



APPLICATION FOR REGISTRATION –
CHECKLIST OF DOCUMENTARY
REQUIREMENTS

SELF-EMPLOYED INDIVIDUALS, ESTATES AND TRUSTS

IMPORTANT:

1. Processing of transactions commence only upon submission of COMPLETE DOCUMENTS.
2. Mark "✓" for submitted documents and "X" for lacking documents.

FOR SELF-EMPLOYED, PROFESSIONALS, MIXED INCOME EARNERS

- 1 BIR Form No. 1901;
 - 2 Any identification issued by an authorized government body (e.g. Birth Certificate, passport, driver's license, CTC) that shows the name, address and birthdate of the applicant;
 - 3 Photocopy of Mayor's Business Permit; or Duly received Application for Mayor's Business Permit, if the former is still in process with the LGU; and/or Professional Tax Receipt/Occupational Tax Receipt issued by the LGU; or DTI Certificate;
 - 4 New sets of permanently bound books of accounts; and
 - 5 Proof of Payment of Annual Registration Fee (ARF) (if with existing TIN or applicable after TIN issuance)
 - 6 BIR Form No. 1906;
 - 7 Final & clear sample of Principal Receipts/ Invoices;
- Additional documents, if applicable:**
- 1 Photocopy of the Trust Agreement (for Trusts);
 - 2 Photocopy of the Death Certificate of the deceased (for Estate under judicial settlement);
 - 3 Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity;
 - 4 Proof of Registration/Permit to Operate BOI/BOI-ARMM, PEZA, BCDA and SBMA

Submitted by: _____ Date: _____
Name of Taxpayer

Received by: _____ Date: _____
Officer

Acknowledgement by applicant:

I _____, of legal age, hereby acknowledge the identified lacking documentary requirement/s (marked with "X") which I commit to submit within five (5) working days. I understand that my application will only be processed upon submission of complete document/s.

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

Validated/Noted by: _____ Date: _____
CSS Personnel



APPLICATION FOR REGISTRATION –
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CORPORATIONS, PARTNERSHIPS (TAXABLE OR NON-TAXABLE)

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FOR CORPORATIONS/PARTNERSHIPS

- 1 BIR Form No. 1903;
 - 2 Photocopy of SEC Certificate of Incorporation; or Photocopy Certificate of Recording (in case of partnership); or Photocopy of License to Do Business in the Philippines (in case of foreign corporation);
 - 3 Articles of Incorporation; or Articles of Partnerships,
 - 4 Photocopy of Mayor's Business Permit; or Duly received Application for Mayor's Business Permit, if the former is still in process with the LGU;
 - 5 New sets of permanently bound books of accounts; and
 - 6 Proof of Payment of Annual Registration Fee (ARF) (not applicable to those exempt from the imposition of ARF)
 - 7 BIR Form No. 1906;
 - 8 Final & clear sample of Principal Receipts/ Invoices;
- Additional documents, if applicable:**
- 1 Memorandum of Agreement (for JOINT VENTURE)
 - 2 Franchise Agreement;
 - 3 Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity;
 - 4 Proof of Registration/Permit to Operate with BOI, BOI-ARMM, SBMA, BCDA, PEZA;

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Name of Taxpayer

Received by: _____ Date: _____
Officer

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

Validated/Noted by: _____ Date: _____
CSS Personnel



APPLICATION FOR REGISTRATION –
CHECKLIST OF DOCUMENTARY
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COOPERATIVES, ASSOCIATIONS (TAXABLE OR NON-TAXABLE)

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FOR GAIs AND LGUs

- 1 BIR Form No. 1903;
- 2 Photocopy of Unit or Agency's Charter;

FOR COOPERATIVES

- 1 BIR Form No. 1903;
- 2 Photocopy of Cooperative Development Authority (CDA) Certificate of Registration; and
- 3 Articles of Cooperation

FOR HOME OWNER'S ASSOCIATION

- 1 BIR Form No. 1903;
- 2 Photocopy of Certificate of Registration issued by Housing and Land Use Regulatory Board (HLURB); and
- 3 Articles of Association

