  - Death Certificate of the deceased (for Estate under judicial settlement); (1 photocopy)
- Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity; (1 photocopy)
- 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

#### 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:

\_, 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)

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.



### CHECKLIST OF DOCUMENTARY REQUIREMENTS

QF11-04.2020.00



APPLICATION FOR REGISTRATION

#### SELF-EMPLOYED INDIVIDUALS, ESTATES AND TRUSTS

#### **IMPORTANT**:

Processing of transactions commences only upon submission of complete documents. **INCOMPLETE REQUIREMENTS WILL BE** RETURNED TO APPLICANT/WILL NOT BE PROCESSED.

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

| OR                    | SOLE | PROPRIETOR, PROFESSIONALS, MIXED INCOME EARNERS       |
|-----------------------|------|---|
| $\overline{\bigcirc}$ | 1    | BIR Form No. 1901 version January 2018 (2 originals); |

- 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.

- ☐ 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.

- 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.

### 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)
- DTI Certificate (if with business name); (1 photocopy)
  - Work Visa (9g) for Foreign Nationals; (1 photocopy)
- Franchise Documents (e.g. Certificate of Public Convenience) (for Common Carrier); (1 photocopy)
- Trust Agreement (for Trusts); (1 photocopy)
- Death Certificate of the deceased (for Estate under judicial settlement); (1 photocopy)
- Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity; (1 photocopy)
  - Proof of Registration/Permit to Operate BOI/BOI-ARMM, PEZA, BCDA, TIEZA/TEZA, SBMA, etc; (1 photocopy)

Submitted by: Date: Name of Taxpayer/Representative

Officer Return of Document/s

Received by:

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:

Date:

### Acknowledgment by the applicant:

, 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)

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.

WE WANT TO SERVE YOU BETTER AND IMPROVE OUR CLIENT



ANNEX "A1

QF11-07.2020.00



APPLICATION FOR REGISTRATION

| <b>RDANCH</b> | AND | FACILITY  |
|---------------|-----|-----------|
| BKANCH        | AND | FACILII Y |

#### **IMPORTANT**:

1. Processing of transactions commences only upon submission of complete documents. **INCOMPLETE REQUIREMENTS WILL BE** RETURNED TO APPLICANT/WILL NOT BE PROCESSED.

Mark "√" for submitted documents and "X" for lacking documents.

| 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)

(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);
- 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. The payment  $of \, ARF \, is \, not \, applicable \, to \, those \, exempt \, entities.$ 

#### 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)
- Any government-issued ID of the authorized representative; (1 photocopy)

- 1.1 Board Resolution indicating the purpose and the name of the authorized representative; or Secretary's Certificate; (1 original)
- Any government-issued ID of the authorized representative; (1 photocopy)
- $2\quad DTI\ Certificate\ or\ SEC\ Registration\ Certificate\ (if\ with\ business$ name); (1 photocopy) (for Branch only)
- Articles of Incorporation/Partnership (if line of business is different from the Head Office); (1 photocopy) (for Branch only)
- Franchise Documents (e.g. Certificate of Public Convenience) (for Common Carrier); (1 photocopy) (for Branch only)
- Franchise Agreement; (1 photocopy) (for Branch only)
- Memorandum of Agreement (for JOINT VENTURE); (1 photocopy) (for Branch only)
- Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity; (1 photocopy)(for Branch only)
- Proof of Registration/Permit to Operate BOI/BOI-ARMM, PEZA, BCDA, TIEZA/TEZA, SBMA, etc. (1 photocopy) (for Branch only)

| 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.

| fficer |
|--------|
|        |

Return Date of Document/s:

### Acknowledgment by the applicant:

, 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.

|                                 | Date: |
|---------------------------------|-------|
| Name of Taxpayer/Representative |       |

(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.



### CHECKLIST OF DOCUMENTARY REQUIREMENTS

QF11-07.2020.00



#### APPLICATION FOR REGISTRATION

#### **BRANCH AND FACILITY**

#### IMPORTANT:

Processing of transactions commences only upon submission of complete documents. **INCOMPLETE REQUIREMENTS WILL BE** RETURNED TO APPLICANT/WILL NOT BE PROCESSED.

Mark "√" for submitted documents and "X" for lacking documents.

| REGISTRATIO | ON OF | BRANG | CH |
|-------------|-------|-------|----|
|             |       |       |    |

| 1 | For Individual: |              |   |
|---|-----------------|--------------|---|
|   | DID Form No     | 1001 wording | T |

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)

(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);
- 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. The payment of ARF is not applicable to those exempt entities.

#### REGISTRATION OF FACILITY TYPE

| ( | 1 | l Fo | r Inc | livic | lua |
|---|---|------|-------|-------|-----|
|---|---|------|-------|-------|-----|

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:

- 1.3 Special Power of Attorney (SPA); (1 original)
- Any government-issued ID of the authorized representative; (1 photocopy)

- 1.3 Board Resolution indicating the purpose and the name of the authorized representative; or Secretary's Certificate; (1 original)
- 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)

Articles of Incorporation/Partnership (if line of business is

- different from the Head Office); (1 photocopy) (for Branch only) Franchise Documents (e.g. Certificate of Public Convenience)
- (for Common Carrier); (1 photocopy) (for Branch only) Franchise Agreement; (1 photocopy) (for Branch only)
  - Memorandum of Agreement (for JOINT VENTURE); (1 photocopy) (for Branch only)
  - Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity; (1 photocopy)(for Branch only)
- Proof of Registration/Permit to Operate BOI/BOI-ARMM, PEZA, BCDA, TIEZA/TEZA, SBMA, etc. (1 photocopy) (for Branch only)

Submitted by: Date: Name of Taxpayer/Representative

Date:

Received by: 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

Evaluator/Officer

completion or resubmission of application.

Return Date of Document/s:

# Acknowledgment by the applicant:

, 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.

identified lacking documentary requirement/s (marked "X") above for

Date:

Name of Taxpayer/Representative (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 "A3"

QF11-05.2020.00



ANNEX **CDR** F1103

### CHECKLIST OF DOCUMENTARY REQUIREMENTS

QF11-05.2020.00



ANNEX "A2.1"

APPLICATION FOR REGISTRATION

### CORPORATIONS, PARTNERSHIPS (TAXABLE OR NON-TAXABLE)

#### **IMPORTANT**:

 $1. \ \ Processing of transactions commences only upon submission of$ complete documents. **INCOMPLETE REQUIREMENTS WILL BE** RETURNED TO APPLICANT/WILL NOT BE PROCESSED.

Mark "✓" for submitted documents and "X" for lacking doc

| FOR CORPORATIONS/PARTNERSHIPS   |   |  |  |  |
|---|---|--|--|--|
| 1 BIR Form No. 1903 version January 2018 (2 originals)  |   |  |  |  |
| <u> </u>  | SEC Certificate of Incorporation; (1 photocopy) <b>or</b> Certificate of Recording (in case of partnership); (1 photocopy) <b>or</b>  |  |  |  |
|   | License to Do Business in the Philippines (in case of foreign corporation); (1 photocopy)   |  |  |  |
| 3   | Articles of Incorporation; (1 photocopy) <b>or</b><br>Articles of Partnerships; (1 photocopy)   |  |  |  |
| 4   | ☐ BIR Printed Receipt/Invoice (Available for sale at the New Business Registrant Counter); <b>or</b>  |  |  |  |
|   | ☐ 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.  |  |  |  |
| 5   | 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.  |  |  |  |
| 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 Nonstock/Nonprofit Organization not engaged in business.  |   |  |  |  |
| Addition  | al 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   | Franchise Documents (e.g. Certificate of Public Convenience) (for Common Carrier); (1 photocopy)  |  |  |  |
| 3   | Franchise Agreement; (1 photocopy)  |  |  |  |
| 4   | Memorandum of Agreement (for JOINT VENTURE); (1 photocopy)  |  |  |  |
| 5   | Certificate of Authority, if Barangay Micro Business<br>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   |   |  |  |  |
| Received by: Date:  |   |  |  |  |
| Return  | Officer 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. |   |  |  |  |

| Acknowledgment by the applicant:                               |    |  |  |  |  |
|--|----|--|--|--|--|
| I, of legal age, hereby acknowledge the                        | he |  |  |  |  |
| identified lacking documentary requirement/s (marked "X") ar   | nd |  |  |  |  |
| understand that pursuant to the IRR of RA 11032 otherwise know | vn |  |  |  |  |
| as "Ease of Doing Business and Efficient Government Service    | ce |  |  |  |  |
| Delivery Act of 2010" the government office or occur, shall n  | ~+ |  |  |  |  |

Delivery Act of 2018", the government office or agency shall not process deficient or incomplete applications or requests.

|       | Date: |
|-------|-------|
| CT /D |       |

Return Date of Document/s:

Name of Taxpayer/Representative (Signature over printed name)

Evaluator/Officer

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.

