

Guidelines on BIR Requirement for Exhibitors

BIR Tax Compliance of Privilege Stores in the Philippines

<p>Pay Registration Fee of Php500 to any BIR Accredited Banks in Pasay area ONLY. Attach 3 copies of the BIR Payment Form 0605 for validation.</p> <p>Note: This is for those who have not yet paid Pasay Registration for 2024 and/or is first time to exhibit in SMX Convention Center Manila for year 2024.</p>	<p>Pay on or before Jun 15, 2024</p> <p>(For Selling and Non-Selling Exhibitors Except Foreign Exhibitors)</p>
<p>Keep validated BIR Form 0605 with the Official Receipt and display at your booth during the 3-day exhibit from Jul 12 - Jul 14, 2024.</p>	<p>(For Selling and Non-Selling Exhibitors Except Foreign Exhibitors)</p>
<p>Seek approval from the Revenue District Office (RDO) where your office is registered for your participation in the TME from Jul 12 – 14, 2024 and state the Series numbers of Sales Invoices and/or Official Receipts that you will be using during the 3-day event (Sample letter attached)</p>	<p>On or before Jun 15, 2024</p> <p>(For Selling Exhibitors Only)</p>
<p>Upon approval from your RDO, stamp address of SMX in all Sales Invoices and/or Official Receipts to be used during the 3-day event.</p> <p>Have your own company stamp . SMX Address: SMX Convention Center – Seashell Drive, Mall of Asia Complex, Pasay City.</p>	<p>(For Selling Exhibitors Only)</p>
<p>Submit to TME the following documents:</p> <ol style="list-style-type: none"> 1. Create email with subject: (company Name) BIR Requirement TME 2024. Email to travelmadness10@gmail.com and travelmadnessexpo@gmail.com 2. BIR COR (Certificate of Registration) 3. Proof of Payment of Annual Registration Fee of P 500.00 (BIR Form 0605 and Receipt). 4. Letter of approval of RDO to use the Receipts/ Invoice during the 3-day event 	<p>On or before Jun 25, 2024</p> <p>(For Selling and Non-Selling Exhibitors Except Foreign Exhibitors)</p>

List of Authorized Agent Banks – Revenue District Office No. 051 – Pasay
https://www.bir.gov.ph/images/bir_files/collection_programs/51.pdf

BIR Form 0605 (Payment Form)
https://www.bir.gov.ph/images/bir_files/old_files/pdf/1210605.pdf

For complete information, please refer to Revenue Regulation No. 16-2013:
https://www.bir.gov.ph/images/bir_files/old_files/pdf/75601RR%2016-2013.pdf

Sample Letter to BIR on your company letterhead

(Date)

The Officer-in-Charge
Bureau of Internal Revenue RDO ____

Dear Sir or Madam:

We are pleased to inform you that (company name), will be participating as an exhibitor in the upcoming 11th Travel Madness Expo 2024 (TME 2024) from Jul 12 – 14 , 2024 which will be held at the SMX Convention Center, Seashell Drive, Mall of Asia Complex, Pasay City. TME 2024 is organized by Travel Innovators, Inc. with TIN 008-280-224-000 (Non-VAT).

In line with this, may we request your approval to use the following Sales Invoices and Official Receipts with the series numbers below, for the said event?

Sales/Billing Invoices From: _____ To: _____
Official Receipts From: _____ To: _____

Further, we understand that our BIR Certificate of Registration or BIR Form No. 2303 must be placed in a conspicuous place within our booth. You may visit us at booth number(s) _____ during the event.

For more information, you may contact us through _____ or by email at _____.

Attached are a copy of our BIR 2303 and the Certificate of Participation from Travel Madness Expo 2024's Organizing Committee.

Thank you.

Respectfully yours,

(Signature over printed name of Authorized Representative)