

31 Relationship Date (MM/DD/YYYY) 	32 Address Type <input type="checkbox"/> Residence <input type="checkbox"/> Place of Business <input type="checkbox"/> Employer Address			
33 Address				
Unit/Room/Floor/Building No. 	Building Name/Tower 	Lot/Block/Phase/House No. 	Street Name 	Subdivision/Village/Zone
Barangay 	Town/District 	Municipality/City 	Province 	ZIP Code
34 Preferred Contact Type				
<input type="checkbox"/> Landline Number	<input type="checkbox"/> Fax Number	<input type="checkbox"/> Mobile Number	Email Address (required) 	

Part V – Business Information

35 Single Business Number/Philippine Business Number 				
36 Primary/Secondary Industries (attach additional sheet/s, if necessary)				
Industry	Trade/Business Name	Regulatory Body		
Primary				
Secondary				
Industry	Business Registration Number	Business Registration Date (MM/DD/YYYY)	PSIC Code (To be filled out by BIR)	Line of Business
Primary				
Secondary				

37 Incentives Details				
37A Investment Promotion (e.g., PEZA, BOI) 		37B Legal Basis (e.g., R.A., E.O.) 		37C Incentive Granted (e.g., Exempt from IT, VAT, etc.)
37D No. of Years 	37E Incentive Start Date (MM/DD/YYYY) 		37F Incentive End Date (MM/DD/YYYY) 	
38 Details of Registration/Accreditation				
38A Registration/Accreditation Number 		38B Effectivity Date (MM/DD/YYYY) FROM TO		38C Date Issued (MM/DD/YYYY)
38D Registered Activity 		38E Tax Regime (Regular, Special, Exempt) 	38F Activity Start Date (MM/DD/YYYY) 	
				38G Activity End Date (MM/DD/YYYY)

Part VI – Facility Details

39 Facility Details (PP-Place of Production/Plant; SP-Storage Place; WH-Warehouse; SR>Showroom; GG-Garage; BT-Bus Terminal; RP-Real Property for Lease with No Sales Activity)				
39A Facility Code (To be filled out by BIR) 	39B Facility Type <input type="checkbox"/> PP <input type="checkbox"/> SP <input type="checkbox"/> WH <input type="checkbox"/> SR <input type="checkbox"/> GG <input type="checkbox"/> BT <input type="checkbox"/> RP <input type="checkbox"/> Others (specify)			
39C Facility Address				
Unit/Room/Floor/Building No. 	Building Name/Tower 	Lot/Block/Phase/House No. 	Street Name 	Subdivision/Village/Zone
Barangay 	Town/District 	Municipality/City 	Province 	ZIP Code

Part VII – Tax Types

40 Tax Types (this portion determines your tax liability/ies) (To be filled out by BIR)				
	Form Type	ATC	Form Type	ATC
Income Tax			<input type="checkbox"/> Value-Added Tax	
<input type="checkbox"/> Individual Income Tax			Excise Tax	
<input type="checkbox"/> Capital Gains – Real Property			<input type="checkbox"/> Alcohol Products	
<input type="checkbox"/> Capital Gains – Stocks			<input type="checkbox"/> Automobile & Non-Essential Goods	
Withholding Tax			<input type="checkbox"/> Cosmetic Procedures	
<input type="checkbox"/> Compensation			<input type="checkbox"/> Mineral Products	
<input type="checkbox"/> Expanded			<input type="checkbox"/> Petroleum Products	
<input type="checkbox"/> Final			<input type="checkbox"/> Sweetened Beverages	
<input type="checkbox"/> Fringe Benefits			<input type="checkbox"/> Tobacco Products	
<input type="checkbox"/> Value-Added Tax			<input type="checkbox"/> Tobacco Inspection & Monitoring Fees	
<input type="checkbox"/> Other Percentage Tax			<input type="checkbox"/> Vapor Products	
<input type="checkbox"/> ONETT not subject to CGT			Documentary Stamp Tax (DST)	
<input type="checkbox"/> Percentage Tax on Winnings & Prizes			<input type="checkbox"/> Regular	
<input type="checkbox"/> On Interest Paid on Deposits and Yield on Deposits/Substitutes			<input type="checkbox"/> One-Time Transactions (ONETT)	
Percentage Tax			Transfer Tax	
<input type="checkbox"/> Stocks			<input type="checkbox"/> Donor's Tax	
<input type="checkbox"/> Stocks-Initial Public Offering (IPO)			<input type="checkbox"/> Estate Tax	
<input type="checkbox"/> Overseas Dispatch And Amusement Taxes			Miscellaneous Tax (specify)	
<input type="checkbox"/> Under Special Laws				
<input type="checkbox"/> Other Percentage Taxes under NIRC (specify)			Others (specify)	

Documentary Requirements:

SELF-EMPLOYED INDIVIDUALS

For Sole Proprietor/Professional/Professionals not regulated by the Professional Regulation Commission (PRC):

- 1. Any government-issued ID (e.g., PhilID/ePhilID, Passport, Driver's License/eDriver's License) that shows the name, address and birthdate of the applicant. In case the ID has no address, any proof of residence or business address; (1 photocopy) or

In case of the practice of profession regulated by PRC:

- Valid PRC ID and government ID showing address or proof of residence or business address. (1 photocopy)

Note: IDs shall be presented and should be readable, untampered and contains consistent information with the documents submitted upon application.