### REVISED JAN2020

APPLICATION FOR REGISTRATION

#### **CORPORATIONS, PARTNERSHIPS (TAXABLE OR NON-TAXABLE)**

#### **IMPORTANT**:

1. Processing of transactions commences only upon submission of

| - 011                         | COL              | RPORATIONS/PARTNERSHIPS  |
|-------------------------------|------------------|--|
| $\bigcap$                     | 1                | BIR Form No. 1903 version January 2018 (2 originals)   |
|                               | 2                | SEC Certificate of Incorporation; (1 photocopy) <b>or</b>  |
| $\cup$                        | _                | Certificate of Recording (in case of partnership); (1  |
|                               |                  | photocopy) <b>or</b>   |
|                               |                  | License to Do Business in the Philippines (in case of  |
|                               |                  | foreign corporation); (1 photocopy)  |
| $\bigcup$                     | 3                | Articles of Incorporation; (1 photocopy) <b>or</b>   |
| _                             |                  | Articles of Partnerships; (1 photocopy)  |
| $\cup$                        | 4                | ☐ BIR Printed Receipt/Invoice (Available for sale at the New Business Registrant Counter); <b>or</b>   |
|                               |                  | ☐ 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.   |
| $\bigcirc$                    | 5                | Payment of P530.00, if applicable, for the following:  |
|                               |                  | • P500.00 Annual Registration Fee (RF);  |
|                               |                  | <ul> <li>P30.00 Loose Stamp/s (DST) to be affixed on the<br/>Certificate of Registration.</li> </ul>   |
|                               |                  |  |
|                               |                  | Note: If the Registration Fee of P500.00 was already paid<br>the proof of payment (1 photocopy) shall be submitted   |
|                               |                  | The payment of ARF is not applicable to Nonstock/Non   |
|                               |                  | profit Organization not engaged in business.   |
| Addi                          | tion             | al documents, if applicable:   |
|                               | 1                | If transacting through a Representative:   |
|                               |                  | 1.1 Board Resolution indicating the purpose and the  |
| $\cup$                        |                  |  |
| 0                             |                  | name of the authorized representative; or  |
| <u> </u>                      |                  | name of the authorized representative; <b>or</b> Secretary's Certificate; (1 original)   |
| )                             |                  | name of the authorized representative; or  |
|                               | 2                | name of the authorized representative; <b>or</b> Secretary's Certificate; (1 original)  1.2 Any government-issued ID of the authorized   |
| 0                             | 2                | name of the authorized representative; <b>or</b> Secretary's Certificate; (1 original)  1.2 Any government-issued ID of the authorized representative; (1 photocopy)   |
| 0                             | 2                | name of the authorized representative; or Secretary's Certificate; (1 original)  1.2 Any government-issued ID of the authorized representative; (1 photocopy)  Franchise Documents (e.g. Certificate of Public   |
| 0                             |                  | name of the authorized representative; or Secretary's Certificate; (1 original)  1.2 Any government-issued ID of the authorized representative; (1 photocopy)  Franchise Documents (e.g. Certificate of Public Convenience) (for Common Carrier); (1 photocopy)  Franchise Agreement; (1 photocopy)  Memorandum of Agreement (for JOINT VENTURE);  |
|                               | 3 4              | name of the authorized representative; or Secretary's Certificate; (1 original)  1.2 Any government-issued ID of the authorized representative; (1 photocopy)  Franchise Documents (e.g. Certificate of Public Convenience) (for Common Carrier); (1 photocopy)  Franchise Agreement; (1 photocopy)  Memorandum of Agreement (for JOINT VENTURE); (1 photocopy)  |
| 0                             | 3                | name of the authorized representative; or Secretary's Certificate; (1 original)  1.2 Any government-issued ID of the authorized representative; (1 photocopy)  Franchise Documents (e.g. Certificate of Public Convenience) (for Common Carrier); (1 photocopy)  Franchise Agreement; (1 photocopy)  Memorandum of Agreement (for JOINT VENTURE);  |
|                               | 3 4              | name of the authorized representative; or Secretary's Certificate; (1 original)  1.2 Any government-issued ID of the authorized representative; (1 photocopy)  Franchise Documents (e.g. Certificate of Public Convenience) (for Common Carrier); (1 photocopy)  Franchise Agreement; (1 photocopy)  Memorandum of Agreement (for JOINT VENTURE); (1 photocopy)  Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity; (1 photocopy)  |
|                               | 3 4 5            | name of the authorized representative; or Secretary's Certificate; (1 original)  1.2 Any government-issued ID of the authorized representative; (1 photocopy)  Franchise Documents (e.g. Certificate of Public Convenience) (for Common Carrier); (1 photocopy)  Franchise Agreement; (1 photocopy)  Memorandum of Agreement (for JOINT VENTURE); (1 photocopy)  Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity; (1 photocopy)  |
|                               | 3<br>4<br>5<br>6 | name of the authorized representative; or Secretary's Certificate; (1 original)  1.2 Any government-issued ID of the authorized representative; (1 photocopy)  Franchise Documents (e.g. Certificate of Public Convenience) (for Common Carrier); (1 photocopy)  Franchise Agreement; (1 photocopy)  Memorandum of Agreement (for JOINT VENTURE); (1 photocopy)  Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity; (1 photocopy)  Proof of Registration/Permit to Operate BOI/BOI-ARM PEZA, BCDA, TIEZA/TEZA, SBMA, etc; (1 photocopy)  |
|                               | 3<br>4<br>5<br>6 | name of the authorized representative; or Secretary's Certificate; (1 original)  1.2 Any government-issued ID of the authorized representative; (1 photocopy)  Franchise Documents (e.g. Certificate of Public Convenience) (for Common Carrier); (1 photocopy)  Franchise Agreement; (1 photocopy)  Memorandum of Agreement (for JOINT VENTURE); (1 photocopy)  Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity; (1 photocopy)  Proof of Registration/Permit to Operate BOI/BOI-ARM PEZA, BCDA, TIEZA/TEZA, SBMA, etc; (1 photocopy)  d by:   |
|                               | 3<br>4<br>5<br>6 | name of the authorized representative; or Secretary's Certificate; (1 original)  1.2 Any government-issued ID of the authorized representative; (1 photocopy)  Franchise Documents (e.g. Certificate of Public Convenience) (for Common Carrier); (1 photocopy)  Franchise Agreement; (1 photocopy)  Memorandum of Agreement (for JOINT VENTURE); (1 photocopy)  Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity; (1 photocopy)  Proof of Registration/Permit to Operate BOI/BOI-ARM PEZA, BCDA, TIEZA/TEZA, SBMA, etc; (1 photocopy)  |
| Subm                          | 3 4 5 6          | name of the authorized representative; or Secretary's Certificate; (1 original)  1.2 Any government-issued ID of the authorized representative; (1 photocopy)  Franchise Documents (e.g. Certificate of Public Convenience) (for Common Carrier); (1 photocopy)  Franchise Agreement; (1 photocopy)  Memorandum of Agreement (for JOINT VENTURE); (1 photocopy)  Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity; (1 photocopy)  Proof of Registration/Permit to Operate BOI/BOI-ARM PEZA, BCDA, TIEZA/TEZA, SBMA, etc; (1 photocopy)  d by: Date:  Name of Taxpayer/Representative  Date:   |
| Rece                          | 3 4 5 6 iived    | name of the authorized representative; or Secretary's Certificate; (1 original)  1.2 Any government-issued ID of the authorized representative; (1 photocopy)  Franchise Documents (e.g. Certificate of Public Convenience) (for Common Carrier); (1 photocopy)  Franchise Agreement; (1 photocopy)  Memorandum of Agreement (for JOINT VENTURE); (1 photocopy)  Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity; (1 photocopy)  Proof of Registration/Permit to Operate BOI/BOI-ARM PEZA, BCDA, TIEZA/TEZA, SBMA, etc; (1 photocopy)  d by: Date: Name of Taxpayer/Representative  by: Date: Officer  |
| Rece<br><b>Retu</b>           | 3 4 5 6 ived     | name of the authorized representative; or Secretary's Certificate; (1 original)  1.2 Any government-issued ID of the authorized representative; (1 photocopy)  Franchise Documents (e.g. Certificate of Public Convenience) (for Common Carrier); (1 photocopy)  Franchise Agreement; (1 photocopy)  Memorandum of Agreement (for JOINT VENTURE); (1 photocopy)  Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity; (1 photocopy)  Proof of Registration/Permit to Operate BOI/BOI-ARM PEZA, BCDA, TIEZA/TEZA, SBMA, etc; (1 photocopy)  d by:  Name of Taxpayer/Representative  by:  Officer  Date:  Officer  |
| Rece<br>Retu<br>Upor<br>and i | 3 4 5 6 ived     | name of the authorized representative; or Secretary's Certificate; (1 original)  1.2 Any government-issued ID of the authorized representative; (1 photocopy)  Franchise Documents (e.g. Certificate of Public Convenience) (for Common Carrier); (1 photocopy)  Franchise Agreement; (1 photocopy)  Memorandum of Agreement (for JOINT VENTURE); (1 photocopy)  Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity; (1 photocopy)  Proof of Registration/Permit to Operate BOI/BOI-ARM PEZA, BCDA, TIEZA/TEZA, SBMA, etc; (1 photocopy)  d by:  Name of Taxpayer/Representative  by:  Officer  Date:  Officer  Officer  Date:  Date:  Officer  Date:  Officer  Date:  Officer  Date:  Date:  Officer |
| Rece<br>Retu<br>Upor<br>and i | 3 4 5 6 mittee   | name of the authorized representative; or Secretary's Certificate; (1 original)  1.2 Any government-issued ID of the authorized representative; (1 photocopy)  Franchise Documents (e.g. Certificate of Public Convenience) (for Common Carrier); (1 photocopy)  Franchise Agreement; (1 photocopy)  Memorandum of Agreement (for JOINT VENTURE); (1 photocopy)  Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity; (1 photocopy)  Proof of Registration/Permit to Operate BOI/BOI-ARM PEZA, BCDA, TIEZA/TEZA, SBMA, etc; (1 photocopy)  d by: Date: Name of Taxpayer/Representative  by: Date: Officer  |

