



	Bringing In Revenues	
	for Nation-building BUREAU OF INTERNAL REVENUE	
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CHECKLIST OF DOCUMENTARY CONTROLLER REQUIREMENTS REQUIREMENTS

OF-11-04.2025.00

► DLN:

APPLICATION FOR REGISTRATION

SELF-EMPLOYED INDIVIDUALS

Sole Proprietor, Professional, Professionals not regulated by the Professional Regulation Commission (PRC), such as Artist, Director, Freelancer, Mixed-Income Earner, Job Order, Service Contract Agreement, Online Seller, Vlogger, Blogger, Online Streamer, Social Media Influencer, Youtuber, Content Creator, Other Self-Employed:

IMPORTANT: [To be accomplished by taxpayer]

- 1. Processing of transactions commences only upon submission of complete documents. **INCOMPLETE REQUIREMENTS WILL BE** RETURNED TO APPLICANT/WILL NOT BE PROCESSED.
- 2. Mark "✓" for submitted documents and "X" for lacking documents.

ONLINE A	APPLICATION	VIA ONLINI	E REGISTRATIC	N AND UPDATE
SYSTEM ((ORUS)			

Register a business online by visiting and creating an ORUS account at https://orus.bir.gov.ph.

Note: Taxpayers who registered their business online can generate, receive and print their electronic Certificate of Registration after online payment of P30.00 loose DST. Online registrants are required to comply with invoicing requirements by using BIR Printed Invoice or apply for an Authority to Print invoices.

GENERAL REQUIREMENTS

1.	BIR Form No. 1901 (2 originals); [for manual application]
2.	Any government-issued ID (e.g. PhilID/ePhilID, Passpor

Driver's License/eDriver's License,) that shows the name, address, and birthdate of the applicant, in case the ID has no address, any additional proof of residence or business address under the name of the applicant; (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 under the name of the applicant. (1 photocopy)

Note: IDs shall be presented and should be readable, untampered and contains consistent information with the documents submitted upon application. For online application, selfie photo holding the ID shall be uploaded.

☐ Buy BIR Printed Invoice (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.

ADDITIONAL DOCUMENTS, IF APPLICABLE:

If transacting through a Representative:

1.1 Special Power of Attorney (SPA) executed by the taxpayer-applicant indicating specific transaction/s; [1 original for first time submission, if authorized to more than one transaction, submit certified true copy (together with the original copy for presentation and validation only)]

Continua	tion	[Back Page
	1.2 Any government-issued ID of the authorized representative. [1 photoc one original specimen signature (wet)	opy, both with
	Note: For online application, selfie photo of representative holding the ID shall be uploa	
2.	DTI Certificate (if with business name); (1)	photocopy)
3.	Work Visa (9g) for Foreign Nationals; (1 ph	notocopy)
4.	Service Contract showing the amount of in for Job Order or Service Contract Agreem LGUs, GOCCs, GFIs; (1 photocopy)	
5.	Franchise Documents (e.g. Certificat Convenience) (for Common Carrier); (1 ph	
6.	Certificate of Authority, if Barangay M Enterprises (BMBE) registered entity; (1 pl	
7.	Proof of Registration/Permit to Operate B PEZA, BCDA, TIEZA/TEZA, SBMA, etc; (1 pl	•
OHD MI		
SUBMI' Sign her	TED BY:	Date:
	Full Name of Taxpayer/Representative (Signature over printed name)	
[FOR B	R USE ONLY] RECEIVED BY:	
Sign her	re	Date:

RETURN OF DOCUMENT/S

Officer:

Upon preliminary evaluation of the completeness of the application and its supporting documents, the applicant has been informed of the identified lacking documentary requirement/s (marked "X") above for completion or resubmission of application.

(Signature over printed name)

Sign here		Date:
•	Evaluator/Officer (Signature over printed name)	
ACKNOW	LEDGMENT BY THE APPLICANT:	
requirem IRR of RA Efficient (office or	eby acknowledge the identified lacking ent/s (marked "X") and understand that p 11032 otherwise known as "Ease of Doin Government Service Delivery Act of 2018", t agency shall not process deficient ons or requests.	oursuant to the g Business and he government
Sign here		Date:
•	Full Name of Taxpayer/Representative (Signature over printed name)	

DATA PRIVACY NOTICE

The Bureau is committed to protect the information herein provided. Information provided are for documentation purposes not to be shared with other parties. This CDR shall be kept in a secured place in the office that received the application for the period prescribed under existing BIR policy. Thereafter, it shall be disposed of through shredding.

