

Application for Registration Information Update/Correction/Cancellation

BIR Form No.

January 2018 (ENCS)

Fill in applicable spaces. Mark all appropriate boxes with an "X"			dandary 2010 (ENCC)							
PART I - TAXPAYER INFORMATION	T	F								
1 Taxpayer Identification Number (TIN)	2 RDO Code	3 Contact Number								
	egistered Neme (Lect News First News Middle News for Italia ideal OR Resistant Alexandra News for New Italia ideal)									
4 Registered Name (Last Name, First Name, Middle Name for Individual C	OR Registered Name for	r Non-Individual)								
PART II - REASON/DETAILS OF REGISTRATION INFORMATION UPD	DATE/CORRECTION		C Other Undeter							
5 Replacement/Cancellation of FORM/S	REASON	/DETAILS	6 Other Updates							
A. Certificate of Registration (COR)	Lost/Damaged	·	Closure of Business							
		Printer as Requested by	(proceed to Number 8) Change of Civil Status							
B. Authority to Print (ATP) Receipts/Invoices	the taxpayer	odate of Registration of	(proceed to Number 9) Update of Books of Accounts							
C. Tax Clearance Certificate of Liabilities (TCL1)	Information	date of registration of	(proceed to Number 10)							
D. Taxpayer Identification Number (TIN) Card	Others (specify)		Avail of 8% Income Tax Rate Option							
E. Tax Clearance Certificate for Transfer of Property/ies (TCL2)/ Certificate Authorizing Registration (CAR)			Others (specify)							
F. Others(specify)	auon (CAK)									
7 Correction/Change/Update of Registration Information										
A. CHANGE IN REGISTERED NAME/TRADE NAME										
Registered Name	Trade/Business Na	ame								
New Registered Name/Trade/Business Name										
Old										
New										
B. CHANGE IN REGISTERED ADDRESS			(Old RDO) (New RDO)							
Transfer within same RDO Transfer	r to another RDO	From	To 1,3,2							
Unit/Room/Floor/Building No.		Building Name/Tower								
	N, , E, X, T,E	N S I O N								
, , , , , , , , , , , , , , , , , A,T, , T,H,E	E, ,B,A,C,K		, E,							
$ \begin{array}{c c} & \textit{Subdivision/Village/Zone} \\ \hline R_1E_1G_1I_1O_1N_1A_1L_1_1O_1F_1F_1I_1C_1E_1_1_1 \\ \hline \end{array} $	B, U, I , L		rangay ,F, T, ,W, I ,N G,,,							
Town/District		Munic	ipality/City							
E_{l} A_{l} S_{l} T_{l} D_{l} A_{l} V_{l} A_{l} O_{l} D_{l} D_{l}										
C. CHANGE IN ACCOUNTING PERIOD (Applicable to Non-	-Individual) Ac	counting Start Month	Effectivity Date (MM/DD/YYYY)							
From Calendar Period to Fiscal		-								
	_									
From One Fiscal Period to Another Fiscal P	From One Fiscal Period to Another Fiscal Period									
From Fiscal to Calendar Period										
D. CHANGE/ADD REGISTERED ACTIVITY/LINE BUSI	NESS									
New Registered Activity/Line of Business			Effective Date of Change (MM/DD/YYYY)							
E. CHANGE/ADD FACILITY TYPE/DETAILS (attach addit	ional sheet if necessary)									
Additional/New Facility			Facility Type*							
Facility Code (check applicable facility type)		PP - Place of Production SP - Storage Place	ction BT - Bus Terminal RP - Real Property for							
		WH - Warehouse	Lease with No							
F		SR - Showroom	Sales Activity							
Address of Facility		GG - Garage								
Unit/Room/Floor/Building No.		Building Name/Tower								
Lot/Block/Phase/House/Building No.		Street Name								
Subdivision/Village/Zone		l I I I Bai								
Town/District			cipality/City							
Province										
riovince			ZIF Code							

