



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

December 5, 2018

**REVENUE MEMORANDUM CIRCULAR No. 104-2018**

**SUBJECT :** Loss of Several Accountable Forms

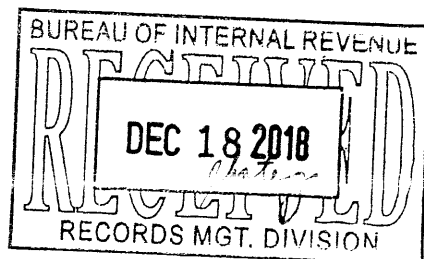
**TO :** All Internal Revenue Officials, Employees and Others Concerned

Notice is hereby given of the loss of the accountable forms hereunder listed together with other pertinent information, to wit:

Accountable Form	Serial Number	Missing Copy/Set
BIR Form No. 0535 (Taxpayer Information Sheet)	TIS201400150251 TIS201400150252 TIS201400150253 TIS201400150254	4 duplicate to triplicate copies (used/issued)
BIR Form No. 0423 (Apprehension Slip)	APS200100002934	1 set (unused/unissued)

The abovementioned forms were reported as lost by Mr. Haron R. Laingan, Chief Revenue Officer II, Regional Investigation Division, Revenue Region No. 16, Cagayan de Oro City. Consequently, the four (4) duplicate to triplicate copies of the used/issued Taxpayer Information Sheet should be verified if found. On the other hand, the unused/unissued one (1) set of Apprehension Slip is hereby cancelled and all official transactions involving the use thereof are 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.



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*Celia C. King*  
**CELIA C. KING**  
Deputy Commissioner  
Resource Management Group

