



Bringing In Revenues
for Nation-Building

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE



**BAGONG
PILIPINAS**

REVENUE MEMORANDUM ORDER NO. 001-2025

TO : All Internal Revenue Officers, Officials and Others Concerned

SUBJECT: Processing of Request for Documents from Securities and Exchange Commission (SEC) in Relation to the Memorandum of Agreement (MOA) and Data Sharing Agreement (DSA) between the Bureau of Internal Revenue (BIR) and SEC

I. BACKGROUND

In carrying out efforts to implement the 2024 National Tax Campaign under Bagong Pilipinas which seeks to generate funds for the country's economic recovery and development through timely payment of correct taxes by means of intensified enforcement activities, the Bureau of Internal Revenue entered into a Memorandum of Agreement (MOA) and Data Sharing Agreement (DSA) with Securities and Exchange Commission (SEC) on July 17, 2024 published under Revenue Memorandum Circular No.122-2024.

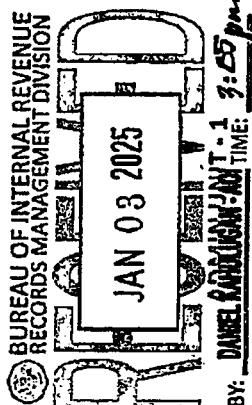
Under the said agreements, the BIR can obtain relevant SEC documents and corporate data on a "need-to-know" basis through the *SEC Swift Corporate and Other Records Exchange (SCORE) Protocol*. This information will be used by BIR as reference in the exercise of its power and authority in conducting tax assessments, collecting all national internal revenue taxes, fees, and charges, and enforcing related forfeitures, penalties, and fines, connected therewith, in adherence to the data privacy principles under the Data Privacy Act (DPA), its Implementing Rules and Regulations and other related data privacy rules implemented by the National Privacy Commission and Section 270 of the NIRC, as amended.

II. OBJECTIVES

This order is issued to prescribe the guidelines and procedures to be followed by authorized BIR officials and employees when requesting for corporate information from the SEC thru the SEC SCORE Protocol and to identify the respective roles and responsibilities relative to the implementation of the MOA/DSA.

III. POLICIES

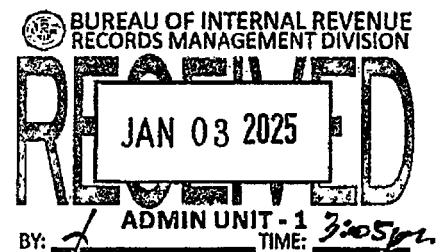
1. All requests for SEC documents shall be limited to taxpayers for whom Letters of Authority have been issued and taxpayers with delinquent accounts, which shall be covered by a Request Form ("Annex A") duly approved by the Head of the Requesting Office. The SEC documents to be requested are as follows:
 - Articles of Incorporation and By Laws
 - General Information Sheets
 - Audited Financial Statements
2. The Requesting offices shall appoint a "Point person" who shall be responsible in the preparation of the consolidated requests of Revenue Officers (ROs), submission of the requests to the Audit Information Tax Exemption and Incentives Division (AITEID), maintenance of database of all requests, as well as soft copies of requested documents, and the dissemination of the provided documents to the requesting ROs.



3. Each request shall have a Reference Control No. assigned by the point person immediately upon receipt of the requests. This shall contain the year of filing of the request and shall be numbered sequentially following the order of receipt of the requests, sample format:

RR1-CD-SEC2024-00001
RR1-RID-SEC2024-00001
RR5-RDO27-SEC2024-00001
LTS-RLTAD1-SEC2024-00001
NO-ARMD-SEC2024-00001
NO-NID-SEC2024-00001

4. An excel database to monitor all requests made using the SEC SCORE Protocol, as well as to update all requests approved and acted upon by SEC shall be maintained by both the Requesting Office and Processing Office, with information as to the following:
 - a. Requesting Office (RR/RDO/AD)
 - b. Date of Request
 - c. Taxable Year
 - d. Name of Taxpayer
 - e. TIN
 - f. SEC Registration
 - g. Purpose
 - h. LA# (if to be used for investigation)
 - i. FAN# and amount (if for collection information)
 - j. SEC Documents Requested
 - k. Date Requested Documents were provided



The consolidated request in excel file shall also be sent to the processing office, together with the scanned approved individual requests from ROs.

