

## 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.  <b>Note:</b> 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: <ol style="list-style-type: none"> <li>1. Create email with subject: (company Name) BIR Requirement TME 2025. Email to <a href="mailto:travelmadness10@gmail.com">travelmadness10@gmail.com</a> and <a href="mailto:travelmadnessexpo@gmail.com">travelmadnessexpo@gmail.com</a></li> <li>2. BIR COR (Certificate of Registration)</li> <li>3. Proof of Payment of Annual Registration Fee of P 500.00 (BIR Form 0605 and Receipt).</li> <li>4. Letter of approval of your RDO to use the Receipts/ Invoice during the 3-day event</li> </ol>	On or before Jun 25, 2025  (For Selling and Non-Selling Exhibitors Except Foreign Exhibitors)

Sample Letter to BIR on your company letterhead

BIR Form 0605 (Payment Form)

[https://www.bir.gov.ph/images/bir\\_files/old\\_files/pdf/1210605.pdf](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](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 12<sup>th</sup> 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)