FOR LABOR ORGANIZATION, ASSOC. OR GROUP OF UNION OR WORKERS

- 1 BIR Form No. 1903;
- 2 Photocopy of Certificate of Registration issued by the Department of Labor and Employment (DOLE); and
- 3 Constitution and by-laws of the applicant union

FOR FOREIGN EMBASSIES

- 1 BIR Form No. 1903;
- 2 Endorsement from Department of Foreign Affairs (DFA)

FOR INTERNATIONAL ORGANIZATIONS

- 1 BIR Form No. 1903;
- 2 Host agreement or any international agreement duly certified by DFA

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Officer

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Name of Taxpayer/Representative
(Signature over printed name)

Date:

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CSS Personnel



APPLICATION FOR REGISTRATION –
CHECKLIST OF DOCUMENTARY
REQUIREMENTS

REGISTRATION OF BRANCH AND FACILITY TYPES

IMPORTANT:

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REGISTRATION OF BRANCH/FACILITY TYPE - INDIVIDUAL

- 1 BIR Form No. 1901;
- 2 Photocopy of Mayor's Business Permit; or Duly received Application for Mayor's Business Permit, if the former is still in process with the LGU; and/or Professional Tax Receipt/Occupational Tax Receipt issued by the LGU; or DTI Certificate;

- 3 New sets of permanently bound books of accounts; and
- 4 Proof of Payment of Annual Registration Fee (ARF)
- 5 BIR Form No. 1906;
- 6 Final & clear sample of Principal Receipts/ Invoices;

REGISTRATION OF BRANCH/FACILITY TYPE – NON-INDIVIDUAL

- 1 BIR Form No. 1903;
- 2 Photocopy of Mayor's Business Permit; or Duly received Application for Mayor's Business Permit if the former is still in process with the LGU; and/or Board Resolution/Secretary Certificate stating the Branch Establishment;

- 3 New sets of permanently bound books of accounts; and
- 4 Proof of Payment of Annual Registration Fee (ARF) (not applicable to those exempt from the imposition of ARF)
- 5 BIR Form No. 1906;
- 6 Final & clear sample of Principal Receipts/ Invoices;

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Name of Taxpayer

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Officer

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Name of Taxpayer/Representative
(Signature over printed name)

Date:

Validated/Noted by: _____ Date: _____
CSS Personnel





APPLICATION FOR REGISTRATION –
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EMPLOYEES

IMPORTANT:

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FOR LOCAL EMPLOYEE

- 1 BIR Form No. 1902;
- 2 Any identification issued by an authorized government body (e.g. Birth Certificate, passport, driver's license, CTC) that shows the name, address and birthdate of the applicant;
- 3 Marriage contract, if applicable;

FOR ALIEN EMPLOYEE

- 1 BIR Form No. 1902;
- 2 Passport; and
- 3 Working Permit

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Officer

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

Validated/Noted by: _____ Date: _____
CSS Personnel



APPLICATION FOR REGISTRATION –
CHECKLIST OF DOCUMENTARY
REQUIREMENTS

PURELY TIN ISSUANCE (NON-BUSINESS)

IMPORTANT:

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FOR E.O. 98 - INDIVIDUAL

- 1 BIR Form No. 1904;
- 2 Any identification issued by an authorized government body (e.g. Birth Certificate, passport, driver's license, CTC) that shows the name, address and birthdate of the applicant; or
- 3 Passport (in case of Non-Resident Alien not Engaged in Trade or Business)

FOR E.O. 98 - NON-INDIVIDUAL

- 1 BIR Form No. 1904;
- 2 Any 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)

Submitted by: _____ Date: _____
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Officer

Acknowledgement by applicant:

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

Validated/Noted by: _____ Date: _____
CSS Personnel





**APPLICATION FOR REGISTRATION –
CHECKLIST OF DOCUMENTARY
REQUIREMENTS**

PURELY TIN ISSUANCE (NON-BUSINESS)

IMPORTANT:

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FOR ONETT – Transfer Of Properties By Succession (Estate With No Proprietary Activities)

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

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 Any identification issued by an authorized government body (e.g. Birth Certificate, passport, driver's license, CTC) that shows the name, address and birthdate of the applicant;

Submitted by: _____ Date: _____
Name of Taxpayer

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Officer

Acknowledgement by applicant:

I _____, of legal age, hereby acknowledge the identified lacking documentary requirement/s (marked with "X") which I commit to submit within five (5) working days. I understand that my application will only be processed upon submission of complete document/s.

