



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".

<b>Part I</b>			<b>TAXPAYER INFORMATION</b>				
1 TAXPAYER IDENTIFICATION NUMBER (TIN) ▶		<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>		2 RDO Code ▶		<div></div> <div></div>	
3 TAXPAYER'S NAME		(Last Name, First Name, Middle Name, if individual/ Registered Name, if non-individual)					
▶		<div></div>					
<b>PART II</b>							
<b>REASON FOR REGISTRATION INFORMATION UPDATE</b>							
<input type="checkbox"/> A Replacement / Cancellation of Outbound Correspondence		<input type="checkbox"/> B Replacement of Lost/ Damaged TIN Card		<input type="checkbox"/> G Change in Tax Type Details			
<input type="checkbox"/> 1 Certificate of Registration		<input type="checkbox"/> C Cessation of Registration		<input type="checkbox"/> H Change in Trade Name			
<input type="checkbox"/> 2 Authority to Print Receipts and Invoices		<input type="checkbox"/> D Cancellation of TIN		<input type="checkbox"/> I Update of Books of Accounts			
<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"/> J Change in Accounting Period			
<input type="checkbox"/> 4 Tax Clearance Certificate for Tax Liabilities (TCL 1)		<input type="checkbox"/> F Change in Registered Activities		<input type="checkbox"/> K Others (Specify)		<div></div>	
<input type="checkbox"/> 5 Others							
4 <b>DETAILS OF REGISTRATION INFORMATION UPDATE</b>							
4A ▶ <b>REPLACEMENT / CANCELLATION OF OUTBOUND CORRESPONDENCE</b>							
<input type="checkbox"/> 1 CERTIFICATE OF REGISTRATION							
<input type="checkbox"/> 1.a Cancellation due to closure of a business		<input type="checkbox"/> 1.c Lost Certificate of Registration					
<input type="checkbox"/> 1.b Correction of registration information							
Nature of correction		<div></div>					
<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 Lost Authority To Print					
<input type="checkbox"/> 2.b Correction of registration information in the Authority to Print							
Nature of correction		<div></div>					
		OLD BIR PERMIT No./ OCN (To be filled up by BIR) <div></div>					
<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		<div></div>					
<input type="checkbox"/> 3.b Lost certificate (CAR/ TCL2)							
		CAR No./ OLD OCN (To be filled up by BIR) <div></div>					
<input type="checkbox"/> 4 TAX CLEARANCE CERTIFICATE FOR TAX LIABILITIES (TCL 1)							
<input type="checkbox"/> 4.a Correction of information							
Nature of correction		<div></div>					
<input type="checkbox"/> 4.b Lost certificate							
<input type="checkbox"/> 5 OTHERS (Specify)		<div></div>					
4B ▶ <b>REPLACEMENT OF LOST/ DAMAGED TIN CARD</b>							
<input type="checkbox"/> Lost TIN Card		<input type="checkbox"/> Damaged TIN Card					
4C ▶ <b>CESSATION OF REGISTRATION</b>							
<input type="checkbox"/> 1 Permanent closure of business (head office) of an individual		<input type="checkbox"/> 2 Others (Specify) <div></div>					
EFFECTIVE DATE OF CESSATION		<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>					
4D ▶ <b>CANCELLATION OF TIN</b>							
<input type="checkbox"/> 1 Death		<input type="checkbox"/> 5 Failure to start / commence business (For non-individual)					
<input type="checkbox"/> 2 Dissolution of corporation / partnership		<input type="checkbox"/> 6 As a result of merger or consolidation					
<input type="checkbox"/> 3 Permanent closure of a branch		<input type="checkbox"/> 7 Others (Specify) <div></div>					
<input type="checkbox"/> 4 Multiple TIN / Invalid TIN		<div></div>					
EFFECTIVE DATE OF CANCELLATION		<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>					
4E ▶ <b>CHANGE IN REGISTERED ADDRESS</b>							
<input type="checkbox"/> 1 TRANSFER OF HOME RDO		From		To			
		<div></div> <div></div> <div></div>		<div></div> <div></div> <div></div>		<div></div> <div></div> <div></div>	
		Old RDO		New RDO			
NEW REGISTERED ADDRESS		UNIT 403 PROMAX PLACE BLDG. NO 1672 DIAN ST. MAKATI CITY					
ZIP CODE		MUNICIPALITY CODE		TELEPHONE NUMBER			
		<div></div> <div></div> <div></div> <div></div>		<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>		<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
<input type="checkbox"/> 2 TRANSFER WITHIN SAME RDO							
NEW REGISTERED ADDRESS		<div></div>					
ZIP CODE		MUNICIPALITY CODE		TELEPHONE NUMBER			
		<div></div> <div></div> <div></div> <div></div>		<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>		<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
		(To be filled up by the BIR)					

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4F ▶ CHANGE IN REGISTERED ACTIVITIES

OLD LINE OF BUSINESS

EFFECTIVE DATE OF CHANGE

NEW LINE OF BUSINESS

4G ▶ CHANGE IN REGISTERED NAME/ TRADE NAME

☐ Registered Name

☐ Trade Name

NEW

OLD

4H ▶ CHANGE IN TAX TYPE DETAILS

CANCELLED TAX TYPE(S)

EFFECTIVE DATE OF CHANGE

ADDED (NEW) TAX TYPE(S)

(To be filled up by BIR)

ATC

(To be filled up by BIR)

4I ▶ UPDATE OF BOOKS OF ACCOUNTS

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

☐ From One Fiscal Period to Another Fiscal Period

Start Date of Old 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