| I, of legal age, hereby acknowledge the                          |  |  |  |  |
|--|--|--|--|--|
| dentified 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.        |  |  |  |  |
|  |  |  |  |  |
| Date:  |  |  |  |  |
| Name of Taxpayer/Representative                                  |  |  |  |  |
| (Signature over printed name)                                    |  |  |  |  |

WE WANT TO SERVE YOU BETTER AND IMPROVE OUR CLIENT SERVICE STANDARDS.



QF11-06.2020.00



REVISED JAN2020

CHECKLIST OF DOCUMENTARY REQUIREMENTS QF11-06.2020.00



INTERNAL REVENUE

APPLICATION FOR REGISTRATION

### COOPERATIVES, ASSOCIATIONS (TAXABLE OR NON-TAXABLE)

#### **IMPORTANT**:

| IMPORTANT:   |  |   |  |  |  |  |
|--|--|---|--|--|--|--|
| I. Processing of transactions commences only upon submission of complete documents. INCOMPLETE REQUIREMENTS WILL BE RETURNED TO APPLICANT/WILL NOT BE PROCESSED.  2. Mark "\sqrt{"} for submitted documents and "X" for lacking documents. |  |   |  |  |  |  |
| RETU   | RETURNED TO APPLICANT/WILL NOT BE PROCESSED.   |   |  |  |  |  |
| 2. Mark "\" for submitted documents and "X" for lacking documents.   |  |   |  |  |  |  |
| FOR CC   | DOPERATIVES, ASSOCIATIONS  PID Form No. 1002 granian language 2010 (2 originals).  | * |  |  |  |  |
| $\bigcap_{2}$  | BIR Form No. 1903 version January 2018 (2 originals);  □ BIR Printed Receipt/Invoice (Available for sale at the New  |   |  |  |  |  |
| U 2  | Business Registrant Counter); <b>or</b>  |   |  |  |  |  |
|  | ☐ 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:  |   |  |  |  |  |
|  | <ul> <li>P500.00 Annual Registration Fee (RF);</li> <li>P30.00 Loose Stamp/s (DST) to be affixed on the Certificate of Registration.</li> </ul>  |   |  |  |  |  |
|  | 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. |   |  |  |  |  |
| Additio  | nal documents, if applicable:  |   |  |  |  |  |
| 1  | If transacting through a Representative:   |   |  |  |  |  |
|  | 1.1 Board Resolution indicating the purpose and the name of the authorized representative; <b>or</b> 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)  |   |  |  |  |  |
|  | $\square$ 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)   |   |  |  |  |  |
| <u>4</u>   | 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)   |   |  |  |  |  |
|  | Als and LGUs   |   |  |  |  |  |
| $\frac{\bigcup 1}{\bigcap 2}$  | BIR Form No. 1903 version January 2018 (2 originals);  |   |  |  |  |  |
| 2 Unit or Agency's Charter or Proof of Registration. (1 photocopy) FOR FOREIGN EMBASSIES   |  |   |  |  |  |  |
| FOR FU   | BIR Form No. 1903 version January 2018 (2 originals);  |   |  |  |  |  |
| 2  | Endorsement from Department of Foreign Affairs (DFA).  |   |  |  |  |  |
| FOD IN   | (1 photocopy) TERNATIONAL ORGANIZATIONS  |   |  |  |  |  |
| 1  | BIR Form No. 1903 version January 2018 (2 originals);  |   |  |  |  |  |
| 0 2  | Consularized/Apostillized Host agreement or any international agreement. (1 photocopy)   |   |  |  |  |  |
| meer medomet agreement (1 photocopy)   |  |   |  |  |  |  |
| Submitted by: Date: Date:  |  |   |  |  |  |  |
| Received by: Date:   |  |   |  |  |  |  |
| Doturn   | of Document/s  |   |  |  |  |  |

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

| Evaluator/Officer              |    |
|--------------------------------|----|
| Acknowledgment by the applican | t: |

Return Date of Document/s:

government office or agency shall not process deficient or incomplete applications or requests. Date:

Name of Taxpayer/Representative (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.