WE WANT TO SERVE YOU BETTER AND IMPROVE OUR CLIENT SERVICE STANDARDS.

TO FULFILL THIS, LET US KNOW WHAT YOU THINK AND HOW WELL DID WE SERVE YOU BY ANSWERING OUR CUSTOMER SATISFACTION SURVEY FORM.

[PRINT THIS CDR ON BOTH SIDES]



CHECKLIST OF DOCUMENTARY CREQUIREMENTS

UIREMENTS 5 REVISE

QF-11-17.2025.00

►DLN:

APPLICATION FOR REGISTRATION

ESTATE AND TRUST

IMPORTANT: [To be accomplished by taxpayer]

- 1. Processing of transactions commences only upon submission of complete documents. MINCOMPLETE REQUIREMENTS WILL BE RETURNED TO APPLICANT/WILL NOT BE PROCESSED.
- 2. Mark "✓" for submitted documents and "X" for lacking documents.

STA	ND₽	ARD REQUIREMENTS
	1.	BIR Form No. 1901 (2 originals);
	2.	For Estate with properties subject to Estate taxes or Estate under judicial settlement: Death Certificate of the decedent; (1 photocopy) Note: Request for the cancellation of decedent's TIN by the heir or administrator or executor. For Trust (irrevocable): Irrevocable Trust Agreement. (1 photocopy)
FEE	S TO	D BE PAID
	1.	NONE
ADD	ITI	ONAL DOCUMENTS, IF APPLICABLE:
	1.	If transacting through a Representative:
	1.	 Special Power of Attorney (SPA) executed by the Trustee/Trustor authorizing to process application for TIN of Trust; [1 original for first time submission, submit certified true copy (together with the original copy for presentation and validation only)] Any government-issued ID of the taxpayer/trustee/trustor in the trust agreement and authorized representative. [1 photocopy, both with one original specimen signature (wet)].
		If transacting through an Administrator or Executor or Heir:
		1.1 Document/s to prove as the administrator or executor or heir; (1 original);
		1.2 Any government-issued ID of the administrator or executor. [1 photocopy, with one original specimen signature(wet)]

SUBMITTED BY:				
Sign here		Date:		
>				
	Full Name of Administrator/Executor/			
	Representative			
	(Signature over printed name)			
[FOR BIR U	SE ONLY] RECEIVED BY:			
Sign here		Date:		
>	Officer: (Signature over printed name)			

Continue to the back page.

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TO FULFILL THIS, LET US KNOW WHAT YOU THINK AND HOW WELL DID WE SERVE YOU BY ANSWERING OUR CUSTOMER SATISFACTION SURVEY FORM.

RETURN OF DOCUMENT/S

Upon preliminary evaluation of the completeness of the application and its supporting documents, the applicant has been informed of the identified lacking documentary requirement/s (marked "X") above for completion or resubmission of application.

Sign here		Date:
A CKNOW	Evaluator/Officer (Signature over printed name) LEDGMENT BY THE APPLICANT:	
ACKNOW	LEDGMENT DI THE APPLICANT:	
requirem IRR of RA Efficient (office or	eby acknowledge the identified lacking ent/s (marked "X") and understand that p. 11032 otherwise known as "Ease of Doin Government Service Delivery Act of 2018", tagency shall not process deficient ons or requests.	oursuant to the g Business and he government
Sign here	-	Date:
•	Full Name of Administrator/Executor/ Representative (Signature over printed name)	

DATA PRIVACY NOTICE

The Bureau is committed to protect the information herein provided. Information provided are for documentation purposes not to be shared with other parties. This CDR shall be kept in a secured place in the office that received the application for the period prescribed under existing BIR policy. Thereafter, it shall be disposed of through shredding.



