



Republika ng Pilipinas
Kagawaran ng Pananalapi
Kawanihan ng Rentas Internas

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

Application for Registration Information Update

BIR Form No.
1905
January 2000 (ENCS)

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"/> 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)	
<input type="checkbox"/> 5 Others					
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 Lost Certificate of Registration	
<input type="checkbox"/> 1.b Correction of registration information					
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 Lost Authority To Print	
<input type="checkbox"/> 2.b Correction of registration information in the 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 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)			
<input type="checkbox"/> 4 Multiple TIN / Invalid TIN					
EFFECTIVE DATE OF CANCELLATION					
4E ► CHANGE IN REGISTERED ADDRESS					
<input checked="" type="checkbox"/> TRANSFER OF HOME RDO		From		To	
		Old RDO		New RDO	
NEW REGISTERED ADDRESS		5th & 6th Flrs, 10 Upper McKinley Bldg. McKinley Hill, Fort Bonifacio, Taguig			
ZIP CODE		MUNICIPALITY CODE		TELEPHONE NUMBER	
1 6 3 4		(To be filled up by the BIR)		9 7 6 2 2 7 0	
<input type="checkbox"/> TRANSFER WITHIN SAME RDO					
NEW REGISTERED ADDRESS					
ZIP CODE					
MUNICIPALITY CODE					
(To be filled up by the BIR)					
TELEPHONE NUMBER					

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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

From Fiscal Period to Calendar Period

From One Fiscal Period to Another Fiscal Period

Start Date of New 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

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 of Registration

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

Original Authority to Print Receipts and Invoices

New Application Form 1906, if applicable

3. Replacement of Tax Clearance Certificate for Tax Liabilities

Affidavit of Loss, if lost

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

Affidavit of Loss, if lost

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

C. Cessation of Registration

Letter request for cessation of registration

Existing BIR Certificate of Registration (for surrender)

Inventory list of unused invoices and receipts

Unused invoices and receipts for cancellation

Same requirements as in Cancellation of TIN, if applicable

D. Cancellation of TIN

INDIVIDUAL

Death Certificate

Estate Tax Return

Proof of payment of existing liabilities, if any

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

Existing BIR Certificate of Registration (for surrender)

Inventory list of unused invoices and receipts

Unused invoices and receipts for cancellation

NON-INDIVIDUAL

Notice of Dissolution of Business

Dissolution Papers (board resolution, bankruptcy declaration)

Inventory list of unused invoices and receipts

Unused invoices and receipts for cancellation

Existing BIR Certificate of Registration

Proof of payment of existing liabilities

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

E. Change in Registered Address

Original Certificate of Registration

Inventory list of unused invoices/ receipts

Unused invoices and receipts for re-stamping

Latest DTI Certificate/ SEC Registration

Latest Mayor's Permit

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

Amended SEC Registration/ DTI Certificate

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

BIR written approval of the change

Photocopy of short period return filed