# APPLICATION FOR REGISTRATION

### CORPORATIONS, PARTNERSHIPS (TAXABLE OR NON-TAXABLE)

#### IMPORTANT:

| 1.                              | . Processing of transactions commences only upon submission of complete documents. <u>INCOMPLETE REQUIREMENTS WILL BE</u> |  |  |  |  |  |
|---------------------------------|---|--|--|--|--|--|
|                                 | RETURNED TO APPLICANT/WILL NOT BE PROCESSED.  |  |  |  |  |  |
| 2.                              | Mark "√" for submitted documents and "X" for lacking documents.   |  |  |  |  |  |
| FC                              | OR (  | OOPERATIVES, ASSOCIATIONS  |  |  |  |  |
| (                               | ) 1   | BIR Form No. 1903 version January 2018 (2 originals);  |  |  |  |  |
| $\subset$                       | ) 2   | ☐ BIR Printed Receipt/Invoice (Available for sale at the New Business Registrant Counter); <b>or</b>   |  |  |  |  |
|                                 |   | ☐ 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. |  |  |  |  |
|                                 | 7 3   |  |  |  |  |  |
|                                 | י כ   | <ul> <li>P500.00 Annual Registration Fee (RF);</li> </ul>  |  |  |  |  |
|                                 |   | <ul> <li>P30.00 Loose Stamp/s (DST) to be affixed on the Certificate<br/>of Registration.</li> </ul>   |  |  |  |  |
|                                 |   | 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.   |  |  |  |  |
| A                               | _   | onal documents, if applicable:   |  |  |  |  |
|                                 | ) 1   | 0 0 1  |  |  |  |  |
|                                 |   | 1.3 Board Resolution indicating the purpose and the name<br>of the authorized representative; or Secretary's<br>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   | · · · · · · · · · · · · · · · · · · ·  |  |  |  |  |
|                                 |   | 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)   |  |  |  |  |
| F                               | OR (  | Als and LGUs   |  |  |  |  |
| $\subset$                       | ) 1   | BIR Form No. 1903 version January 2018 (2 originals);  |  |  |  |  |
| $\subset$                       | ) 2   | Unit or Agency's Charter or Proof of Registration. (1 photocopy)   |  |  |  |  |
| FOR FOREIGN EMBASSIES           |   |  |  |  |  |  |
| $\subset$                       | ) 1   | BIR Form No. 1903 version January 2018 (2 originals);  |  |  |  |  |
|                                 | ) 2   | Endorsement from Department of Foreign Affairs (DFA). (1 photocopy)  |  |  |  |  |
| FOR INTERNATIONAL ORGANIZATIONS |   |  |  |  |  |  |
| $\overline{C}$                  | ) 1   | BIR Form No. 1903 version January 2018 (2 originals);  |  |  |  |  |

### Return of Document/s

Submitted by:

Received by:

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.

Name of Taxpayer/Representative

2 Consularized/Apostillized Host agreement or any international agreement. (1 photocopy)

|  | Evaluator |  | Return Date of Document/s: |
|--|-----------|--|----------------------------|
|--|-----------|--|----------------------------|

#### Acknowledgment by the applicant:

\_, 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.

Date:

Date:

Name of Taxpayer/Representative (Signature over printed name) WE WANT TO SERVE YOU BETTER AND IMPROVE OUR CLIENT

### CHECKLIST OF DOCUMENTARY REQUIREMENTS QF11-03.2020.00

BUREAU OF INTERNAL REVENUE

ANNEX

BIR's Copy

#### APPLICATION FOR REGISTRATION

| EMDI | OVEEC |  |
|------|-------|--|

#### <u>IMPORTANT</u>:

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

| TIN ISSUA | NCE FOR | LOCAL E | MPLOYEE | (ALREADY | HIRED) |
|-----------|---------|---------|---------|----------|--------|
|           |         |         |         |          |        |

| $\cup$ | 1    | BIR Form No. 1902 (2 originals);  |
|--------|------|---|
| 0      | 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) |
| FORE   | EIGN | NATIONALS/ALIEN EMPLOYEE  |
|        |      | DID F N 4000 (0 1 1 1 1 )   |

- BIR Form No. 1902 (2 original copies);
  - Passport (Bio page, including date of entry/arrival and exit/departure stamp, if applicable); (1 photocopy)
- 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:

- Marriage Contract, for married female; (1 photocopy)
  - 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)
- 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.

| 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 | Return Date of Documen | t/s |
|-----------|------------------------|-----|
|           | <br>                   |     |

#### Acknowledgment by the applicant:

, 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 of | or requests. |
|---|--------------|
|   | _ Date:      |
| Name of Taxpayer/Representative         |              |
| (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.

# CDR CHECKLIST OF DOCUMENTARY REQUIREMENTS

QF11-03.2020.00



#### APPLICATION FOR REGISTRATION

#### **EMPLOYEES**

#### IMPORTANT:

Processing of transactions commences only upon submission of complete documents. INCOMPLETE REQUIREMENTS WILL BE RETURNED TO APPLICANT/WILL NOT BE PROCESSED.

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

|   | TIN ISSUANCE FUR LUCAL EMPLOYEE (ALKEADY HIKED) |   |
|---|---|---|
| 7 |   | П |

| _ |   |  |
|---|---|--|
|   | 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 | ); |
|--|---|----------|-----|------|----|----------|--------|----|
|--|---|----------|-----|------|----|----------|--------|----|

1 BIR Form No. 1902 (2 originals);

- Passport (Bio page, including date of entry/arrival and exit/departure stamp, if applicable); (1 photocopy)
- 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 ر | Marriage | Contract, for | married fema | ale; (1 p | hotocopy) |
|-----|----------|---------------|--------------|-----------|-----------|
|-----|----------|---------------|--------------|-----------|-----------|

- 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)
- 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)
  - 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)
  - Letter of Authority from the employee/s. (1 original)
  - Printed copy of eREG System message that the employee has a similar record, if applicable. (1 original)

| Submitted by. |                                 | Date  |
|---------------|---------------------------------|-------|
|               | Name of Taxpayer/Representative |       |
|               | 1 7 , 1                         |       |
|               |                                 |       |
| Received by:  |                                 | Date: |
| , ,           | Officer                         |       |
|               | 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 |  | Document, |  |
|-----------|--|-----------|--|
|           |  |           |  |

#### 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.        |

|                                 | Date: |
|---------------------------------|-------|
| Name of Taxpayer/Representative |       |

(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.



#### CHECKLIST OF DOCUMENTARY REQUIREMENTS QF11-01.2020.00



INTERNAL REVENUE

#### 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 Manninga Contract for manning famale, (1 photograps)  |  |  |  |

- Marriage Contract, for married female; (1 photocopy)
  - 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)

| L |
|---|
|   |

- BIR Form No. 1904 (2 originals);
- 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)
- 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);
- 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: |

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/0 | fficer Retur | n Date of Document/s: |
|-------------|--------------|-----------------------|
|             |              |                       |

#### Acknowledgment by the applicant:

, 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)

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.

### **CDR** CHECKLIST OF DOCUMENTARY REQUIREMENTS

QF11-01.2020.00



#### 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.

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

| FOR E.O.98 - | INDIVIDUAL | (LOCAL) |
|--------------|------------|---------|
|              |            |         |

- 1 BIR Form No. 1904 (2 originals);
- 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:

- Marriage Contract, for married female; (1 photocopy)
- 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

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

#### Additional documents, if applicable:

- 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)
- 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

- BIR Form No. 1904 (2 copies);
- 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:

- 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: | Name of Taxpayer/Representative |       |
|---------------|---------------------------------|-------|
| Received by:  |                                 | Date: |

Officer

#### Return of Document/s

Submitted by

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:

Date:

## Acknowledgment by the applicant:

\_, 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.

