

REPUBLIC OF THE PHILIPPINES DEPARTMENT OF FINANCE **BUREAU OF INTERNAL REVENUE**

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.
- Mark " \checkmark " 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;
Add	itional 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	l by: Date: Name of Taxpayer
Received 1	by: Date: Officer
Iidentified which I I understa	edgement by applicant:
	Name of Taxpayer/Representative (Signature over printed name)
Validated	/Noted by: Date:





REPUBLIC OF THE PHILIPPINES DEPARTMENT OF FINANCE

BUREAU OF INTERNAL REVENUE

APPLICATION FOR REGISTRATION -CHECKLIST OF DOCUMENTARY REQUIREMENTS

CORPORATIONS, PARTNERSHIPS (TAXABLE OR NON-TAXABLE)

IMPORTANT:

1.	Processing of transactions commence on	ly upon sul	omission	of
	COMPLETE DOCUMENTS.			

2. Mark "✓" for submitted documents and "X" for lacking documents	nts
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	ł
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;	
Submitted by: Date:	
Name of Taxpayer	
Received by: Date:	
Acknowledgement by applicant:	
I, of legal age, hereby acknowledge the	<u>,</u>
identified lacking documentary requirement/s (marked with "X") which I commit to submit within five (5) working days)

1	_ , 01 168	gai age,	nereby	ackiio	wieuge	uie
identified lacking docu	mentary	require	ment/s	(marke	ed with	"X")
which I commit to	submit	within	five (5) wor	king d	lays.
I understand that my submission of complete	1 1		only b	e proce	essed ı	ıpon

submission of complete document/s.	
	Date:
Name of Taxpayer/Representative	
(Signature over printed name)	
Validated/Noted by:	Date:

CSS Personnel



BUREAU OF INTERNAL REVENUE

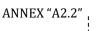
APPLICATION FOR REGISTRATION -CHECKLIST OF DOCUMENTARY REQUIREMENTS

COOPERATIVES, ASSOCIATIONS (TAXABLE OR NON-TAXABLE)

IMPORTANT:

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

1 BIR Form No. 1903; 2 Photocopy of Unit or Agency's Charter;	FURC	JAIS	AND LGUS
Tok Cooperative Date: Da		1	BIR Form No. 1903;
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 Submitted by: Date:		2	Photocopy of Unit or Agency's Charter;
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 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. Date: Name of Taxpayer/Representative (Signature over printed name) Validated/Noted by: Date:	FOR (COOP	PERATIVES
CDA Certificate of Registration; and 3		1	BIR Form No. 1903;
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 Submitted by: Date: Date: Date: Officer Acknowledgement by applicant: 1 Officer Acknowledgement by applicant: 2 Date: Officer Acknowledgement by applicant: 3 Date: Officer Acknowledgement by applicant: 4 Date: Of	0	2	
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 Submitted by: Date: 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) Validated/Noted by: Date: Date: Date: Signature over printed name)		3	Articles of Cooperation
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 Submitted by: Date: Name of Taxpayer Acknowledgement by applicant: 1, 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) Validated/Noted by: Date:	FOR I	IOMI	E OWNER'S ASSOCIATION
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 Submitted 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. Date: Name of Taxpayer/Representative (Signature over printed name) Validated/Noted by: Date:		1	BIR Form No. 1903;
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 Submitted by: Date:	0	2	
□ 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 Submitted by: Date:		3	Articles of Association
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 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. Date: Name of Taxpayer/Representative (Signature over printed name) Validated/Noted by: Date:	FOR I	ABO	R ORGANIZATION, ASSOC. OR GROUP OF UNION OR WORKERS
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 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. Date: Name of Taxpayer/Representative (Signature over printed name) Validated/Noted by: Date:		1	BIR Form No. 1903;
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 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. Date: Name of Taxpayer/Representative (Signature over printed name) Validated/Noted by: Date:	0	2	
□ 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 Submitted by: □ Date: □ Date: □ Officer Received by: □ 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. □ Date: □ Name of Taxpayer/Representative (Signature over printed name) Validated/Noted by: □ Date:		3	Constitution and by-laws of the applicant union
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 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. Date: Name of Taxpayer/Representative (Signature over printed name) Validated/Noted by: Date:	FOR F	ORE	IGN EMBASSIES
FOR INTERNATIONAL ORGANIZATIONS 1 BIR Form No. 1903; 2 Host agreement or any international agreement duly certified by DFA 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. Date: Name of Taxpayer/Representative (Signature over printed name) Validated/Noted by: Date:		1	BIR Form No. 1903;
I BIR Form No. 1903; Validated/Noted by:		2	Endorsement from Department of Foreign Affairs (DFA)
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. Date: Name of Taxpayer/Representative (Signature over printed name) Validated/Noted by: Date:	FOR I	NTE	RNATIONAL ORGANIZATIONS
Submitted by: Date: 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. Date: Name of Taxpayer/Representative (Signature over printed name) Validated/Noted by: Date:		1	BIR Form No. 1903;
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.	0	2	
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.			
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.	Subn	nitte	
Officer Acknowledgement by applicant: I			Name of Taxpayer
Officer Acknowledgement by applicant: I	Rece	ived	by: Date:
I			•
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. Date: Name of Taxpayer/Representative (Signature over printed name) Validated/Noted by: Date:	Ackn	owl	edgement by applicant:
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. Date: Name of Taxpayer/Representative (Signature over printed name) Validated/Noted by: Date:	Ι		, of legal age, hereby acknowledge the
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. Date: Name of Taxpayer/Representative (Signature over printed name) Validated/Noted by: Date:	ident	ified	
I understand that my application will only be processed upon submission of complete document/s. Date: Name of Taxpayer/Representative (Signature over printed name) Validated/Noted by: Date:			
Name of Taxpayer/Representative (Signature over printed name) Validated/Noted by: Date:	I und	derst	tand that my application will only be processed upon
Name of Taxpayer/Representative (Signature over printed name) Validated/Noted by: Date:			
Name of Taxpayer/Representative (Signature over printed name) Validated/Noted by: Date:			Dete
(Signature over printed name) Validated/Noted by: Date:			
Validated/Noted by: Date:			
			(organiture over printed infine)
CSS Personnel	Valid	lated	
			CSS Personnel





