



Republika ng Pilipinas
Kagawaran ng Pananalapi
Kawanihan ng Rentas Internas

Application for Registration Information Update

BIR Form No.
1905
January 2000 (ENCS)

Replacement Copy of Certificate of Registration/
Replacement Copy of TIN Card/ Cessation of
Registration/ Cancellation of TIN/ Other Update
of Registration Information

Fill in applicable spaces. Mark all appropriate boxes with an "X".

Part I				TAXPAYER INFORMATION			
1		TAXPAYER IDENTIFICATION NUMBER (TIN)		2		RDO Code	
3		TAXPAYER'S NAME		(Last Name, First Name, Middle Name, if individual/ Registered Name, if non-individual)			
PART II							
REASON FOR REGISTRATION INFORMATION UPDATE							
<input type="checkbox"/> A		Replacement / Cancellation of Outbound Correspondence		<input type="checkbox"/> B		Replacement of Lost/ Damaged TIN Card	
<input type="checkbox"/> 1		Certificate of Registration		<input type="checkbox"/> C		Cessation of Registration	
<input type="checkbox"/> 2		Authority to Print Receipts and Invoices		<input type="checkbox"/> D		Cancellation of TIN	
<input type="checkbox"/> 3		Tax Clearance Certificate for Transfer of Property(ies) (TCL 2) / Certificate Authorizing Registration (CAR)		<input type="checkbox"/> E		Change in Registered Address	
<input type="checkbox"/> 4		Tax Clearance Certificate for Tax Liabilities (TCL 1)		<input type="checkbox"/> F		Change in Registered Activities	
<input type="checkbox"/> 5		Others		<input type="checkbox"/> G		Change in Tax Type Details	
				<input type="checkbox"/> H		Change in Trade Name	
				<input type="checkbox"/> I		Update of Books of Accounts	
				<input type="checkbox"/> J		Change in Accounting Period	
				<input type="checkbox"/> K		Others (Specify)	
4							
DETAILS OF REGISTRATION INFORMATION UPDATE							
4A ► REPLACEMENT / CANCELLATION OF OUTBOUND CORRESPONDENCE							
<input type="checkbox"/> 1		CERTIFICATE OF REGISTRATION					
<input type="checkbox"/> 1.a		Cancellation due to closure of a business				<input type="checkbox"/> 1.c	
<input type="checkbox"/> 1.b		Correction of registration information				Lost Certificate of Registration	
		Nature of correction					
<input type="checkbox"/> 2		AUTHORITY TO PRINT RECEIPTS AND INVOICES					
<input type="checkbox"/> 2.a		Change of printer as requested by the taxpayer				<input type="checkbox"/> 2.c	
<input type="checkbox"/> 2.b		Correction of registration information in the Authority to Print				Lost Authority To Print	
		Nature of correction					
		OLD BIR PERMIT No./ OCN (To be filled up by BIR)					
<input type="checkbox"/> 3		TAX CLEARANCE CERTIFICATE FOR TRANSFER OF PROPERTY(IES) (TCL 2)/CERTIFICATE AUTHORIZING REGISTRATION (CAR)					
<input type="checkbox"/> 3.a		Correction of information					
		Nature of correction					
<input type="checkbox"/> 3.b		Lost certificate (CAR/ TCL2)					
		CAR No./ OLD OCN (To be filled up by BIR)					
<input type="checkbox"/> 4		TAX CLEARANCE CERTIFICATE FOR TAX LIABILITIES (TCL 1)					
<input type="checkbox"/> 4.a		Correction of information					
		Nature of correction					
<input type="checkbox"/> 4.b		Lost certificate					
<input type="checkbox"/> 5		OTHERS (Specify)					
4B ► REPLACEMENT OF LOST/ DAMAGED TIN CARD							
<input type="checkbox"/>		Lost TIN Card				<input type="checkbox"/>	
						Damaged TIN Card	
4C ► CESSATION OF REGISTRATION							
<input type="checkbox"/> 1		Permanent closure of business (head office) of an individual				<input type="checkbox"/> 2	
						Others (Specify)	
EFFECTIVE DATE OF CESSATION							
4D ► CANCELLATION OF TIN							
<input type="checkbox"/> 1		Death				<input type="checkbox"/> 5	
<input type="checkbox"/> 2		Dissolution of corporation / partnership				Failure to start / commence business (For non-individual)	
<input type="checkbox"/> 3		Permanent closure of a branch				<input type="checkbox"/> 6	
<input type="checkbox"/> 4		Multiple TIN / Invalid TIN				As a result of merger or consolidation	
						<input type="checkbox"/> 7	
						Others (Specify)	
EFFECTIVE DATE OF CANCELLATION							
4E ► CHANGE IN REGISTERED ADDRESS							
<input type="checkbox"/> 1		TRANSFER OF HOME RDO				From	
						To	
						Old RDO	
						New RDO	
NEW REGISTERED ADDRESS							
ZIP CODE		MUNICIPALITY CODE		TELEPHONE NUMBER			
		(To be filled up by the BIR)					
<input type="checkbox"/> 2		TRANSFER WITHIN SAME RDO					
NEW REGISTERED ADDRESS							
ZIP CODE		MUNICIPALITY CODE		TELEPHONE NUMBER			
		(To be filled up by the BIR)					

