

April 14, 2025

**REVENUE MEMORANDUM CIRCULAR No. 041-2025**

**SUBJECT :** Lost Several Sets of Unused/Unissued Accountable Forms

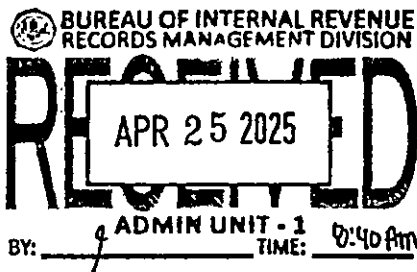
**TO :** All Internal Revenue Officials, Employees and Others Concerned

Notice is hereby given of the loss of several sets of unused/unissued accountable forms, bearing the following serial numbers:

Accountable Form	Serial Number	Quantity
BIR Form No. 0535 - Taxpayer Information Sheet	TIS202300320649 – TIS202300320657	nine (9) sets
BIR Form No. 0423 - Apprehension Slip	APS200200012221 – APS200200012222	two (2) sets

The abovementioned forms were reported as lost by Ms. Katrina Mae F. Reyes, Revenue Officer I, Revenue District Office No. 47, Revenue Region No. 8A, Makati 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.



O-4



**ROMEO D. LUMAGUI, JR.**  
Commissioner of Internal Revenue



Bringing in Revenues  
for Nation-Building

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF INTERNAL REVENUE**  
Revenue Region No. 8A  
Makati City



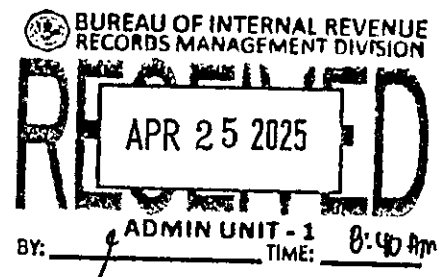
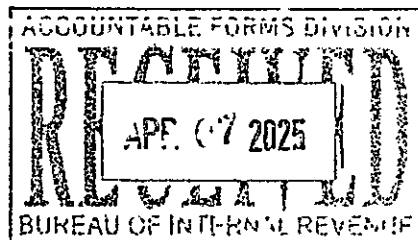
**4<sup>th</sup> Indorsement**  
March 25, 2025

Respectfully forwarded to MS. MINERVA E. MAGPANTAY, Accountable Forms Division, the original and duplicate copies of the following:

1. Report of Lost/Incomplete/Cancelled/Damaged Accountable Forms (BIR Form No. 2622 –Annex "C"); and
2. Affidavit of Loss for the nine (9) sets of unused/unissued Taxpayer Information Sheet (BIR Form No. 0535) with serial no. TIS2023 00320649 to TIS2023000320657 and two (2) sets of unused/unissued Apprehension Slip (BIR Form No. 0423) with serial nos. APS200200012221 to APS200200012222.

Please acknowledge receipt hereof.

**RENATO N. MOLINA**  
Regional Director





Bringing in Revenues  
for Nation-Building

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF INTERNAL REVENUE  
Revenue Region No. 8A - Makati City



3rd Indorsement  
March 21, 2025

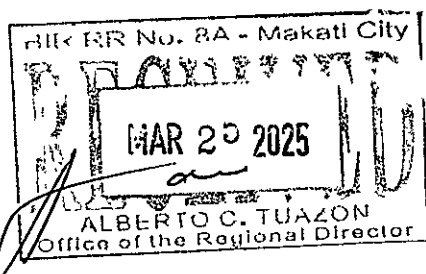
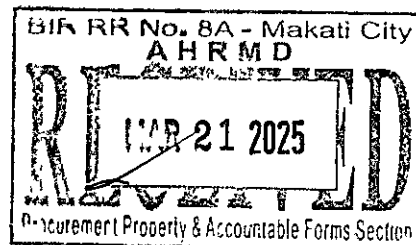
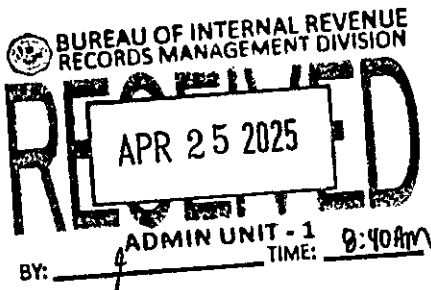
Respectfully forwarded to the Regional Director, this Region, the original and duplicate copies of the following:

1. Report of Lost/ Incomplete/ Cancelled/ Damaged Accountable Forms (BIR Form No. 2622 - Annex "C"); and
2. Affidavit of Loss for the nine (9) sets of unused/unissued Taxpayer Information Sheet (BIR Form No. 0535) with serial nos. TIS2023 00320649 to TIS2023 00320657 and two (2) sets of unused/unissued Apprehension Slip (BIR Form No. 0423) with serial nos. APS2002 00012221 to APS2002 00012222.

Please acknowledge receipt hereof.

  
**GUIA B. GUERRERO**

Chief, Administrative & HRM Division



OK 3/25/25



Bringing In Revenues  
for Nation-Building

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF INTERNAL REVENUE**  
Revenue Region No. 8A - Makati City  
Revenue District Office No. 47  
East Makati



**2nd Indorsement**

March 19, 2025

Date

**RECEIVED**  
MAR 21 2025

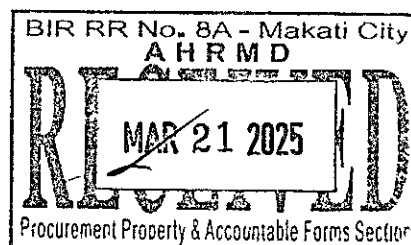
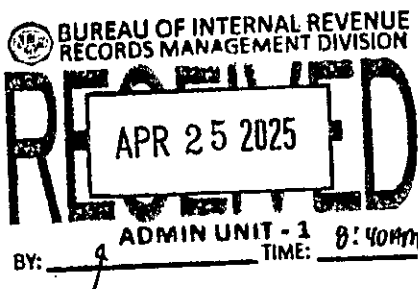
MA. MAY M. AGUILAR  
CHIEF, ADMINISTRATIVE SECTION  
RDO 47 - EAST MAKATI

Respectfully forwarded to the Chief, Administrative & HRM Division of  
Revenue Region 8A, the original and duplicate copies of the following:

1. Report of Lost/Incomplete/Cancelled/Damaged Accountable Forms, Annex "C" of Form No. 2622
2. Affidavit of Loss for the nine (9) sets of unused/unissued Taxpayer Information Sheet BIR Form No. 0535 with series number TIS202300320649 and TIS202300320657, and two (2) sets of unused/unissued Apprehension Slip Form No. 0423 with series number APS200200012221 and APS200200012222, respectively.

Please acknowledge receipt hereof.

  
**CLEA MARIE P. PIMENTEL**  
Revenue District Officer





Bringing In Revenues  
for Nation-Building

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF INTERNAL REVENUE**  
Revenue Region No. 8A - Makati City  
Revenue District Office No. 47  
East Makati



**RECEIVED**  
MAR 21 2025

MA. MAY M. AGUILAR  
CHIEF, ADMINISTRATIVE SECTION  
RDO 47 - EAST MAKATI

**1st Indorsement**

March 19, 2025

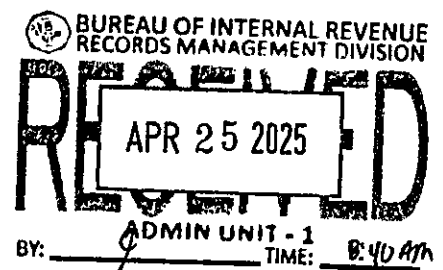
Date

Respectfully forwarded to the **Revenue District Officer**, Revenue District Office No. 047, the, the original and duplicate copies of the following:

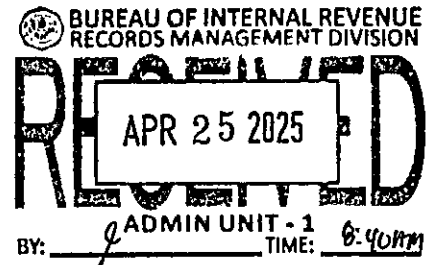
1. Report of Lost/Incomplete/Cancelled/Damaged Accountable Forms, Annex "C" of Form No. 2622
2. Affidavit of Loss for the nine (9) sets of unused/unissued Taxpayer Information Sheet BIR Form No. 0535 with series number TIS202300320649 and TIS202300320657, and two (2) sets of unused/unissued Apprehension Slip Form No. 0423 with series number APS200200012221 and APS200200012222, respectively.

Please acknowledge receipt hereof.

  
**MARILOU YVONNE C. RIEZA**  
Chief, Compliance Section



REPUBLIC OF THE PHILIPPINES)  
MAKATI CITY ) S.S.



### AFFIDAVIT OF LOSS

I, KATRINA MAE F. REYES, of legal age, Filipino, with residence at 10J One Legazpi Park, Rada St., Makati City, Revenue Officer I Assessment Section, assigned at Revenue District Office No. 47-East Makati, Revenue Region 8A-Makati City of the Bureau of Internal Revenue (BIR), after having been sworn to in accordance with law hereby depose and say that:

1. I am a holder of nine (9) set/s of unused/unissued BIR Form No. 0535 Taxpayer Information Sheet with series number TIS202300320649 to TIS202300320657 and two (2) set/s of unused/unissued BIR Form No. 0423 Apprehension Slip, with serial number APS200200012221 and APS200200012222 issued by BIR Revenue District Office No. 047 in Makati City;

2. That sometime in October 2024, I placed the said BIR Form No. 0535 Taxpayer Information Sheet with series number TIS202300320649 to TIS202300320657 and BIR Form No. 0423 Apprehension Slip, with serial number APS200200012221 and APS200200012222 in an envelope and placed it in the drawer in the office at 28<sup>th</sup> floor of Export Bank Plaza Building, Makati City.

3. That on January 6, 2025 during the processing of office clearance due to my transfer pursuant to Revenue Travel Order No. 276-2024, the said BIR Form No. 0535 Taxpayer Information Sheet with series number TIS202300320649 to TIS202300320657 and BIR Form No. 0423 Apprehension Slip, with serial number APS200200012221 and APS200200012222, were not found in the drawer where I left.

4. That despite earnest efforts to locate same within the office premises, the nine (9) set/s of unused/unissued BIR Form No. 0535 Taxpayer Information Sheet with series number TIS202300320649 to TIS202300320657 and two (2) set/s of unused/unissued BIR Form No. 0423 Apprehension Slip, with serial number APS200200012221 and APS200200012222 was declared as lost and beyond recovery;


5. That I am executing this affidavit in order to attest to the truth of the foregoing and for the purpose of complying with the reportorial requirements of the BIR.

  
KATRINA MAE F. REYES  
Revenue Officer I

MAR 18 2025

SUBSCRIBED AND SWORN to before me this 17<sup>th</sup> day of January, 2025 at Makati City Philippines, affiant exhibiting to me his Tax Identification No. 340-226-062

Doc No. 18  
Page No. 12  
Book No. 12  
Series No. 2025

  
ATTY. CESAR T. VERANO  
NOTARY PUBLIC MAKATI CITY  
APPOINTMENT NO: M-029  
VALID UNTIL DECEMBER 31, 2025  
ISSUED ON: DECEMBER 15, 2023  
PTR NO.: MKT 10465510 / 01-02-2025 / MAKATI CITY  
IBP NO.: 484720 ROLL NO.: 29024  
MCLE COMPLIANCE NO.: VII-0023845  
VALID UNTIL DECEMBER 31, 2025  
OFFICE ADDRESS: #2733 G/F CARREON BLDG.  
ZENALDA ST., BRGY. POBLACION MAKATI CITY