REPUBLIC OF THE PHILIPPINES DEPARTMENT OF FINANCE

BUREAU OF INTERNAL REVENUE

APPLICATION FOR REGISTRATION -CHECKLIST OF DOCUMENTARY REQUIREMENTS

REGISTRATION OF BRANCH AND FACILITY TYPES

IMPORTANT:

1.	Processing of transactions commence only upon submission of	İ
	COMPLETE DOCUMENTS.	

	PLETE DOCUMENTS.
	"" for submitted documents and "X" for lacking documents
REGISTI	RATION 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	,
$\frac{0}{2}$	
5	BIR Form No. 1906;
6	Final & clear sample of Principal Receipts/ Invoices;
REGISTI	RATION OF BRANCH/FACILITY TYPE – NON-INDIVIDUAL
0 1	BIR Form No. 1903;
<u>2</u>	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	3
	(not applicable to those exempt from the imposition of ARF)
5	,
6	Final & clear sample of Principal Receipts/ Invoices;
Cubmitt	and hyp. Data.
Submitte	ed by: Date: Name of Taxpayer
Receive	d by: Date: Officer
Acknow	vledgement by applicant:
I	, of legal age, hereby acknowledge the
	ed lacking documentary requirement/s (marked with "X")
	I commit to submit within five (5) working days.
	stand that my application will only be processed upon sion of complete document/s.
	_
	Name of Taxpayer/Representative
	(Signature over printed name)
Validata	ed/Noted by: Date:
vanuale	.u/110tcu by Date

CSS Personnel



REPUBLIC OF THE PHILIPPINES DEPARTMENT OF FINANCE

BUREAU OF INTERNAL REVENUE

APPLICATION FOR REGISTRATION – CHECKLIST OF DOCUMENTARY REQUIREMENTS

EMPLOYEES

IMPORTANT:

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

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		
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.		
Date:		
Name of Taxpayer/Representative (Signature over printed name)		
Validated/Noted by: Date:		



REPUBLIC OF THE PHILIPPINES DEPARTMENT OF FINANCE

BUREAU OF INTERNAL REVENUE

APPLICATION FOR REGISTRATION – CHECKLIST OF DOCUMENTARY REQUIREMENTS

PURELY TIN ISSUANCE (NON-BUSINESS)

IMPORTANT:

1. Processing of transactions commence only upon submission of COMPLETE DOCUMENTS.

2. Mark "✓	" for submitted documents and "X" for lacking documents.
FOR E.O. 9	8 - 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. 9	98 – NON-INDIVIDUAL
0 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: Name of Taxpayer
Received b	oy: Date: Officer
Acknowle	edgement by applicant:
identified which I I understa	, of legal age, hereby acknowledge the lacking documentary requirement/s (marked with "X") commit to submit within five (5) working days. and that my application will only be processed upon n of complete document/s.
-	Date:
	Name of Taxpayer/Representative (Signature over printed name)
Validated,	/Noted by: Date:

ANNEX "A5.2"

BUREAU OF INTERNAL REVENUE

APPLICATION FOR REGISTRATION -CHECKLIST OF DOCUMENTARY REQUIREMENTS

PURELY TIN ISSUANCE (NON-BUSINESS)

IMPORTANT:

- 1. Processing of transactions commence only upon submission of COMPLETE DOCUMENTS.
- 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 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 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: Date:
Received by: Date:
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.
Date:
Name of Taxpayer/Representative (Signature over printed name)
Validated/Noted by: Date:



REPUBLIC OF THE PHILIPPINES DEPARTMENT OF FINANCE

BUREAU OF INTERNAL REVENUE

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.

	"✓" for submitted documents a	and "X" for lacking documents.
FOR NE	W AND SUBSEQUENT APPLICA	ATION OF ATP –
MANUA	L BOUND RECEIPTS/INVOICES	5
	BIR Form No. 1906;	
<u>2</u>	Job order;	
3	Final & clear sample of Princ Receipts/ Invoices;	cipal and Supplementary
4	Photocopy of last issued ATI Any booklet from the last iss application	
	W AND SUBSEQUENT APPLICA L LOOSE LEAF RECEIPTS/INVO	
0 1	BIR Form No. 1906;	
2	Permit to Use Loose-Leaf Of Invoices;	fficial Receipts or Sales
3	Job order;	
4	Final & clear sample of Princ Receipts/ Invoices;	cipal and Supplementary
5	Photocopy of last issued ATI Any booklet from the last iss application	•
Submitt	red by	Date:
Submitte	Name of Taxpayer	
Receive	d by: Officer	Date:
Acknov	vledgement by applicant:	
identifie which I under	, of legal age, ed lacking documentary required I commit to submit within estand that my application will sion of complete document/s.	ement/s (marked with "X") five (5) working days.
	Name of Taxpayer/Represe (Signature over printed na	
Validate	ed/Noted by:	Date:

CSS Personnel



REPUBLIC OF THE PHILIPPINES DEPARTMENT OF FINANCE

BUREAU OF INTERNAL REVENUE

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;
OVDs 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
Submitted by: Date:
Name of Taxpayer
Received by: Date:
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)
Validated/Noted by: Date: CSS Personnel



REPUBLIC OF THE PHILIPPINES DEPARTMENT OF FINANCE

BUREAU OF INTERNAL REVENUE

CHECKLIST OF DOCUMENTARY REQUIREMENTS

APPLICATION FOR PERMIT TO USE

IJ	V	H	ار	U	ŀ	<u>(</u>	ľ	ŀ	ł	ľ	۷	1	

1.	Processing of transactions commence only upon submission of
	COMPLETE DOCUMENTS.
2.	Mark "✓" for submitted documents and "X" for lacking docume
P	PERMIT TO USE MANUAL LOOSE LEAF BOOKS OF

. Ma	rk "✓	" for submitted documents and "X" for lacking documents.
		O USE MANUAL LOOSE LEAF BOOKS OF CS/RECEIPTS AND INVOICES
	1	BIR Form No. 1900;
	2	Job order;
	3	Sample Format and print-out to be used;
0	4	Photocopy of last issued ATP or PCD; or Any booklet from the last issued ATP for subsequent application
(CAS)	/CO	O USE COMPUTERIZED ACCOUNTING SYSTEM MPUTERIZED BOOKS OF ACCOUNTS (CBA) AND/OR PONENTS/MIDDLEWARE/ELECTRONIC STORAGE ESS)
\bigcirc	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;
\cup	3	Company/Taxpayer Profile;

Software Specification and its interfaces/version

Proof of system ownership or License Agreement,

number/release number

whichever is applicable

Submitted by:	Name of Taxpayer	Date:
Received by:	Officer	Date:

Acknowledgement by applicant:

l , (of legal age,	hereby ac	cknowledg	e the
identified lacking documen	ıtary requirei	ment/s (m	arked witl	1 "X")
which I commit to sub	mit within	five (5)	working	days
I understand that my app	olication will	only be p	processed	upon
submission of complete do	cument/s.			