F. CHANGE/ADD INCENTIVE DETAILS/REGISTRATION													
Investment Promotion Agency	Number of Years												
Legal Basis	Start Date (MM/DD/YYYY)												
Incentives Granted	End Date (MM/DD/YYYY)												
Registration/Accreditation No.	Registered Activity												
From To	Tax Regime												
Effectivity Date (MM/DD/YYYY)	Activity Start Date (MM/DD/YYYY)												
Date Issued (MM/DD/YYYY)	Activity End Date (MM/DD/YYYY)												
G. CHANGE/ADD TAX TYPE DETAILS/SUSPEND TAX TYPE/RE-REGIST	ER TAX TYPE												
Suspend/Cancelled Tax Type/s Form Type (to be	ATC Effectivity Date of Change (MM/DD/YYYY)												
Re-register/Added/New Tax Type/s Form Type (to be	ATC Effectivity Date (MM/DD/YYYY)												
H. CHANGE/UPDATE OF CONTACT TYPE													
Phone Number Mobile Number Fax Number	er												
Email Address (required)													
I. CHANGE/UPDATE OF CONTACT PERSON/AUTHORIZED REPRESENT	TATIVE												
(Last Name, First Name, Middle Name, Suffix)	IATIVE												
Position	TIN												
1 0 3 Alon													
J. CHANGE/UPDATE OF NAME OF STOCKHOLDERS/MEMBERS/PARTN													
(Last Name, First Name, Middle Name, Suffix, If Individual OR Registered Name, if Non Indivi	idual)												
B													
C													
	TIN												
A													
B													
C													
8 Closure of Business/Cancellation of Registration A. CANCELLATION OF TIN													
Death	As a result of merger/consolidation												
Multiple/Identical TIN	Others (specify)												
Failure to start/commence business (For Non-Individual)													
Permanent closure of a branch	Effective Date of Cancellation (MM/DD/YYYY)												
Dissolution of corporation/partnership													
B. DE-REGISTER/CESSATION OF REGISTRATION	Trade/Business Name												
Permanent closure of business (head office) of an individual Others (please specify)	Trade/Business Name												
Effect	tive Date of Cessation												
	WDD/YYYY)												
9 Change of Civil Status From Single to Married A. Old Name/Maiden Name (First Name, Middle Name, Last Name, Suffix)	From Married to Single												
B. New Name/Married Name (First Name, Middle Name, Last Name, Suffix)													
C. Spouse Information Employment Status													
of Spouse Unemployed Employed Locally Employed Abr Spouse Name (Last Name)	road Engaged in Business/Practice of Profession (First Name)												
Opodoc (Valle)	(ristivanie)												
(Middle Name) (Suffix)	Spouse TIN												
Spouse Employer's Name (Last Name, First Name, Middle Name for Individual OR Registered Name for Name)													
Spouse Employer's TIN													

10 Books of Accounts														JE 3																		
Type (Manual or	Type of Pooks to be Desistered											Ou antitu			Volume																	
Loose)		Type of Books to be Registered										Quantity Fr					rom	1			From											
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11 Other Update/Co	orrectio	on (pi	lease	spec	cify c	detail	s)									F	or T	axp	aye	er						For	BIF	R Us	е			
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Effective Date											Г													7								
of Change		T	1	1	1		Ар	pro	ved	by:																,	Τ	1		1	1	
REVENUE DISTRICT OFFICER										Da	ate																					
(Signature over Printed Name) 12 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. Further, I give my consent to the processing of my information as contemplated under the *Data Privacy Act of 2012 (R.A. No. 10173) for legitimate and lawful purposes.											Stamp of BIR Receiving Office and Date of Receipt																					
TAXPAYER/A	TAXPAYER/AUTHORIZED REPRESENTATIVE/TAX AGENT (Signature over Printed Name) Title/Position of Signatory											on o																				

*Note: The BIR Data Privacy Policy is in the BIR website (www.bir.gov.ph)

Documentary Requirements

REPLACEMENT/CANCELLATION

A. Certificate of Registration

- 1. Original Copy of Old Certificate of Registration, for replacement
- Affidavit of Loss, if lost
- Proof of payment of Certification Fee and Documentary Stamp Tax to be submitted before the issuance of the new Certificate

- B. Authority to Print (ATP) Receipts and Invoices
 Original Authority to Print Primary and Secondary Receipts/Invoices
 - New Application Form (BIR Form No. 1906), if applicable
- 3 Affidavit of Loss if lost