Date: \_

Name of Taxpayer/Representative (Signature over printed name)

WE WANT TO SERVE YOU BETTER AND IMPROVE OUR CLIENT SERVICE STANDARDS.

QF11-02.2020.00



#### APPLICATION FOR REGISTRATION

#### **PURELY TIN ISSUANCE UNDER ONETT**

#### IMPORTANT:

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

| FOR ONE I I - Transfer of Properties by Succession (Esta | le |
|--|----|
| with No Proprietary Activities)                          |    |

| $\cup$ | 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, f | or married | female; ( | 1 | photoco | рy | 1 |
|---|----------|-------------|------------|-----------|---|---------|----|---|
|   |          |             |            |           |   |         |    |   |

- 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 I | Form No. 1904 | (2 | originals | ); |
|---------|---------------|----|-----------|----|
|---------|---------------|----|-----------|----|

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 | 1 | Marriage | Contract, | for married | female: ( | 1 | photocopy |
|--|---|---|----------|-----------|-------------|-----------|---|-----------|
|--|---|---|----------|-----------|-------------|-----------|---|-----------|

- 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: 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, | 0111001 |
|------------|---------|
|            |         |

Return Date of Document/s:

#### Acknowledgment by the applicant:

\_, 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)

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.



### CHECKLIST OF DOCUMENTARY REQUIREMENTS

QF11-02.2020.00



ANNEX "A5.2"

#### APPLICATION FOR REGISTRATION

#### **PURELY TIN ISSUANCE UNDER ONETT**

#### IMPORTANT:

- 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);                    |
|-----------|---|---|
| $\supset$ | 2 | Death Certificate of decedent; (1 photocopy) or     |
|           |   | Extraiudicial Settlement of the Estate/Affidavit of |

#### Additional documents, if applicable:

| 1 4 | M ' C ' '          |                                     |
|-----|--------------------|-------------------------------------|
|     | Marriago I ontract | . for married female: (1 photocopy) |
|     |                    |                                     |

If transacting through a Representative:

Self Adjudication; (1 photocopy)

- 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  | ١ |
|---|---|---|----|------------|---|
| ı |   | marriage dollaract, for married female, | ι. | photocopy. | J |

|  | ) 2 | 2 If | transacting | throug | h a l | Represen | tative |
|--|-----|------|-------------|--------|-------|----------|--------|
|--|-----|------|-------------|--------|-------|----------|--------|

- 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: |

Return of Document/s

Officer

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:

, 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)

WE WANT TO SERVE YOU BETTER AND IMPROVE OUR CLIENT SERVICE STANDARDS.



#### CHECKLIST OF DOCUMENTARY REQUIREMENTS QF11-08.2020.00



ANNEX

**AUTHORITY TO PRINT (ATP) RECEIPTS/INVOICES** 

#### **IMPORTANT**:

1. Processing of transactions commences only upon submission of complete documents. <u>INCOMPLETE REQUIREMENTS WILL BE</u> RETURNED TO APPLICANT/WILL NOT BE PROCESSED.

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<br>Receipts Invoices; (1 original) or<br>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.  |  |  |  |  |  |
| Additio  | nal documents, if applicable:  |  |  |  |  |  |
| 1  | If transacting through a Representative: For Individual: 1.1 Special Power of Attorney (SPA); (1 original)   |  |  |  |  |  |
|  | <ul> <li>1.2 Any government-issued ID of the authorized representative; (1 photocopy)</li> <li>For Non-Individual:</li> <li>1.1 Board Resolution indicating the purpose and the name of the authorized representative; or Secretary's Certificate; (1 original)</li> </ul> |  |  |  |  |  |
|  | 1.2 Any government-issued ID of the authorized representative; (1 photocopy)   |  |  |  |  |  |
|  | EW AND SUBSEQUENT APPLICATION OF ATP –<br>AL <u>LOOSE LEAF</u> RECEIPTS/INVOICES   |  |  |  |  |  |
| 1  | BIR Form No. 1906 (2 originals); Note: Choose an Accredited Printer of Receipts/Invoices   |  |  |  |  |  |
| <u>2</u>   | Permit to Use Loose-Leaf Official Receipts or Sales Invoices; (1 photocopy)  |  |  |  |  |  |
| 3  | Final & clear sample of own Principal/Supplementary<br>Receipts Invoices; (1 original)   |  |  |  |  |  |
| <u> </u>   | Last issued ATP for subsequent application. (1 photocopy)  |  |  |  |  |  |
| Additio  | nal documents, if applicable:  |  |  |  |  |  |
| <u> </u>   | If transacting through a Representative:<br>For Individual:  |  |  |  |  |  |
|  | <ul><li>1.1 Special Power of Attorney (SPA); (1 original)</li><li>1.2 Any government-issued ID of the authorized representative; (1 photocopy)</li></ul>   |  |  |  |  |  |
|  | <ul> <li>For Non-Individual:</li> <li>1.1 Board Resolution indicating the purpose and the name of the authorized representative; or Secretary's Certificate; (1 original)</li> <li>1.2 Any government-issued ID of the authorized representative; (1 photocopy)</li> </ul> |  |  |  |  |  |
| Submitt  | red by: Date:<br>Name of Taxpayer/Representative   |  |  |  |  |  |
| Receive  | d by: Date:  |  |  |  |  |  |
| Upon parand its sidentific   | of Document/s reliminary evaluation of the completeness of the application supporting documents, the applicant has been informed of the ed lacking documentary requirement/s (marked "X") above pletion or resubmission of application.                                    |  |  |  |  |  |

| Evaluator | /Officer |
|-----------|----------|
| . 1 . 1   | .1 1.    |

Return Date of Document/s:

Acknowledgment by the applicant:

\_, 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.

| <br> | <br>Date: |
|------|-----------|
|      |           |

Name of Taxpayer/Representative

(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.

F1106 REVISED JAN2020

### CHECKLIST OF DOCUMENTARY REQUIREMENTS

QF11-08.2020.00



ANNEX "A6"

#### **AUTHORITY TO PRINT (ATP) RECEIPTS/INVOICES**

#### IMPORTANT:

Processing of transactions commences only upon submission of complete documents. **INCOMPLETE REQUIREMENTS WILL BE** RETURNED TO APPLICANT/WILL NOT BE PROCESSED.

|  | Mark "√″ | ' for submitted | documents and | "X" for | lacking documents |  |
|--|----------|-----------------|---------------|---------|-------------------|--|
|--|----------|-----------------|---------------|---------|-------------------|--|

| 2. Mark     | " for submitted documents and "X" for lacking documents.   |
|-------------|--|
|             | EW AND SUBSEQUENT APPLICATION OF ATP -   |
| MANU        | AL <u>BOUND</u> RECEIPTS/INVOICES  |
| 0 1         | BIR Form No. 1906 (2 originals);<br>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.   |
| Additio     | onal documents, if applicable:   |
| 0 1         | If transacting through a Representative:   |
|             | For Individual:  |
|             | <ul><li>1.1 Special Power of Attorney (SPA); (1 original)</li><li>1.2 Any government-issued ID of the authorized representative; (1 photocopy)</li></ul> |
|             | For Non-Individual:  |
|             | 1.1 Board Resolution indicating the purpose and the name of the authorized representative; <b>or</b> Secretary's Certificate; (1 original)               |
|             | 1.2 Any government-issued ID of the authorized representative; (1 photocopy)   |
| FOR NI      | EW AND SUBSEQUENT APPLICATION OF ATP -   |
|             | AL <u>LOOSE LEAF</u> RECEIPTS/INVOICES   |
| $\bigcap$ 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)  |
| O 4         | Last issued ATP for subsequent application. (1 photocopy)  |
| Additio     | onal documents, if applicable:   |
| 0 1         | If transacting through a Representative:<br>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; <b>or</b>   |
|             | Secretary's Certificate; (1 original)  |
|             | 1.2 Any government-issued ID of the authorized representative; (1 photocopy)   |
| Submitte    | ed by: Date:   |
|             | Name of Taxpayer/Representative  |
| Received    |  |
| Poture      | Officer n of Document/s  |
| Upon p      | reliminary evaluation of the completeness of the application supporting documents, the applicant has been informed of                                    |
|             | supporting documents, the applicant has been informed of   |

the identified lacking documentary requirement/s (marked "X") above for completion or resubmission of application.

| Evaluator/ |    | Return Date of Do |  |
|------------|----|-------------------|--|
| .1         | 41 |                   |  |

#### Acknowledgment by the applicant:

\_, 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.

|                               | Date: |
|-------------------------------|-------|
| ne of Taxnaver/Representative |       |

(Signature over printed name)

WE WANT TO SERVE YOU BETTER AND IMPROVE OUR CLIENT SERVICE STANDARDS.