CHECKLIST OF DOCUMENTARY & S

F1103REVISED JUL2025

QF-11-05.2025.00

►DLN:

APPLICATION FOR REGISTRATION

CORPORATIONS, PARTNERSHIPS, COOPERATIVES, ASSOCIATIONS (TAXABLE OR NON-TAXABLE)

Domestic Corporation, One Person Corporation (OPC), Partnership, Resident Foreign Corporation, Cooperative, Association

IMPORTANT: [To be accomplished by taxpayer]

- 1. Processing of transactions commences only upon submission of complete documents. <u>INCOMPLETE REQUIREMENTS WILL BE RETURNED TO APPLICANT/WILL NOT BE PROCESSED</u>.
- 2. Mark " \checkmark " for submitted documents and "X" for lacking documents.

		APPLICATION VIA ONLINE REGISTRATION AND UPDATE I (ORUS)
	1.	Register a business online by visiting and creating an ORUS account at https://orus.bir.gov.ph.
		Note: Taxpayers who registered their business online can generate, receive and print their electronic Certificate of Registration after online payment of P30.00 loose DST. Online registrants are required to comply with invoicing requirements by using BIR Printed Invoice or apply for an Authority to Print invoices.
STA	NDA	ARD REQUIREMENTS
	1.	BIR Form No. 1903; (2 originals) [for manual application]
	2.	 SEC Certificate of Incorporation/Digital Certificate of Incorporation; (1 photocopy) or Certificate of Recording (in case of partnership)/Digital Certificate; (1 photocopy) or License to Do Business in the Philippines (in case of foreign corporation)/ Digital Certificate; (1 photocopy) or Cooperative Development Authority (CDA) Certificate of Registration; (1 photocopy) or Certificate of Registration issued by Housing and Land Use Regulatory Board (HLURB); (1 photocopy) or Certificate of Registration issued by Department of Labor
	2	and Employment (DOLE); (1 photocopy)
	3.	 Articles of Incorporation/Digital Articles of Incorporation; (1 photocopy) or Articles of Partnerships/Digital; (1 photocopy) or Articles of Cooperation; (1 photocopy) or Articles of Association; (1 photocopy) or Constitution and by-laws of the applicant union; [for Labor Organization, Assoc. or Group of Union or Workers] (1photocopy)
	4.	☐ Buy BIR Printed Invoice (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.
FFF	S TC) 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.
ADD	ITI	ONAL DOCUMENTS, IF APPLICABLE:
	1.	If transacting through a Representative: 1.1 Board Resolution/Written Resolution (in case of OPC) or Secretary's Certificate, indicating the purpose and the name of the authorized representative; [1 original for

first time submission, if authorized to more than one

transaction, submit certified true copy (together with

the original copy for presentation and validation only)]

Continue to the back page.

[This CDR shall be attached as cover sheet of the application.]
[Back Page.]

Conti	nua	tion		
		1.2 Any government-issued ID of one of th authorized representative. [1 photoc one original specimen signature (wet)	opy, both with	
		Note: For online application, selfie photo of representative holding the ID shall be uploated		
	2.	Franchise Documents (e.g. Certificate of Pu Convenience) (for Common Carrier); (1 ph	blic	
	3.	Franchise Agreement; (1 photocopy)	ососоруј	
	4.	Memorandum of Agreement (for JOINT photocopy)	VENTURE); (1	
	5.	Certificate of Authority, if Barangay M Enterprises (BMBE) registered entity; (1 pl		
	6.	Proof of Registration/Permit to Operate B PEZA, BCDA, TIEZA/TEZA, SBMA, etc; (1 pl	OI/BOI-ARMM,	
FOR	GA	ls/LGUs (Manual Registration at the RDO ON		
	1.	BIR Form No. 1903; (2 originals)		
	2.	Unit or Agency's Charter or Proof of Regist photocopy)	`	
FOR		REIGN EMBASSIES (Manual Registration at the	he RDO ONLY)	
	1. 2.	BIR Form No. 1903; (2 originals) Endorsement from Department of Foreign	Affairs (DFA)	
FOR		(1 photocopy) 'ERNATIONAL ORGANIZATIONS (Manual Re		
	RD0	ONLY)	gistration at	
	1. 2.	BIR Form No. 1903; (2 originals) Consularized/Appostillized Host Agreemen	nt or any	
U	۷.	international agreement. (1 photocopy)	it of any	
SUB	MIT	TED BY:		
Sign		_	Date:	
		Full Name of Taxpayer/Representative (Signature over printed name)		
[FO]	R BI	R USE ONLY] RECEIVED BY:		
Sign	her	e	Date:	
		Officer: (Signature over printed name)		
RFT	'HRN	N OF DOCUMENT/S		
		eliminary evaluation of the completeness of	the application	
and	its s	supporting documents, the applicant has be	en informed of	
		ntified lacking documentary requirement/s or completion or resubmission of application		
Sign	her	е	Date:	
		Evaluator/Officer		
		(Signature over printed name)		
ACK	NOV	WLEDGMENT BY THE APPLICANT:		
I _			, of legal	
		reby acknowledge the identified lacking		
requirement/s (marked "X") and understand that pursuant to the IRR of RA 11032 otherwise known as "Ease of Doing Business and				
Efficient Government Service Delivery Act of 2018", the government				
office or agency shall not process deficient or incomplete applications or requests.				
apn	licat			
Sign			Date:	
$\overline{}$			Date:	

