

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

April 12, 2012

REVENUE MEMORANDUM CIRCULAR No. 20-2012

SUBJECT : Missing seventeen (17) sets of unused BIR Form No. 2313 – Certificate Authorizing Registration

TO : All Internal Revenue Officials, Employees and Others Concerned

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

ACCOUNTABLE FORM	SERIAL NUMBERS	QUANTITY
BIR Form No. 2313 (Certificate Authorizing Registration)	CAR20110016145	1 set (Unused)
BIR Form No. 2313 (Certificate Authorizing Registration)	CAR201100161664- CAR201100161667	4 sets (Unused)
BIR Form No. 2313 (Certificate Authorizing Registration)	CAR201100161788- CAR201100161794	7 sets (Unused)
BIR Form No. 2313 (Certificate Authorizing Registration)	CAR 201100161827	1 set (Unused)
BIR Form No. 2313 (Certificate Authorizing Registration)	CAR201100161904- CAR201100161905	2 sets (Unused)
BIR Form No. 2313 (Certificate Authorizing Registration)	CAR201100161922- CAR 201100161923	2 sets (Unused)

The abovementioned forms were reported as missing by Ms. Myrna M. Auman, Chief, Taxpayers Service Section/Support Head, One Time Transactions Unit, Revenue District Office No. 113, Revenue Region No. 19, Davao 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.

(Original Signed)
CELIA C. KING
Deputy Commissioner
Resource Management Group