#### CHECKLIST OF DOCUMENTARY REOUIREMENTS OF11-09.2020.00

BIR's Copy BUREAU OF INTERNAL REVENUE



#### REGISTRATION OF BOOKS OF ACCOUNTS

#### **IMPORTANT**:

DDIMADV DECHIDEMENTS

1. Processing of transactions commences only upon submission of complete documents. **INCOMPLETE REQUIREMENTS WILL BE** RETURNED TO APPLICANT/WILL NOT BE PROCESSED.

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

| - Millian             | IKI KEQUIKEMENIS   |
|-----------------------|--|
| 0 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)  |
|                       | <ul> <li>For Non-Individual:</li> <li>2.1 Board Resolution indicating the purpose and the name of the authorized representative; or Secretary's Certificate; (1 original)</li> <li>2.2 Any government-issued ID of the authorized representative; (1 photocopy)</li> </ul>   |
| ADDIT                 | TONAL DOCUMENTS:   |
|                       | TRATION OF MANUAL BOOKS OF ACCOUNTS (NEW OR QUENT)   |
| 0 1                   | New sets of permanently bound books of accounts.   |
| REGIS                 | TRATION OF MANUAL LOOSE-LEAF BOOKS OF ACCOUNTS   |
| 0 1                   | Permit to Use Loose Leaf Books of Accounts; (1 photocopy)  |
| <u>2</u>              | 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)  |
| REGIS                 | TRATION OF COMPUTERIZED BOOKS OF ACCOUNTS  |
| <u> </u>              | 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)   |
| Submit                | tted by: Date:   |
|                       | Name of Taxpayer/Representative  |
| Receiv                | Officer  |
| Upon pand its identif | or of Document/s or of the completeness of the application supporting documents, the applicant has been informed of the ied lacking documentary requirement/s (marked "X") above inpletion or resubmission of application.   |
|                       | Evaluator/Officer Return Date of Document/s:   |
|                       | wledgment by the applicant:  |
|                       |  |

Name of Taxpayer/Representative (Signature over printed name)

process deficient or incomplete applications or requests.

WE WANT TO SERVE YOU BETTER AND IMPROVE OUR CLIENT SERVICE STANDARDS.

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

Date:

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

CDR F1105B

#### CHECKLIST OF DOCUMENTARY REQUIREMENTS ÕF11-09.2020.00

BUREAU OF INTERNAL REVENUE

ANNEX "A7"

#### **REGISTRATION OF BOOKS OF ACCOUNTS**

#### IMPORTANT:

Processing of transactions commences only upon submission of complete documents. **INCOMPLETE REQUIREMENTS WILL BE** RETURNED TO APPLICANT/WILL NOT BE PROCESSED.

| PRIMA         | RY REQUIREMENTS  |
|---------------|--|
|               | BIR Form No. 1905 (2 originals);   |
| $\overline{}$ |  |
| <u> </u>      | 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)   |
| ADDIT         | TONAL DOCUMENTS:   |
|               | FRATION OF MANUAL BOOKS OF ACCOUNTS (NEW OR  |
|               | QUENT)   |
| 0 1           | New sets of permanently bound books of accounts.   |
| REGIST        | FRATION OF MANUAL LOOSE-LEAF BOOKS OF ACCOUNTS   |
| 0 1           | Permit to Use Loose Leaf Books of Accounts; (1 photocopy)  |
| <u>2</u>      | Permanently bound Loose Leaf Books of Accounts;  |
| <u>3</u>      | Affidavit attesting the completeness, accuracy and   |
| 0             | correctness of entries in Books of Accounts and the number   |
|               | of Loose Leaf used for the period covered. (1 original)  |
|               | FRATION OF COMPUTERIZED BOOKS OF ACCOUNTS  |
| $\bigcup 1$   | Permit to Use (PTU)Computerized Accounting System  |
|               | (CAS)/ Computerized Books of Accounts (CBA) and/or its<br>Components or Acknowledgement Certificate, if applicable;    |
|               | (1 photocopy)  |
| <u>2</u>      | 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)                |
| <u>3</u>      | Affidavit attesting the completeness, accuracy and   |
| $\bigcup_{s}$ | 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)   |
| Submitte      | ed by: Date:   |
|               | Name of Taxpayer/Representative  |
| Received      | d by: Date:  |
|               | Officer  |
|               | of Document/s  |
|               | oreliminary evaluation of the completeness of the application supporting documents, the applicant has been informed of |
|               | entified lacking documentary requirement/s (marked "X")  |
|               | for completion or resubmission of application.   |
| _             |  |
|               | Evaluator/Officer Return Date of Document/s:   |
| Ackno         | wledgment by the applicant:  |
| I             | , of legal age, hereby acknowledge the   |
|               | ted lacking documentary requirement/s (marked "X") and that pursuant to the IRR of RA 11032 otherwise known            |

Name of Taxpayer/Representative (Signature over printed name)

process deficient or incomplete applications or requests.

WE WANT TO SERVE YOU BETTER AND IMPROVE OUR CLIENT SERVICE STANDARDS.

as "Ease of Doing Business and Efficient Government Service

Delivery Act of 2018", the government office or agency shall not

Date:

QF11-10.2020.00



1100 REVISED JAN2020

ANNEX "A8

CHECKLIST OF DOCUMENTARY REQUIREMENTS

QF11-10.2020.00



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.
- Mark "√" for submitted documents and "X" for lacking documents.

| <u> </u>                                 |
|--|
| ACCOUNTS/RECEIPTS AND INVOICES           |
| PERMIT TO USE MANUAL LOUSE LEAF BOOKS OF |

- BIR Form No. 1900 (2originals);
- Sample Format and print-out to be used; (1 original)
- 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:

- 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)

|               | representative, (1 photocopy)   |       |
|---------------|---------------------------------|-------|
| 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.

| <br> | <br>     | <br>  |        | <br> | <br> |
|------|----------|-------|--------|------|------|
|      | /Officer |       | Return |      |      |
| <br> | <br>- 1  | <br>· |        | <br> | <br> |

#### Acknowledgment by the applicant:

\_\_\_, 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.

|                                 | Date: |  |
|---------------------------------|-------|--|
| Name of Taxpayer/Representative |       |  |
| (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.



#### APPLICATION FOR PERMIT TO USE

#### IMPORTANT:

CDR

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) |

- 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

بيما لم مطعة مصطادي

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:

\_\_, 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.

|      |            | Date: |
|------|------------|-------|
| 6.00 | <b>'</b> D |       |

Name of Taxpayer/Representative (Signature over printed name)

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.

WE WANT TO SERVE YOU BETTER AND IMPROVE OUR CLIENT

#### CHECKLIST OF DOCUMENTARY REOUIREMENTS OF11-11.2020.00

BIR's Copy INTERNAL REVENUE

ANNEX

("A9.

