

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

February 2, 2011

REVENUE MEMORANDUM CIRCULAR NO. 5-2011

SUBJECT: Prescribing Documents Required to Prove Authority to Transact with Bureau of Internal Revenue (BIR) Regarding Tax Credit Certificate (TCC) Issuance, Utilization, Revalidation and Transfer

TO : All Internal Revenue Officers and Others Concerned

In implementing Revenue Regulations No. 5-2000, Prescribing the Regulations Governing the Manner of the Issuance of Tax Credit Certificates (TCCs), and the Conditions for their Use, Revalidation and Transfer, only the registered owner of the TCC and persons/representatives duly authorized by said owner are allowed to transact with BIR regarding TCC issuance, utilization, revalidation and transfer.

If the registered owner of the TCC is a Corporation, the authority of a duly designated representative should be contained in a Board Resolution of said Corporation, evidenced by a Secretary's Certificate of the minutes/contents of said Board Resolution.

If the registered owner of the TCC is an individual, the authority of a duly designated representative should be contained in a Special Power of Attorney executed by the TCC's registered owner.

Thus, one claiming to have an authority to process TCC needs only to prove such by showing at least two (2) valid government-issued Identification Cards, and/or the abovementioned evidence of authority, in order to transact with the BIR regarding the TCCs.

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

(Original Signed)
KIM S. JACINTO-HENARES
Commissioner Internal Revenue