DATA PRIVACY NOTICE

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CHECKLIST OF DOCUMENTARY 👱 F11DSP REQUIREMENTS

QF-11-20.2025.00

► DLN:

APPLICATION FOR REGISTRATION

NONRESIDENT DIGITAL SERVICE PROVIDERS

IMPORTANT: [To be accomplished by taxpayer]

- 1. Processing of transactions commences only upon submission of complete documents. **INCOMPLETE REQUIREMENTS WILL BE** RETURNED TO APPLICANT/WILL NOT BE PROCESSED.
- 2. Mark "✓" for submitted documents and "X" for lacking documents.

ONLINE APPLICATION VIA ONLINE REGISTRATION AND UPDATE SYSTEM (ORUS)

Register a business online by visiting and creating an ORUS account at https://orus.bir.gov.ph by selecting the "Nonresident Foreign Corporation" as Taxpayer Type and by selecting "Digital Service Provider - NRFC" as classification in the online application form.

Any official registration document that indicates the name of the NRDSP issued by an authorized government regulatory body (e.g., Securities and Exchange Commission, tax authority) in the country where the NRDSP was incorporated or organized (e.g. Articles of Incorporation, Certificate of Tax Residency); (1 scanned copy)

FEES TO BE PAID

None, if will be registered via ORUS;

P30.00 Loose Stamp/s (DST) to be affixed on the Certificate of Registration (COR), if will secure a manually printed COR in RDO No. 39 - South Quezon City

ELECTRONIC GENERATION OF CERTIFICATE OF REGISTRATION

Nonresident Digital Service Providers (NRDSP) who registered their business online can generate, receive and print their electronic Certificate of Registration in ORUS.

ALTERNATIVE OPTION:

In case of system downtime or unavailability, NRDSP may electronically submit the application for registration via Taxpayer Registration-Related (TRRA) Application Portal https://web-services.bir.gov.ph/trraportal/

SUBMITTED BY:					
Sign here		Date:			
>					
	Full Name of Taxpayer/Representative				
	(Signature over printed name)				
[FOR BIR U	SE ONLY] RECEIVED BY:				
Sign here		Date:			
•	Officer:				
	(Signature over printed name)				

RETURN OF DOCUMENT/S

Upon preliminary evaluation of the completeness of the application and its supporting documents, the applicant has been informed of the identified lacking documentary requirement/s (marked "X") above for completion or resubmission of application.

Sign here		Date:
>	Evaluator/Officer (Signature over printed name)	
ACKNOWLE	EDGMENT BY THE APPLICANT:	
Ι		_, of legal age,
	cknowledge the identified lacking nt/s (marked "X") and understand that purs	•

of RA 11032 otherwise known as "Ease of Doing Business and

Efficient Government Service Delivery Act of 2018", the government office or agency shall not process deficient or incomplete applications

or requests		
Sign here		Date:
>	Full Name of Taxpayer/Representative (Signature over printed name)	

DATA PRIVACY NOTICE

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TO FULFILL THIS. LET US KNOW WHAT YOU THINK AND HOW WELL DID WE SERVE YOU BY ANSWERING OUR CUSTOMER SATISFACTION SURVEY FORM.