5. The documents that may be requested for a day shall be limited to 100 documents per day regardless of the type of document.
6. The requested documents shall be provided in a multi-page digital image format through the Portal within twenty-four (24) business hours, which is equivalent to three (3) working days from the date of request. These online documents can then be viewed and downloaded by the authorized BIR users of the Processing Office through the Portal. Additional information such as the receiving status and date and time stamp of receiving and the submitting personality can also be made available.
7. All concerned offices under the Information Systems Group (ISG) shall provide adequate support to the processing office to ensure the proper access, storage and dissemination of data/information to the concerned offices.
8. All data obtained using the SEC SCORE Protocol shall be considered strictly confidential and shall be utilized exclusively for internal revenue tax purposes. The heads of the concerned offices shall be responsible for all the SEC data obtained and disseminated to their respective offices and the same shall not be divulged to any unauthorized personnel within and outside the Bureau.
9. The request for SEC Documents pertaining to beneficial ownership is not covered by the subject MOA/DSA but shall strictly follow the existing Revenue Memorandum Order (RMO) No. 26-2023 pursuant to the MOA of BIR and SEC published in RMC No. 34-2023.

10. The improper use of data obtained from SEC Documents shall be a ground for the imposition of administrative sanctions against the erring Revenue Officers.

IV. PROCEDURES

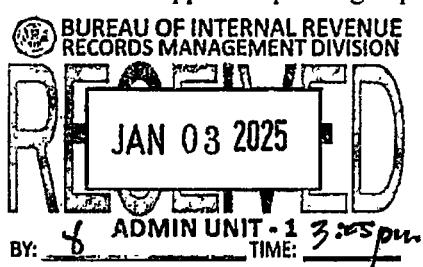
A. Requesting Office (Revenue Region/ Revenue District Office/ Audit Divisions/ District Offices under Large Taxpayers Service and All Other Concerned Divisions)

1. Concerned RO shall:
 - a. Accomplish Request Form (Annex A);
 - b. Have the duly accomplished Request Form approved by the Head of Office;
 - c. Submit the request to the designated "Point Person";
 - d. Acknowledge the requested documents once received.
2. Point Person shall:
 - a. Receive all approved requests from the concerned BIR official/personnel;
 - b. Affix corresponding Control Number as prescribed under III (3) hereof;
 - c. Encode the requests in the excel database capturing information required under III (4);
 - d. Scan the approved Requests;
 - e. Email the consolidated requests (excel file) and the scanned copies of the approved requests to AITEID via email at aiteid_mos@bir.gov.ph;
 - f. Acknowledge/Receive the documents forwarded by AITEID;
 - g. Disseminate to the requesting RO;
 - h. Store and secure scanned copies of the requested documents for future use;
 - i. Update the excel file of requests as needed.
3. Head of Requesting Office shall:
 - a. Designate a "Point Person"; and
 - b. Approve the request form.

B. Processing Office (Audit Information, Tax Exemption and Incentives Division)

The Processor shall:

1. Receive from the point person of the requesting office all scanned copies of duly approved requests for SEC documents, together with the excel file of consolidated requests, through email.
2. Copy the data from the excel file received into the separate excel database maintained by the processor for proper monitoring;
3. Access SEC SCORE Protocol using the user account approved by BIR and SEC;
4. Download and store / auto transfer to a designated desktop computer the SEC documents requested;
5. Forward the requested SEC documents to the point person / requesting office via dedicated email or via share point;
6. Update the excel database to monitor all the approved/pending requests of SEC documents.



C. Information Systems Group-Data Warehousing and Systems Operations Division

The concerned DWSOD personnel shall:

1. Provide necessary server/storage of downloaded files from SEC SCORE;
2. Perform regular back-up of the downloaded files;
3. Configure dedicated desktop computer of AITIED to auto save in server/storage the downloaded files; and
4. Monitor server/storage utilization.

V. DISCLOSURE AND TRANSFER OF SEC DOCUMENTS

All SEC documents obtained pursuant to the SEC-BIR MOA/DSA shall be used, processed, disclosed and transferred following the policies and guidelines for personal data protection and security prescribed under Revenue Memorandum Order (RMO) No. I-2020 or the Data Privacy Manual of the BIR, in compliance with the Data Privacy Act of 2012 and its Implementing Rules and Regulations.

VI. CONFIDENTIALITY

The data sharing between BIR and SEC shall be carried out in accordance with the provisions of the relevant SEC-BIR MOA/DSA.

Any information obtained pursuant to this SEC-BIR MOA/DSA shall be treated with utmost confidentiality pursuant to the Data Privacy Act of 2012 and Section 270 of the NIRC, as amended, and shall be used only for the stated purpose.

VII. EFFECTIVITY

This Order shall take effect immediately.

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A handwritten signature in black ink, appearing to read "ROMEO D. LUMBAAO, JR.", is written over a stylized, decorative flourish. Below the signature, the text "Commissioner of Internal Revenue" is printed in a smaller, sans-serif font.