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4F ► CHANGE IN REGISTERED ACTIVITIES

OLD LINE OF BUSINESS

NEW LINE OF BUSINESS

EFFECTIVE DATE OF CHANGE

4G ► CHANGE IN REGISTERED NAME/ TRADE NAME

NEW

OLD

Registered Name

Trade Name

4H ► CHANGE IN TAX TYPE DETAILS

CANCELLED TAX TYPE(S)

ADDED (NEW) TAX TYPE(S)
(To be filled up by BIR)

ATC
(To be filled up by BIR)

EFFECTIVE DATE OF CHANGE

4I ► UPDATE OF BOOKS OF ACCOUNTS

TYPE OF BOOKS TO BE REGISTERED	PSIC (To be filled up by BIR)	PSOC (To be filled up by BIR)	QUANTITY	VOLUME NO.		NO. OF PAGES
				FROM	TO	

4J ► CHANGE IN ACCOUNTING PERIOD (Applicable to non-individuals)

From Calendar Period to Fiscal Period

Start Date of New Period

From Fiscal Period to Calendar Period

Start Date of Old Period

From One Fiscal Period to Another Fiscal Period

4K ► OTHER CHANGES (Specify Details)

EFFECTIVE DATE OF THE CHANGES

5 DECLARATION

I declare, under the penalties of perjury, that this application has been made in good faith, verified by me, and to the best of my knowledge and belief, is true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof.

Taxpayer/Authorized Agent
(Signature over Printed Name)

Title/Position of Signatory

Stamp of Receiving Office and Date of Receipt

(To be filled up by BIR)
Attachments complete?

Yes

No

Date of Release of

TIN

COR

Books

- NOTE: Attach additional sheets, if necessary

ATTACHMENTS:

A.1. Replacement of Certificate of Registration

a. Old Certificate of Registration, for replacement

b. Affidavit of Loss, if lost

c. Proof of payment of Certification Fee and Documentary Stamp Tax - to be submitted before the issuance of the new Certificate of Registration

2. Replacement/Cancellation of Authority to Print Receipts and Invoices

a. Original Authority to Print Receipts and Invoices

b. New Application Form 1906, if applicable

3. Replacement of Tax Clearance Certificate for Tax Liabilities

a. Affidavit of Loss, if lost

b. Proof of payment of Certification Fee and Documentary Stamp Tax - to be submitted before the issuance of the new Tax Clearance Certificate

B. Replacement of Lost/ Damaged TIN Card

1. Affidavit of Loss, if lost

2. Old TIN Card (if replacement is due to damaged card)

C. Cessation of Registration

1. Letter request for cessation of registration

2. Existing BIR Certificate of Registration (for surrender)

3. Inventory list of unused invoices and receipts

4. Unused invoices and receipts for cancellation

5. Same requirements as in Cancellation of TIN, if applicable

D. Cancellation of TIN INDIVIDUAL

1. Death Certificate

2. Estate Tax Return

3. Proof of payment of existing liabilities, if any

Additional requirements for taxpayers engaged in trade or business or exercise of Profession

4. Existing BIR Certificate of Registration (for surrender)

5. Inventory list of unused invoices and receipts

6. Unused invoices and receipts for cancellation

NON-INDIVIDUAL

1. Notice of Dissolution of Business

2. Dissolution Papers (board resolution, bankruptcy declaration)

3. Inventory list of unused invoices and receipts

4. Unused invoices and receipts for cancellation

5. Existing BIR Certificate of Registration

6. Proof of payment of existing liabilities

7. SEC issued Certificate of the Filing of the Articles of Merger/Consolidation, if applicable

E. Change in Registered Address

1. Original Certificate of Registration

2. Inventory list of unused invoices/ receipts

3. Unused invoices and receipts for re-stamping

4. Latest DTI Certificate/ SEC Registration

5. Latest Mayor's Permit

6. Sketch of place of production (if taxpayer is subject to Excise Tax)

F. Change in Registered Activities

- Original Certificate of Registration

G. Change in Registered Name/ Trade Name

1. Amended SEC Registration/ DTI Certificate

2. Original Certificate of Registration

H. Change in Tax Type Details

- Original Certificate of Registration

I. Update of Books of Accounts

- Photocopy of the first page of the previously approved books

J. Change in Accounting Period

1. BIR written approval of the change

2. Photocopy of short period return filed