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

Validated/Noted by: _____ Date: _____
CSS Personnel



**APPLICATION FOR AUTHORITY TO PRINT –
CHECKLIST OF DOCUMENTARY
REQUIREMENTS**

AUTHORITY TO PRINT (ATP) RECEIPTS/INVOICES

IMPORTANT:

1. Processing of transactions commence only upon submission of COMPLETE DOCUMENTS.
2. Mark "✓" for submitted documents and "X" for lacking documents.

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

- 1 BIR Form No. 1906;
- 2 Job order;
- 3 Final & clear sample of Principal and Supplementary Receipts/ Invoices;
- 4 Photocopy of last issued ATP or PCD; or Any booklet from the last issued ATP for subsequent application

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

- 1 BIR Form No. 1906;
- 2 Permit to Use Loose-Leaf Official Receipts or Sales Invoices;
- 3 Job order;
- 4 Final & clear sample of Principal and Supplementary Receipts/ Invoices;
- 5 Photocopy of last issued ATP or PCD; or Any booklet from the last issued ATP for subsequent application

Submitted by: _____ Date: _____
Name of Taxpayer

Received by: _____ Date: _____
Officer

Acknowledgement by applicant:

I _____, of legal age, hereby acknowledge the identified lacking documentary requirement/s (marked with "X") which I commit to submit within five (5) working days. I understand that my application will only be processed upon submission of complete document/s.

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

Validated/Noted by: _____ Date: _____
CSS Personnel





APPLICATION FOR REGISTRATION – CHECKLIST OF DOCUMENTARY REQUIREMENTS

BOOKS OF ACCOUNTS

IMPORTANT:

1. Processing of transactions commence only upon submission of COMPLETE DOCUMENTS.
2. Mark "✓" for submitted documents and "X" for lacking documents.

REGISTRATION OF MANUAL BOOKS OF ACCOUNTS (NEW OR SUBSEQUENT)

- 1 BIR Form No. 1905;
- 2 New sets of permanently bound books of accounts;
- 3 Official Appointment Book (for Professionals only);

REGISTRATION OF MANUAL LOOSE LEAF BOOKS OF ACCOUNTS

- 1 BIR Form No. 1905;
- 2 Permit to Use Loose Leaf Books of Accounts;
- 3 Permanently bound Loose Leaf Books of Accounts;
- 4 Affidavit attesting the completeness, accuracy and correctness of entries in Books of Accounts and the number of Loose Leaf used for period covered

REGISTRATION OF COMPUTERIZED BOOKS OF ACCOUNTS

- 1 BIR Form No. 1905;
- 2 Permit to Use Computerized Accounting System (CAS)/ Computerized Books of Accounts (CBA) and/or its Components;
- 3 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;
- 4 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

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Officer

Acknowledgement by applicant:

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

Validated/Noted by: _____ Date: _____
CSS Personnel



CHECKLIST OF DOCUMENTARY REQUIREMENTS

APPLICATION FOR PERMIT TO USE

IMPORTANT:

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

- 1 BIR Form No. 1900;
- 2 Job order;
- 3 Sample Format and print-out to be used;
- 4 Photocopy of last issued ATP or PCD; or Any booklet from the last issued ATP for subsequent application

PERMIT TO USE COMPUTERIZED ACCOUNTING SYSTEM (CAS)/COMPUTERIZED BOOKS OF ACCOUNTS (CBA) AND/OR ITS COMPONENTS/MIDDLEWARE/ELECTRONIC STORAGE SYSTEM (ESS)