[PRINT THIS CDR ON BOTH SIDES]





REQUIREMENTS

OF-11-16.2025.00

► DLN:

APPLICATION FOR REGISTRATION

THRU PHILIPPINE BUSINESS HUB (PBH)

Self-employed, Domestic Corporation, One Person Corporation (OPC), Partnership, Foreign Corporation

IMPORTANT: [To be accomplished by taxpayer]

- 1. Processing of transactions commences only upon submission of complete documents. **INCOMPLETE REQUIREMENTS WILL BE** RETURNED TO APPLICANT/WILL NOT BE PROCESSED.
- 2. Mark "✓" for submitted documents and "X" for lacking documents.

MAN	NUA	L ISSUANCE OF CERTIFICATE OF REGISTRATION						
	1.	Printed copy of PBH Unified Form; (2 originals)						
)		Note: For presentation only: SEC Certificate of						
		Incorporation/SEC Digital Certificate with QR Code, for SEC						
	2.	Registration No. purposes. Accomplished Tax Type Questionnaire; (1 original)						
	3.	☐ Buy BIR Printed Invoice (Available for sale at the New Business Registrant Counter); or						
		☐ BIR Form No. 1906 (2 originals) and 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.						
FEE	S TC) BE PAID						
	1.	 Printed copy of BIR Form No. 0605 (2 originals) for the payment of P30.00 Loose Stamp/s (DST) to be affixed on the Certificate of Registration. 						
		 Procured printing cost of BPI, if opted to use. 						
		ONIC GENERATION OF CERTIFICATE OF REGISTRATION						
Regi requ	istra iireo ice	ers who generated and received their electronic Certificate of ation after online payment of P30.00 loose DST thru PBH are d to comply with invoicing requirements by using BIR Printed or apply for an Authority to Print invoices.						
	1.	☐ Buy BIR Printed Invoice (Available for sale at the New Business Registrant Counter); or						
		☐ BIR Form No. 1906 (2 originals) and 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.						
ADD	ITI	ONAL DOCUMENTS, IF APPLICABLE:						
	1.	If transacting through a Representative: For Individual:						
		1.1 Special Power of Attorney (SPA) executed by the taxpayer-applicant indicating specific transaction/s; [1 original for first time 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 original specimen signature (wet)]						
		For Corporation/Non-individual						
		1.1 Board Resolution/Written Resolution (in case of OPC) or Secretary's Certificate, indicating the purpose and the name of the authorized representative; [1 original for first time submission, if authorized to more than one						

Contir	ıuat	tion
		Note: For online application, selfie photo of the authorized
		representative holding the ID shall be uploaded.
	2.	Franchise Documents (e.g. Certificate of Public
)		Convenience) (for Common Carrier); (1 photocopy)
	3.	Franchise Agreement; (1 photocopy)
	4.	Memorandum of Agreement (for JOINT VENTURE); (1
		photocopy)
	5.	Certificate of Authority, if Barangay Micro Business
)		Enterprises (BMBE) registered entity; (1 photocopy)
	6.	Proof of Registration/Permit to Operate BOI/BOI-ARMM,
)		PEZA, BCDA, TIEZA/TEZA, SBMA, etc; (1 photocopy)
SUBI	MIT	TED BY:

SUBMITT	ED BY:			
Sign here		Date:		
•				
	Full Name of Taxpayer/Representative			
	(Signature over printed name)			
[FOR BIR USE ONLY] RECEIVED BY:				
Sign here		Date:		
•	Officer: (Signature over printed name)			

RETURN OF DOCUMENT/S

Sign here

Upon preliminary evaluation of the completeness of the application and its supporting documents, the applicant has been informed of the identified lacking documentary requirement/s (marked "X") above for completion or resubmission of application.

Date:

•		nature	over	r/Officer printed i			
ACKNOW	LEDGMEN	NT BY T	THE A	APPLICAN	T:		
I	hy ackno		a th	a identif	ied lackin	a d	_, of legal ocumentary
0 .						_	suant to the
						_	usiness and
Efficient (Governme	nt Serv	ice D	elivery Ad	t of 2018",	the	government
office or	agency	shall	not	process	deficient	or	incomplete
application	ns or requ	uests.					
						1	

Sign here Date: Full Name of Taxpayer/Representative (Signature over printed name)

DATA PRIVACY NOTICE

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[This CDR shall be attached as cover sheet of the application.]

transaction, submit certified true copy (together with the original copy for presentation and validation only)] 1.2 Any government-issued ID of one of the signatory and authorized representative. [1 photocopy, both with one

original specimen signature (wet)]



CHECKLIST OF DOCUMENTARY & C

F11BF REVISED JUL2025

QF-11-07.2025.00

►DLN:

APPLICATION FOR REGISTRATION

BRANCH AND FACILITY

IMPORTANT: [To be accomplished by taxpayer]

- 1. Processing of transactions commences only upon submission of complete documents. MINCOMPLETE REQUIREMENTS WILL BE RETURNED TO APPLICANT/WILL NOT BE PROCESSED.
- 2. Mark " \checkmark " for submitted documents and "X" for lacking documents.

