



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF INTERNAL REVENUE

JAN 22 2024

**REVENUE MEMORANDUM CIRCULAR NO. 10-2024**

**SUBJECT :** Announcing the Availability of Branch Account Registration in Online Registration and Update System

**TO :** All Internal Revenue Officials, Employees and Others Concerned.

This Circular is issued to announce the availability of Branch Account Enrollment Registration in the Online Registration and Update System (ORUS) for the Branches of the taxpayer, starting **January 15, 2024**. Taxpayer Branches can do the following transactions in ORUS:

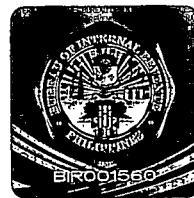
1. Apply for Authority to Print (ATP)
2. Register Books of Accounts
3. Update of following information:
  - a. Add Registered Activity /Line of Business
  - b. Add Business Name/Trade Name
  - c. Add Tax Type Details/Re-Register Tax Type
  - d. Change in Registered Address/Apply for Transfer of Registration
  - e. Add Incentives Details/Registration
  - f. Change/Update Contact Type
  - g. Change/update Contact Person
4. Enroll to Employer Services Link for the issuance of Employees' TIN
5. Register a Facility

The ORUS Branch Account is separate from the Head Office's ORUS account.

Business taxpayers who want to enroll their branches must register at <https://orus.bir.gov.ph/home>, click New Registration and follow the succeeding instructions.

All internal revenue officers and employees are hereby enjoined to give this Circular a wide publicity as possible.

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ROMEO D. LUMAGUI, JR.  
Commissioner of Internal Revenue