C. Tax Clearance Certificate for Tax Liabilities (TCL1)

- Affidavit of Loss, if lost
- 2. Proof of payment for Certification Fee and Documentary Stamp Tax-to be submitted before the issuance of the new Tax Clearance Certificate
- TCL1, if for replacement

D. TIN Card

- 1 Affidavit of Loss if lost
- Old TIN Card (if replacement is due to damaged card)
- Marriage Certificate (for change of Family Name) SEC Certificate (for Change of Corporate Name)

CORRECTION/CHANGE/UPDATE OF REGISTRATION INFORMATION A. Change in Registered Name/Trade Name

- Amended SEC Registration/DTI Certificate; and
 Letter Request for temporary use of old receipts/invoices (for business taxpayers) if applicable.

B. Change in Registered Address FROM OLD RDO

1. Inventory List of unused principal and supplementary receipts/invoices for destruction if not to be used in the new RDO or request letter for approval of use of the unused receipts/invoices in new RDO

- Photocopy of Amended Articles of Incorporation/Partnership bearing the taxpayer's new principal business address and Certificate of Filing of Amended Articles of Incorporation (only for Non-Individual
- 2. Photocopy of Mayor's Business Permit, or Duly received Application for Mayor's Business Permit, if the former is still in the process with the LGU;
- 3. Unused principal and supplementary receipts/invoices for re-stamping per approved inventory list by old
- Transfer Commitment Form

C. Change in Accounting Period

1. Photocopy of the Securities and Exchange Commission (SEC) Certificate of Filing of Amended By-Laws showing the change in accounting period

Change/Add Registered Activity/Line of Business D.

- Photocopy of Amended Mayor's Permit or SEC Certificate of Registration if applicable; and
- Letter Request for temporary use of old receipts/invoices (for business taxpayers) if applicable.

E. Change/Add Facility Type/Details

- Appropriate Application for Registration and requirements therein Change/Add Incentive Details/Registration
- Certificate of Accreditation/Registration from Investment Promotion Agency
- Change/Update of Contact Person/Authorized Representative
 - 1. Authorization or Certification issued by Officer enumerated under Section 52 (A) of the Tax Code (President or representative and Treasurer or Assistant Treasurer of the Corporation)
- Change/Update of Stockholders/Members/Partners
 - 1. Amended Articles of Incorporation/Cooperation/Partnership

CLOSURE OF BUSINESS/CANCELLATION OF REGISTRATION

- Death Certificate, in case of death of an individual:
- 2. List of ending inventory of goods, supplies, including capital good;
- Inventory of unused sales invoices/official receipts (SI/OR); Unused sales invoices/official receipts and all other unutilized accounting forms (e.g., vouchers, debit/credit memos, delivery receipts, purchase orders, etc.) including business notices and permits as well as COR shall be subject for destruction to be witnessed by BIR personnel and officials

CHANGE OF CIVIL STATUS

- 1. Marriage Contract or Court Order (declaration of nullity of marriage); and
- 2. Letter Request for temporary use of old receipts/invoices (for business taxpayers) if applicable.

UPDATE OF BOOKS OF ACCOUNT

1. Photocopy of the first page of the previously approved books

REGISTRATION OF BOOKS OF ACCOUNTS A. Manual Books Of Account

- - 1. New sets of permanently bound books of accounts
- B. Manual Loose Leaf Books Of Accounts
 - Permit to Use Loose Leaf Books of Accounts; Permanently bound Loose Leaf Books of Accounts; and
 - 3. Affidavit attesting the completeness, accuracy and correctness of entries in Books of Accounts and the number of Loose Leaf used for period covered.

C. Computerized Books Of Accounts

- 1. Permit to Use Computerized Accounting System (CAS)/Computerized Books of Accounts (CBA) and/or its Components:
- 2. DVDs containing Electronic Books of Accounts and Records. The DVDs should be properly authenticated and its labels duly signed by the responsible official(s) of the company who are required to sign the tax returns under the Tax Code, using a permanent marker;
- Affidavit attesting the completeness, accuracy and appropriateness of the computerized accounting books/records, in accordance with the keeping of books of accounts and records for internal revenue tax purposes.