		APPLICATION VIA ONLINE REGISTRATION AND UPDATE (ORUS)
	1.	Register a branch and facility online thru Head Office account enrollment by visiting and creating an ORUS account at https://orus.bir.gov.ph. Note: Taxpayers who registered their business online can generate, receive and print their electronic Certificate of Registration after online payment of P30.00 loose DST. Except for Facility, online registrants (branch) are required to comply with invoicing requirements by using BIR Printed Invoice or apply for an Authority to Print invoices.
REG	IST	RATION OF BRANCH
	1.	BIR Form No. 1901 for individual/1903 for non-individual; (2 originals) [for manual application]
	2.	Any valid document that clearly indicates the full business address, including unit number, room number, building name or number, street, barangay, city/municipality, and province.
	3.	☐ Buy BIR Printed Invoice (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.
REG	IST	RATION OF FACILITY
	1.	BIR Form No. 1901 for individual/1903 for non-individual; (2 originals) [for manual application]
	2.	Any valid document that clearly indicates the full business address, including unit number, room number, building name or number, street, barangay, city/municipality, and province.
FE <u>E</u>	S TC) BE PAID
	1.	 Payment of P30.00 Loose Stamp/s (DST) to be affixed on the Certificate of Registration. Procured printing cost of BPI, if opted to use. [for

ADDITIONAL DOCUMENTS, IF APPLICABLE:

1. If transacting through a Representative:

For Individual:

Branch only]

- 1.1 Special Power of Attorney (SPA) executed by the taxpayer-applicant indicating specific transaction/s;
 [1 original for first time 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
- 1.2 Any government-issued ID of the taxpayer and authorized representative. [1 photocopy, both with one original specimen signature (wet)]

For Corporation/Non-individual

1.1 Board Resolution/Written Resolution (in case of OPC) or Secretary's Certificate, indicating the purpose and the name of the authorized representative; [1 original for

Continue to the back page.

			[Back Page.]				
Continu	ıatio						
		first time submission, if authorized to more than one					
		transaction, submit certified true copy (together					
		with the original copy for pre	sentation and				
		validation only)]	C .1				
		1.2 Any government-issued ID of one o					
		and authorized representative. [1 p with one original specimen signature					
	2.	DTI Certificate or SEC Registration Cert					
		business name); (1 photocopy) (for Bran					
	3.	Articles of Incorporation/Partnership (if					
		is different from the Head Office); (1 p					
		Branch only)	100				
	4.	Franchise Documents (e.g. Certifica	te of Public				
		Convenience) (for Common Carrier); (1 p					
	5.	Franchise Agreement; (1 photocopy) (for					
	6.	Memorandum of Agreement (for JOINT	VENTURE); (1				
		photocopy) (for Branch only)	<i>,,</i> (
	7.	Certificate of Authority, if Barangay Micro	Business				
		Enterprises (BMBE) registered entity; (1					
		(for Branch only)	1 137				
	8.	Proof of Registration/Permit to Operate BOI/BOI-					
\cup		ARMM, PEZA, BCDA, TIEZA/TEZA, SBMA, etc; (1					
		photocopy) (for Branch only)	,, (
SUBM	ITT	ED BY:					
Sign h			Date:				
		Full Name of Taxpayer/Representative					
		(Signature over printed name)					
[FOR	BIR	USE ONLY] RECEIVED BY:					
Sign h		REGERVES DI	Date:				
0.8	•		Dute.				
		Officer:					
		(Signature over printed name)					
		OF DOCUMENT/S					
		iminary evaluation of the completeness of					
		pporting documents, the applicant has be					
		ified lacking documentary requirement/s					
above	for	completion or resubmission of application					
Sign h	ere		Date:				
		Evaluator/Officer					
l		(Signature over printed name)					

