Guidelines on BIR Requirement for Exhibitors

BIR Tax Compliance of Privilege Stores in the Philippines

|  |  |
| --- | --- |
| **If it is your first time to join an exhibit in Pasay for the year 2025 as a selling exhibitor, please follow the guidelines below:** | |
| Seek approval from the Revenue District Office (RDO) where your office is registered for your participation in the TME 2025 from Jul 11 – 13, 2025 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) | On or before Jun 15, 2025    (For Selling Exhibitors Only) |
| Visit BIR Pasay RDO 051 at 17th floor, Trium Square, 2183 Sen. Gil J. Puyat Ave, Pasay, 1300 Metro Manila |  |
| Pay Registration Fee of Php500 through any BIR Accredited Banks in Pasay area ONLY. Attach 3 copies of the BIR Payment Form 0605 for validation.    Note: This is for those who have not yet paid Pasay Registration for 2025 and/or is first time to exhibit in SMX Convention Center Manila for year 2025. | Pay on or before Jun 15, 2024    (For Selling and Non-Selling  Exhibitors Except Foreign  Exhibitors) |
| Keep validated BIR Form 0605 with the Official Receipt and display at your booth during the 3-day exhibit from Jul 11 - Jul 13, 2025. | (For Selling and Non-Selling  Exhibitors Except Foreign Exhibitors) |
| Upon approval from your RDO, stamp address of SMX in all Sales/Service Invoices and/or Official Receipts to be used during the 3-day event.    Prepare your own company stamp.  SMX Address:  SMX Convention Center – Seashell Drive, Mall of Asia Complex, Pasay City. | (For Selling Exhibitors Only) |
| Submit to TME the following documents from BIR Pasay RDO 051:   1. Create email with subject: (company Name) BIR Requirement TME 2025. Email to [travelmadness10@gmail.com](mailto: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 your RDO to use the Receipts/ Invoice during the 3-day event | On or before Jun 25, 2025    (For Selling and Non-Selling  Exhibitors Except Foreign  Exhibitors) |

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>

(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 12th Travel Madness Expo 2025 (TME 2025) from Jul 11 – 13 , 2025 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 2025’s Organizing Committee.

Thank you.

Respectfully yours,

(Signature over printed name of Authorized Representative)