### CHECKLIST OF DOCUMENTARY REOUIREMENTS



**REGISTRATION INFORMATION UPDATES** 

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  | r)                    |  |
| (original for presentation)   |                       |  |
| 3 Personal appearance, no representative;   |                       |  |
| 4 Affidavit of Loss, in case of replacement of (1 original)                               | lue to lost TIN Card; |  |
| 5 P100.00 replacement fee, in case of loss of   | or damage.            |  |
| CHANGE IN CIVIL STATUS  |                       |  |
| 1 BIR Form No. 1905 (2 originals);  |                       |  |
| 2 Marriage Contract or Court Order (declar marriage); (1 photocopy)                       | ration of nullity of  |  |
| 3 Letter Request for temporary use of old r<br>(for female business taxpayers) if applica | 1 /                   |  |
| Additional documents, if applicable:  |                       |  |
| 1 If transacting through a Representative:  |                       |  |

#### CHANGE IN REGISTERED NAME/TRADE NAME: HANGE/ADD IN REGISTERED ACTIVITIES/LINE OF BUSINESS

1.1 Special Power of Attorney (SPA); (1 original)

| CHAN          | de/ADD IN REGISTERED ACTIVITIES/EINE OF DO |
|---------------|--|
| $\bigcap_{1}$ | RIR Form No. 1905 (2 originals)            |

representative; (1 photocopy)

- Amended SEC Certificate of Registration/ DTI Certificate (for th change in registered name/trade name); (1 photocopy)
  - Amended Mayor's Permit or SEC Certificate of Registration (for the change/add in registered activities/line of business) if applicable; (1 photocopy) and

1.2 Any government-issued ID of the taxpayer and authorized

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)

| ,             | government-issued ID of the author resentative; (1 photocopy) | ized  |
|---------------|---|-------|
| Submitted by: | Name of Taxpayer/Representative                               | Date: |
| Received by:  | Officer   | Date: |
| D . CD        |   |       |

### 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.

| Evaluatory officer |                         |     |
|--------------------|-------------------------|-----|
| Evaluator/Officer  | Return Date of Document | /c· |

#### Acknowledgment by the applicant:

\_, 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.

|                                 | Date: |  |
|---------------------------------|-------|--|
| Name of Taxpayer/Representative |       |  |

(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.

0F11-11.2020.00

ANNEX "A9.1"

#### **REGISTRATION INFORMATION UPDATES**

#### IMPORTANT:

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 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:  |  |  |  |
| 1 If transacting through a Representative:  |  |  |  |
| For Individual:   |  |  |  |
| <ul><li>1.1 Special Power of Attorney (SPA); (1 original)</li><li>1.2 Any government-issued ID of the taxpayer and authorized representative; (1 photocopy)</li></ul> |  |  |  |
| For Non-Individual:   |  |  |  |
| 1.1 Board Resolution indicating the purpose and the name  |  |  |  |
| of the authorized representative; <b>or</b> Secretary's   |  |  |  |
| Certificate; (1 original) 1.2 Any government-issued ID of the authorized  |  |  |  |
| representative; (1 photocopy)   |  |  |  |
| Submitted by: Date:   |  |  |  |
| Name of Taxpayer/Representative   |  |  |  |

#### Return of Document/s

Received by:

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.

Officer

| Evaluator/Officer              | Return Date of Document/s: |
|--------------------------------|----------------------------|
| knowledgment by the annlicant: |                            |

, 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.

| Date: |
|-------|
|       |

Date:

(Signature over printed name) WE WANT TO SERVE YOU BETTER AND IMPROVE OUR CLIENT



QF11-12.2020.00



ANNEX

#### 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 A for facking 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)  |  |  |  |
| <ul> <li>For Non-Individual:</li> <li>1.1 Board Resolution indicating the purpose and the name of the authorized representative; or Secretary's Certificate; (1 original)</li> <li>1.2 Any government-issued ID of the authorized representative; (1 photocopy)</li> </ul>  |  |  |  |
| 2 For Replacement of Lost COR/ATP   |  |  |  |
| - Affidavit of Loss; (1 original)   |  |  |  |
| <ul> <li>For Change in Accounting Period</li> <li>Letter request indicating the reasons and change in accounting period; (1 original)</li> <li>Securities and Exchange Commission (SEC) Certificate of Filing of Amended By-Laws showing the change in accounting period; (1 certified true copy)</li> <li>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)</li> <li>Sworn Undertaking to File a Separate Final/Adjustment Return. (1 original)</li> </ul> |  |  |  |
| 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:  |  |  |  |
| <b>Return of Document/s</b> 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:

\_, 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)

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** 

# F1105U REVISED JAN2020

### CHECKLIST OF DOCUMENTARY REQUIREMENTS

QF11-12.2020.00



ANNEX "A9.2"

#### REGISTRATION INFORMATION UPDATES

#### IMPORTANT:

| 1.       |               |      | essing of transactions commences only upon submission of  |
|----------|---------------|------|---|
|          |               |      | lete documents. <u>INCOMPLETE REQUIREMENTS WILL BE</u>  |
| 2.       |               |      | IRNED TO APPLICANT/WILL NOT BE PROCESSED. "√" for submitted documents and "X" for lacking documents |
|          |               |      | REGISTRATION INFORMATION UPDATES  |
|          | $\overline{}$ |      |   |
|          | $\cup$        | 1    | BIR Form No. 1905 (2 original copies);  |
| <u> </u> | \dd           | itio | nal documents:  |
| (        | $\supset$     | 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; <b>or</b> Secretary's   |
|          |               |      | Certificate; (1 original)   |
|          |               |      | 1.2 Any government-issued ID of the authorized representative; (1 photocopy)                        |
| _        | $\overline{}$ |      |   |
| (        |               | 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 th  |
|          |               |      | the request has not been filed or previously acted upor   |
|          |               |      | by the BIR National Office; (1 original)  |
|          |               |      | - Sworn Undertaking to File a Separate Final/Adjustmen  |
|          |               |      | 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)

| or similar certificates; (1 photocopy) |       |
|--|-------|
| or similar certificates, (1 photocopy) |       |
| ubmitted by:                           | Date: |
| Name of Taxpaver/Representative        |       |

5 For Change/Add Incentive Details

#### Officer Return of Document/s

Si

Received by:

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: |
|---------------------------------|----------------------------|
| cknowledgment by the applicant: |                            |

#### A

, 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.

Date:

Date:

Name of Taxpayer/Representative (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.



QF11-13.2020.00



ANNEX

### 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 " $\checkmark$ " for submitted documents and "X" for lacking documents.   |
|---|
| REQUIREMENTS FOR ALL CASES:   |
| 1 If transacting through a Representative:  |
| For Individual:   |
| <ul><li>1.1 Special Power of Attorney (SPA); (1 original)</li><li>1.2 Any government-issued ID of the taxpayer and authorized representative; (1 photocopy)</li></ul>   |
| For Non-Individual:   |
| <ul> <li>1.1 Board Resolution indicating the purpose and the name of the authorized representative; or Secretary's Certificate; (1 original)</li> <li>1.2 Any government-issued ID of the authorized representative; (1 photocopy)</li> </ul>   |
| 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)  |
| - 2 <sup>nd</sup> copy – old RDO's file copy<br>-3 <sup>rd</sup> 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 - $2^{nd}$ copy – old RDO's file copy  |
| - 3 <sup>rd</sup> copy – taxpayer's file copy   |
| B.2 SUBMIT TO NEW RDO   |
| 1 BIR Form No. 1905; (2 originals)  |
| <ul> <li>For Non-individual Taxpayers only:</li> <li>Amended Articles of Incorporation/Partnership/Cooperation bearing the taxpayer's new principal business address; (1 photocopy) and</li> <li>Certificate of Filing of Amended Articles of Incorporation/COR of Amendments to Articles of Cooperation and By-Laws (1 photocopy)</li> </ul> |
| 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 (2 <sup>nd</sup> copy) by old RDO; (1 original)  |
| 5 3 <sup>rd</sup> copy of Transfer Commitment Form, if applicable, together with the 3 <sup>rd</sup> copy of BIR Form No. 1905 duly received by old RDO. (1 photocopy)  |
| Submitted by: Date: Name of Taxpayer/Representative   |

#### Officer Return of Document/s

Received by:

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 |
|-----------|----------|
| <br>      |          |

Return Date of Document/s:

Date:

#### Acknowledgment by the applicant:

, 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.