	(Signature over printed name)	
ACKNOW	LEDGMENT BY THE APPLICANT:	
I		, of legal
age, here	by acknowledge the identified lacking	documentary
requirem	ent/s (marked "X") and understand that p	oursuant to the
IRR of RA	11032 otherwise known as "Ease of Doin	g Business and
Efficient (Government Service Delivery Act of 2018", t	he government
office or	agency shall not process deficient	or incomplete
applicatio	ns or requests.	
Sign here		Date:

Full Name of Taxpayer/Representative

(Signature over printed name)

DATA	PRIVAC	CY NOTI	CE

The Bureau is committed to protect the information herein provided. Information provided are for documentation purposes not to be shared with other parties. This CDR shall be kept in a secured place in the office that received the application for the period prescribed under existing BIR policy. Thereafter, it shall be disposed of through shredding.

WE WANT TO SERVE YOU BETTER AND IMPROVE OUR CLIENT SERVICE STANDARDS.

TO FULFILL THIS, LET US KNOW WHAT YOU THINK AND HOW WELL DID WE SERVE YOU BY ANSWERING OUR CUSTOMER SATISFACTION SURVEY FORM.



CHECKLIST OF DOCUMENTARY SEQUIREMENTS

F1102
REVISED JUL2025

QF-11-03.2025.00

►DLN:

APPLICATION FOR REGISTRATION

EMPLOYEES

Registration of Hired Employees is thru Employer

IMPORTANT: [To be accomplished by taxpayer]

- 1. Processing of transactions commences only upon submission of complete documents. MINCOMPLETE REQUIREMENTS WILL BE RETURNED TO APPLICANT/WILL NOT BE PROCESSED.
- 2. Mark "✓" for submitted documents and "X" for lacking documents.

ONLINE APPLICATION VIA ONLINE REGISTRATION AND UPDATE SYSTEM (ORUS)

1. Application for TIN of employees (already hired) is thru his/her employer via Online Registration and Update System (ORUS). Employer shall create an ORUS account and enroll in 'Employer Service Link at https://orus.bir.gov.ph.

STAN	NDA	ARD	REQU	JIREM	ENTS -	- LOCAL	EMPL	OYEES	(ALREA	DY
HIRE	ED)									

\cup	1.	bit 1 of iii 110. 1702 (2 of ignicis), for manaar application
	2.	 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; (1 photocopy)

1 RIR Form No. 1902 (2 originals): If or manual application 1

Note: For online application, selfie photo holding the ID shall be uploaded.

FOREIGN NATIONAL/ALIEN EMPLOYEE

- 1. BIR Form No. 1902 (2 originals); [for manual application]
- 2. Passport (Bio page, including date of entry/arrival and exit/departure stamp, if applicable); (1 photocopy)

Note: For online application, selfie photo holding the ID shall be uploaded.

FEES TO BE PAID

1. None

ADDITIONAL DOCUMENTS, IF APPLICABLE, FOR LOCAL & ALIEN:

- 1. Marriage Contract, for married female; (1 photocopy)
- 2. In the case of employer manually securing TIN on behalf of its employees due system unavailability or technical issue:
 - a) Letter of Authority (LOA) with company letterhead (if applicable) signed by the President or HR Head indicating the company name and its authorized representative; (1 original)
 - b) Any government-issued ID of the signatory (for signature validation); [1 certified true copy with one original specimen signature (wet)]
 - c) Any government-issued ID of the authorized person; [1 photocopy with one original specimen signature (wet)]
 - d) Transmittal List of Newly Hired Employees with a place of assignment and certifying that the list is its newly hired employees; (1 original)
 - e) Printed copy of ORUS error message, if technical issue. (1 original)

CHDMITTED DV.

SODMILLEI	и вт.		
Sign here			Date:
•	>		
	Full Name of Ta	expayer/Representative	
	(Signature	over printed name)	
[FOR BIR U	SE ONLY] RE	CEIVED BY:	
Sign here			Date:
•	Officer:		
	(Signatu	re over printed name)	

Continue to the back page.

Continuation...

RETURN OF DOCUMENT/S

Upon preliminary evaluation of the completeness of the application and its supporting documents, the applicant has been informed of the identified lacking documentary requirement/s (marked "X") above for completion or resubmission of application.