I understand that my application will only be processed upon submission of complete document/s.					
	Date:				
Name of Taxpayer/Representative (Signature over printed name)					
(orginature over printed name)					
Validated/Noted by:	_ Date:				
CSS Personnel					



REPUBLIC OF THE PHILIPPINES ANNEX "A9.1" DEPARTMENT OF FINANCE

BUREAU OF INTERNAL REVENUE

APPLICATION FOR REGISTRATION INFO. UPDATES-CHECKLIST OF DOCUMENTARY REQUIREMENTS

REGISTRATON INFORMATION UPDATES

IMPORTANT:

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

9
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;
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
Submitted by: Date: Name of Taxpayer
Received by: Date:
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.
Date: Name of Taxpayer/Representative (Signature over printed name)
Validated/Noted by: Date:





REPUBLIC OF THE PHILIPPINES DEPARTMENT OF FINANCE

BUREAU OF INTERNAL REVENUE

APPLICATION FOR REGISTRATION INFO. UPDATES-CHECKLIST OF DOCUMENTARY REQUIREMENTS

REGISTRATION INFORMATION UPDATES

IMPORTANT:

1.	Processing of transactions commence only upon submission of)İ
	COMPLETE DOCUMENTS.	

COMPLETE DOCUMENTS. 2. Mark "\sqrt{"} for submitted documents and "X" for lacking documents.
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
Submitted by: Date: Name of Taxpayer
Received by: Date:
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.
Date:
Name of Taxpayer/Representative (Signature over printed name)
Validated/Noted by: Date:



REPUBLIC OF THE PHILIPPINES ANNEX "A10" DEPARTMENT OF FINANCE

BUREAU OF INTERNAL REVENUE

APPLICATION FOR REGISTRATION INFO. UPDATES-CHECKLIST OF DOCUMENTARY REQUIREMENTS

TRANSFER OF REGISTRATION

IMPORTANT:

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

. Mark v for submitted documents and x for facking do	ocuments.				
TRANSFER OF REGISTRATION OF INDIVIDUALS NOT ENGABUSINESS (E.O 98/ONETT/EMPLOYEE)	AGED IN				
1 BIR Form No. 1905;					
TRANSFER OF REGISTRATION OF INDIVIDUALS NOT ENGABUSINESS (E.O 98/ONETT/EMPLOYEE) REGISTERING NEV					
1 BIR Form No. 1905;					
2 Photocopy of Mayor's Business Permit; or					
Duly received Application for Mayor's Business the former is still in process with the LGU; and	Permit, if or				
Professional Tax Receipt/Occupational Tax Receipt by the LGU; or DTI Certificate;	ceipt issued				
TRANSFER OF BUSINESS REGISTRATION TO ANOTHER RE (HEAD OFFICE AND/OR BRANCH)	00				
A. FROM OLD RDO					
1 BIR Form No. 1905;					
2 Inventory list of unused principal and supplem receipts/invoices for destruction if not to be us RDO or request letter for approval of use of the receipts/invoices in new RDO	ed in the new				
B. FROM NEW RDO					
1 BIR Form No. 1905;					
2 Photocopy of Amended SEC Certificate bearing new business address;	the taxpayer's				
3 Photocopy of Mayor's Business Permit; or					
Duly received Application for Mayor's Business the former is still in process with the LGU;	Permit, if				
Unused principal and supplementary receipts/ stamping per approved inventory list by old RD					
5 Transfer Commitment Form					
Submitted by: Date:					
Name of Taxpayer					
Received by: Date:					
Officer	-				
Acknowledgement by applicant:					
I, of legal age, hereby ackr					
identified lacking documentary requirement/s (mar which I commit to submit within five (5) w					
I understand that my application will only be prosubmission of complete document/s.					
n	ate:				
Name of Taxpayer/Representative					
(Signature over printed name)					
Validated/Noted by: Date:					
CSS Personnel	Dutc				





REPUBLIC OF THE PHILIPPINES DEPARTMENT OF FINANCE

BUREAU OF INTERNAL REVENUE

APPLICATION FOR REGISTRATION INFO. UPDATES-CHECKLIST OF DOCUMENTARY REQUIREMENTS

CANCELLATION OF TIN

IMPORTANT:

1. Processing of transactions commence only upon submission of COMPLETE DOCUMENTS.	
2. Mark "✓" for submitted documents and "X" for lacking documents.	
CANCELLATION OF TIN/REGISTRATION/CLOSURE OF BUSINESS	
1 BIR Form No. 1905;	
2 Death Certificate, in case of d	eath of an individual;
3 List of ending inventory of go capital good	oods, supplies, including
4 Inventory of unused sales inv (SI/OR);	voices/official receipts
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	
Submitted by:Name of Taxpayer	Date:
Received by: Officer	Date:
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.	
	Date:
Name of Taxpayer/Representative (Signature over printed name)	
Validated/Noted by: CSS Person	Date: