



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF INTERNAL REVENUE  
Quezon City

January 31, 2017

REVENUE MEMORANDUM CIRCULAR No. 11-2017

**SUBJECT :** Lost One (1) Pad of Unused BIR Form No. 0535 – Taxpayer Information Sheet

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

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Notice is hereby given of the loss of one (1) pad of unused BIR Form No. 0535 – Taxpayer Information Sheet, bearing the following serial numbers:

**TIS201400254001-TIS201400254050**

The abovementioned forms were reported as lost by Ms. Glenda C. Sison, Head Administrative Section, Revenue District Office No. 99, Revenue Region No. 16, Cagayan de Oro City, and have consequently been cancelled. All official transactions involving the use of said forms are therefore considered as INVALID.

Internal Revenue officials, employees and others concerned are requested to promptly notify this Office in the event that the aforesaid forms are found and to take the necessary measures to prevent the improper or fraudulent disposition or use of the same.

*celia c. king*  
**CELIA C. KING**

Deputy Commissioner  
Resource Management Group

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BUREAU OF INTERNAL REVENUE  
RECORDS MGT. DIVISION

FEB 06 2017

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**RECEIVED**

*J. E. J.*