- 1 BIR Form No. 1900;
- 2 Photocopy of previously issued Certificate of Accreditation and/or Permit to Use, with Original Copy/Certified True Copy (for validation purpose), if applicable;
- 3 Company/Taxpayer Profile;
- 4 Software Specification and its interfaces/version number/release number
- 5 Proof of system ownership or License Agreement, whichever is applicable

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

Validated/Noted by: _____ Date: _____
CSS Personnel



APPLICATION FOR REGISTRATION INFO. UPDATES-
CHECKLIST OF DOCUMENTARY
REQUIREMENTS

REGISTRATON INFORMATION UPDATES

IMPORTANT:

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CHANGE IN CIVIL STATUS

- 1 BIR Form No. 2305;
- 2 Marriage Contract or Court Order (declaration of nullity of marriage); and
- 3 Letter Request for temporary use of old receipts/ invoices (for business taxpayers) if applicable

UPDATE OF EXEMPTION

- 1 BIR Form No. 2305;
- 2 Waiver of husband on his right to claim additional exemptions, if wife claims;
- 3 Photocopy of Birth Certificate of dependents

CHANGE IN REGISTERED NAME/TRADE NAME

- 1 BIR Form No. 1905;
- 2 Amended SEC Registration/DTI Certificate; and
- 3 Letter Request for temporary use of old receipts/ invoices (for business taxpayers) if applicable

CHANGE/ADD IN REGISTERED ACTIVITIES/LINE OF BUSINESS

- 1 BIR Form No. 1905;
- 2 Photocopy of Amended Mayor's Permit or SEC Certificate of Registration if applicable; and
- 3 Letter Request for temporary use of old receipts/ invoices (for business taxpayers) if applicable

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Name of Taxpayer

Received by: _____ Date: _____
Officer

Acknowledgement by applicant:

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Name of Taxpayer/Representative
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CSS Personnel



APPLICATION FOR REGISTRATION INFO. UPDATES-
CHECKLIST OF DOCUMENTARY
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REGISTRATION INFORMATION UPDATES

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CHANGE/ADD TAX TYPE DETAILS

- 1 BIR Form No. 1905;

CHANGE IN ACCOUNTING PERIOD

- 1 BIR Form No. 1905;
- 2 Photocopy of the Securities and Exchange Commission (SEC) Certificate of Filing of Amended By-Laws showing the change in accounting period

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APPLICATION FOR REGISTRATION INFO. UPDATES-
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TRANSFER OF REGISTRATION

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

- 1 BIR Form No. 1905;

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

- 1 BIR Form No. 1905;
- 2 Photocopy of Mayor's Business Permit; or
Duly received Application for Mayor's Business Permit, if the former is still in process with the LGU; and/or
Professional Tax Receipt/Occupational Tax Receipt issued by the LGU; or DTI Certificate;

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

A. FROM OLD RDO

- 1 BIR Form No. 1905;
- 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

B. FROM NEW RDO

- 1 BIR Form No. 1905;
- 2 Photocopy of Amended SEC Certificate bearing the taxpayer's new business address;
- 3 Photocopy of Mayor's Business Permit; or
Duly received Application for Mayor's Business Permit, if the former is still in process with the LGU;
- 4 Unused principal and supplementary receipts/invoices for re-stamping per approved inventory list by old RDO;
- 5 Transfer Commitment Form

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Name of Taxpayer/Representative
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Date: _____

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APPLICATION FOR REGISTRATION INFO. UPDATES-
CHECKLIST OF DOCUMENTARY
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CANCELLATION OF TIN

IMPORTANT:

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CANCELLATION OF TIN/REGISTRATION/CLOSURE OF BUSINESS

- 1 BIR Form No. 1905;
- 2 Death Certificate, in case of death of an individual;
- 3 List of ending inventory of goods, supplies, including capital good
- 4 Inventory of unused sales invoices/official receipts (SI/OR);
- 5 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

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Name of Taxpayer/Representative
(Signature over printed name)

Date: _____

Validated/Noted by: _____ Date: _____
CSS Personnel