- 2. BIR Printed Invoices (BPI) (Available for sale at the New Business Registrant Counter); **or**
 Final clear sample of OWN Invoices. (1 original)
(Sample layout is also available at the New Business Registrant Counter)

Note: In case taxpayer-applicant will opt to print its own invoices, taxpayer-applicant should choose an Accredited Printer who will print the invoices.

FEES TO BE PAID

- 1. Payment of P30.00 Loose Stamp/s (DST) to be affixed on the Certificate of Registration.

Note: If the P30.00 loose DST was already paid online, the proof of payment (1 photocopy) shall be submitted.

- Procured printing cost of BPI, if opted to use.

Additional documents, if applicable:

- 1. If transacting through a Representative:
 - 1.1 Special Power of Attorney (SPA) executed by the taxpayer-applicant indicating specific transaction; [1 original for first submission, if authorized to more than one transaction, submit certified true copy (together with the original copy for presentation and validation only)]
 - 1.2 Any government-issued ID of the taxpayer and authorized representative; (1 photocopy, both with one specimen signature)
- 2. DTI Certificate (if with business name); (1 photocopy)
- 3. Work Visa (9g) for Foreign Nationals; (1 photocopy)
- 4. Service Contract showing the amount of income payment, for Job Order or Service Contract Agreement with NGAs, LGUs, GOCCs, GFIs; (1 photocopy)
- 5. Franchise Documents (e.g., Certificate of Public Convenience) (for Common Carrier); (1 photocopy)
- 6. Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity; (1 photocopy)
- 7. Proof of Registration/Permit to Operate BOI/BOI-ARMM, PEZA, BCDA, TIEZA/TEZA, SBMA, etc. (1 photocopy)

ESTATE AND TRUST

For Estate with properties subject to Estate taxes or Estate under judicial settlement:

- 1. Death Certificate of the decedent; (1 photocopy)
- For Trust (irrevocable):
- 2. Irrevocable Trust Agreement; (1 photocopy)

Additional documents, if applicable:

- 1. If transacting through a Representative:
 - 1.1 Special Power of Attorney (SPA) executed by the taxpayer-applicant indicating specific transaction; [1 original for first submission, if authorized to more than one transaction, submit certified true copy (together with the original copy for presentation and validation only)]
 - 1.2 Any government-issued ID of the taxpayer/trustee/trustor in the trust agreement and authorized representative; (1 photocopy, both with one specimen signature)
- 2. If transacting through an Administrator or Executor or Heir:
 - 2.1 Document/s to prove as the administrator or executor or heir; (1 original)
 - 2.2 Any government-issued ID of the administrator or executor. (1 photocopy, both with one specimen signature)

BRANCH AND FACILITY

REGISTRATION OF BRANCH

- 1. BIR Printed Invoices (BPI) (Available for sale at the New Business Registrant Counter); **or**
 Final clear sample of OWN Invoices. (1 original)
(Sample layout is also available at the New Business Registrant Counter)

Note: In case taxpayer-applicant will opt to print its own invoices, taxpayer-applicant should choose an Accredited Printer who will print the invoices.

FEES TO BE PAID

- Payment of P30.00 Loose Stamp/s (DST) to be affixed on the Certificate of Registration.

Note: If the P30.00 loose DST was already paid online, the proof of payment (1 photocopy) shall be submitted

- Procured printing cost of BPI, if opted to use.

REGISTRATION OF FACILITY

- 1. BIR Form No. 1901. (2 originals)

ADDITIONAL DOCUMENTS FOR BRANCH/FACILITY, IF APPLICABLE:

- 1. If transacting through a Representative:
 - 1.1 Special Power of Attorney (SPA) executed by the taxpayer-applicant indicating specific transaction; [1 original for first submission, if authorized to more than one transaction, submit certified true copy (together with the original copy for presentation and validation only)]
 - 1.2 Any government-issued ID of the taxpayer and authorized representative; (1 photocopy, both with one specimen signature)
- 2. DTI Certificate (if with business name); (1 photocopy) (For Branch only)
- 3. Franchise Documents (e.g., Certificate of Public Convenience) (for Common Carrier); (1 photocopy) (for Branch only)
- 4. Franchise Agreement; (1 photocopy) (For Branch only)
- 5. Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity; (1 photocopy) (For Branch only)
- 6. Proof of Registration/Permit to Operate BOI/BOI-ARMM, PEZA, BCDA, TIEZA/TEZA, SBMA, etc. (1 photocopy) (For Branch only)

POSSESSION OF MORE THAN ONE TAXPAYER IDENTIFICATION NUMBER (TIN) IS CRIMINALLY PUNISHABLE PURSUANT TO THE PROVISIONS OF THE NATIONAL INTERNAL REVENUE CODE OF 1997, AS AMENDED

For Voluntary Payment

Stamp of BIR Receiving Office and Date of Receipt

I declare, under the penalties of perjury that this document 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 the authority thereof.

Signature over Printed Name of Taxpayer/Authorized Representative

Title/Position of Signatory