> Date: Name of Taxpayer/Representative

(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.



### CHECKLIST OF DOCUMENTARY REQUIREMENTS

QF11-13.2020.00



#### **REGISTRATION INFORMATION UPDATES**

#### IMPORTANT:

| RE          | GISTRATION INFORMATION UPDATES  |
|-------------|---|
| IMPO        | RTANT:  |
| 1. Pr       | rocessing of transactions commences only upon submission of omplete documents. <a href="INCOMPLETE REQUIREMENTS WILL BE">INCOMPLETE REQUIREMENTS WILL BE</a> <a href="ETURNED TO APPLICANT/WILL NOT BE PROCESSED">ETURNED TO APPLICANT/WILL NOT BE PROCESSED</a> .  ark "\sqrt{"} for submitted documents and "X" for lacking documents |
| REQUI       | REMENTS FOR ALL CASES:  |
| <u></u> 1   | If transacting through a Representative:  |
|             | For Individual:   |
|             | <ul><li>1.1 Special Power of Attorney (SPA); (1 original)</li><li>1.2 Any government-issued ID of the taxpayer and authorized representative; (1 photocopy)</li></ul>   |
|             | For Non-Individual:   |
|             | <ul> <li>1.1 Board Resolution indicating the purpose and the name of the authorized representative; or Secretary's Certificate; (1 original)</li> <li>1.2 Any government-issued ID of the authorized representative; (1 photocopy)</li> </ul>   |
| PRIMA       | RY REQUIREMENTS PER CASE:   |
|             | ANSFER OF REGISTRATION OF INDIVIDUALS NOT ENGAGED IN SINESS (E.O 98/ONETT/EMPLOYEE)   |
| <u> </u>    | BIR Form No. 1905 (2 originals);  |
|             | ANSFER OF BUSINESS REGISTRATION TO ANOTHER RDO EAD OFFICE AND/OR BRANCH)  |
| B.1 SU      | JBMIT TO OLD RDO  |
| 01          | BIR Form No. 1905 (3 originals) all copy for stamping "Received";   |
|             | -1 <sup>st</sup> copy – to be forwarded to new RDO by old RDO, attached to<br>Transfer Related Docket (TRD)   |
|             | - 2 <sup>nd</sup> copy – old RDO's file copy  |
|             | -3 <sup>rd</sup> copy – taxpayer's file copy  |
| (<br>a      | nventory 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) [st 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   |
|             | - 2 <sup>nd</sup> copy – old RDO's file copy  |
|             | - 3 <sup>rd</sup> copy – taxpayer's file copy   |
| B.2 SU      | JBMIT TO NEW RDO  |
| 01          | BIR Form No. 1905; (2 originals)  |
| $\bigcap 2$ | For Non-individual Taxpayers only:  |
|             | <ul> <li>Amended Articles of Incorporation/Partnership/Cooperation bearing the taxpayer's new principal business address; (1 photocopy) and</li> <li>Certificate of Filing of Amended Articles of Incorporation/COR of Amendments to Articles of Cooperation and By-Laws (1 photocopy)</li> </ul>                                       |
| 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)  |
| <u>4</u>    | Unused principal and supplementary receipts/invoices for re-stamping per approved inventory list ( $2^{nd}$ copy) by old RDO; (1 original)  |
| <u>5</u>    | $3^{rd}$ copy of Transfer Commitment Form, if applicable, together with the $3^{rd}$ copy of BIR Form No. 1905 duly received by old RDO. (1 photocopy)  |
| Çııhı       | mitted by:  |
| Subi        | mitted by: Date:<br>Name of Taxpayer/Representative   |
|             |   |
| Rece        | eived by: Date:   |
|             | Off   |

### Return of Document/s

Ac

pr

Evaluator/Officer

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.

| 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.        |  |  |

Return Date of Document/s:

Date:

Name of Taxpayer/Representative (Signature over printed name)

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



QF11-14.2020.00



**CDR** F1105C

CHECKLIST OF DOCUMENTARY REQUIREMENTS

QF11-14.2020.00



ANNEX "A11"

# ANNEX "A11" **CANCELLATION OF TIN**

#### IMPORTANT:

- Processing of transactions commences only upon submission of complete documents. **INCOMPLETE REQUIREMENTS WILL BE** RETURNED TO APPLICANT/WILL NOT BE PROCESSED.

| Mark "√" f                     | or submitted documents and "X" for lacking documents.   |
|--------------------------------|---|
| CANCELLAT                      |   |
| - Due                          | e to Death or Identical/Multiple-TIN  |
| U 1 BI                         | R Form No. 1905 (2 originals);  |
| _                              | eath Certificate, in case of death of an individual; (1 otocopy)  |
| - CLOSURE C                    | OF BUSINESS   |
|                                | TION OF TIN/REGISTRATION DUE TO DISSOLUTION,<br>R CONSOLIDATION   |
| 1 BI                           | R Form No. 1905 (2 originals);  |
|                                | st of ending inventory of goods, supplies, including pital good; (1 original)   |
| _                              | ventory of unused sales invoices/official receipts I/OR); (1 original)  |
| un<br>de<br>etc<br>CC          | nused sales invoices/official receipts and all other nutilized accounting forms (e.g., vouchers, bit/credit memos, delivery receipts, purchase orders, c.) including business notices and permits as well as DR shall be subject for destruction to be witnessed by R personnel and officials; (1 original) |
|                                | locuments for Cancellation of TIN/Registration of Business, if applicable:  |
| For                            | ransacting through a Representative: Individual: Special Power of Attorney (SPA); (1 original) Any government-issued ID of the taxpayer and authorized representative; (1 photocopy)  |
| For                            | Non-Individual:   |
|                                | Board Resolution indicating the purpose and the name of the authorized representative; <b>or</b> Secretary's Certificate; (1 original) Any government-issued ID of the authorized representative; (1 photocopy)   |
| ubmitted by:                   | Date:   |
| abiliteea by i                 | Name of Taxpayer/Representative   |
| eceived by:                    | Date:   |
| D                              | Officer   |
| and its suppo<br>the identifie | inary evaluation of the completeness of the application or ting documents, the applicant has been informed of d lacking documentary requirement/s (marked "X")  |

| Evaluator/Officer | Return Date of Document/s: |
|-------------------|----------------------------|
|                   |                            |

### Acknowledgment by the applicant:

\_, 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)

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.

#### **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.
- Mark "✓" for submitted documents and "X" for lacking documents.

#### **CANCELLATION OF TIN**

- Due to Death or Identical/Multiple-TIN BIR Form No. 1905 (2 originals);
- Death Certificate, in case of death of an individual; (1 photocopy)
- CLOSURE OF BUSINESS
- CANCELLATION OF TIN/REGISTRATION DUE TO DISSOLUTION, MERGER OR CONSOLIDATION
- BIR Form No. 1905 (2 originals);
- List of ending inventory of goods, supplies, including capital good; (1 original)
- Inventory of unused sales invoices/official receipts (SI/OR); (1 original)
  - 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:  |                                 | 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:

\_, 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)

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.

