



Republic of the Philippines  
Department of Finance  
Bureau of Internal Revenue

Application for  
Registration Information  
Update/Correction/Cancellation

BIR Form No.  
**1905**  
January 2018 (ENCS)

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

<b>PART I - TAXPAYER INFORMATION</b>																																												
1 Taxpayer Identification Number (TIN)					2 RDO Code		3 Contact Number																																					
<div></div>					<div></div>		<div></div>																																					
4 Registered Name (Last Name, First Name, Middle Name for Individual OR Registered Name for Non-Individual)																																												
<div></div>																																												
<b>PART II - REASON/DETAILS OF REGISTRATION INFORMATION UPDATE/CORRECTION</b>																																												
<b>5 Replacement/Cancellation of FORM/S</b>					<b>REASON/DETAILS</b>			<b>6 Other Updates</b>																																				
<div><input type="checkbox"/> A. Certificate of Registration (COR)</div> <div><input type="checkbox"/> B. Authority to Print (ATP) Receipts/Invoices</div> <div><input type="checkbox"/> C. Tax Clearance Certificate of Liabilities (TCL1)</div> <div><input type="checkbox"/> D. Taxpayer Identification Number (TIN) Card</div> <div><input type="checkbox"/> E. Tax Clearance Certificate for Transfer of Property/ies (TCL2)/ Certificate Authorizing Registration (CAR)</div> <div><input type="checkbox"/> F. Others(specify) <div></div></div>					<div><input type="checkbox"/> Lost/Damaged</div> <div><input type="checkbox"/> Change of Accredited Printer as Requested by the taxpayer</div> <div><input type="checkbox"/> Correction/Change/Update of Registration of Information</div> <div><input type="checkbox"/> Others (specify) <div></div></div>			<div><input type="checkbox"/> Closure of Business <i>(proceed to Number 8)</i></div> <div><input type="checkbox"/> Change of Civil Status <i>(proceed to Number 9)</i></div> <div><input type="checkbox"/> Update of Books of Accounts <i>(proceed to Number 10)</i></div> <div><input type="checkbox"/> Avail of 8% Income Tax Rate Option</div> <div><input type="checkbox"/> Others (specify) <div></div></div>																																				
<b>7 Correction/Change/Update of Registration Information</b>																																												
<div><input type="checkbox"/> A. CHANGE IN REGISTERED NAME/TRADE NAME</div> <div><input type="checkbox"/> Registered Name <input type="checkbox"/> Trade/Business Name</div> <div>New Registered Name/Trade/Business Name</div> <div>Old <div></div></div> <div>New <div></div></div>																																												
<div><input type="checkbox"/> B. CHANGE IN REGISTERED ADDRESS</div> <div><input type="checkbox"/> Transfer within same RDO <input type="checkbox"/> Transfer to another RDO</div> <div>Unit/Room/Floor/Building No. <div></div> Building Name/Tower <div></div> From <div></div> To <div>132</div></div> <div>Lot/Block/Phase/House/Building No. <div></div> Street Name <div>BOLTON EXTENSION</div></div> <div>Subdivision/Village/Zone <div></div> Barangay <div>AT THE BACK OF THE BIR</div></div> <div>Town/District <div>REGIONAL OFFICE</div> Municipality/City <div>BUILDING LEFT WING</div></div> <div>Province <div>EAST DAVAO</div> ZIP Code <div></div></div>																																												
<div><input type="checkbox"/> C. CHANGE IN ACCOUNTING PERIOD (Applicable to Non-Individual)</div> <div><input type="checkbox"/> From Calendar Period to Fiscal</div> <div><input type="checkbox"/> From One Fiscal Period to Another Fiscal Period</div> <div><input type="checkbox"/> From Fiscal to Calendar Period</div> <div>Accounting Start Month <div></div></div> <div>Effectivity Date (MM/DD/YYYY) <div></div></div>																																												
<div><input type="checkbox"/> D. CHANGE/ADD REGISTERED ACTIVITY/LINE BUSINESS</div> <div>New Registered Activity/Line of Business <div></div></div> <div>Effective Date of Change (MM/DD/YYYY) <div></div></div>																																												
<div><input type="checkbox"/> E. CHANGE/ADD FACILITY TYPE/DETAILS (attach additional sheet, if necessary)</div> <div><div><div>Additional/New Facility</div><table><tr><td>Facility Code</td><td colspan="7">Facility Type <i>(check applicable facility type)</i></td></tr><tr><td></td><td>PP</td><td>SP</td><td>WH</td><td>SR</td><td>GG</td><td>BT</td><td>RP</td><td>Others (specify)</td></tr><tr><td>F</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>F</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></div><div><div>Facility Type*</div><div>PP - Place of Production SP - Storage Place WH - Warehouse SR - Showroom GG - Garage</div><div>BT - Bus Terminal RP - Real Property for Lease with No Sales Activity</div></div></div> <div>Address of Facility</div> <div>Unit/Room/Floor/Building No. <div></div> Building Name/Tower <div></div></div> <div>Lot/Block/Phase/House/Building No. <div></div> Street Name <div></div></div> <div>Subdivision/Village/Zone <div></div> Barangay <div></div></div> <div>Town/District <div></div> Municipality/City <div></div></div> <div>Province <div></div> ZIP Code <div></div></div>										Facility Code	Facility Type <i>(check applicable facility type)</i>								PP	SP	WH	SR	GG	BT	RP	Others (specify)	F									F								
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