Sign here		Date:
•	Evaluator/Officer (Signature over printed name)	
ACKNOW	LEDGMENT BY THE APPLICANT:	
requirement IRR of RA Efficient Confice or	by acknowledge the identified lacking ent/s (marked "X") and understand that p 11032 otherwise known as "Ease of Doin overnment Service Delivery Act of 2018", t agency shall not process deficient ons or requests.	oursuant to the g Business and he government
Sign here		Date:
>	Full Name of Taxpayer/Representative (Signature over printed name)	

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[PRINT THIS CDR ON BOTH SIDES]

CHECKLIST OF DOCUMENTARY CONTROLLING CHECKLIST OF DOCUMENTARY REQUIREMENTS

QF-11-01.2025.00

► DLN:

APPLICATION FOR REGISTRATION

PURELY TIN ISSUANCE

IMPORTANT: [To be accomplished by taxpayer]

- 1. Processing of transactions commences only upon submission of complete documents. **INCOMPLETE REQUIREMENTS WILL BE** RETURNED TO APPLICANT/WILL NOT BE PROCESSED.
- 2. Mark "√" for submitted documents and "X" for lacking documents.

FOR	E.0). 98 & ONETT- INDIVIDUAL (LOCAL & RESIDENT ALIEN)
	1.	BIR Form No. 1904 (2 originals); [for manual application]
	2.	 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; (1 photocopy)
		Note: For online application, selfie photo holding the ID shall be uploaded.
		For transfer of properties by succession
		 Death Certificate of decedent or Extrajudicial Settlement of the Estate/Affidavit of Self Adjudication; (1 photocopy)
		Additional Documents, if applicable:
\cup		 Marriage Contract, for married female; (1 photocopy) If transacting through a Representative:
\cap		2.1 Special Power of Attorney (SPA) executed by the
)		taxpayer-applicant indicating the purpose and
		name of authorized representative; (1 original) 2.2 Any government-issued ID of the taxpayer and
)		authorized representative. [1 photocopy, both with one original specimen signature (wet)]
)		Note: For online application, selfie photo of the authorized representative holding the ID shall be uploaded.
		 For First Time Job Seeker – Barangay Certification that the applicant is a resident of the barangay and is a First Time Job Seeker. (1 certified true copy)
FOR	E.0). 98 – FOREIGN NATIONAL (NONRESIDENT)
	1.	BIR Form No. 1904 (2 originals); [for manual application]
	2.	 Passport (Bio page, including date of entry/arrival and exit/departure stamp, if applicable); (1 photocopy)
		Note: For online application, selfie photo holding the ID shall be uploaded.
		Additional Documents, if applicable:
		3. If transacting through a Representative: 3.1 Apostilled Special Power of Attorney (SPA) or
		3.1 Apostilled Special Power of Attorney (SPA) or authenticated by the Philippine Embassy or Consulate General, indicating the purpose and name
		of authorized representative; (1 certified true copy,
		original for presentation) 3.2 Any government-issued ID of the taxpayer and
		authorized representative. (1 photocopy)
		Note: For online application, selfie photo of the
		authorized representative holding the ID shall be uploaded.
)		иргочиси
FOR	N(ONRESIDENT FOREIGN CORPORATION (NRFC)
	1	BIR Form No. 1903 (2 originals): [for manual application]

TO FULFILL THIS, LET US KNOW WHAT YOU TH	1 1	Any Apostilled official documentation issued by an
WELL DID WE SERVE YOU BY ANSWERING OUI	су	authorized government body (e.g. government agency
SATISFACTION SURVEY FORM.		Continue to the back page.
	1	DR shall be attached as cover sheet of the application.]
-		=

ontinuat	tion		
	(tax authority) thereof, or a muni includes the name of the non-indivi address of its principal office in the j which the non-individual was incoorganized (e.g. Articles of Incorporation Tax Residency); (1 certified true copy)	dual and the urisdiction in orporated or	
	Additional Documents, if applicable:		
	3. If transacting through a Representative: 3.1 Apostilled Board Resolution/Secretary's Certificate (or equivalent) indicating the purpose and name of authorized		
	representative; (1 certified true copy, original for presentation);		
	3.2 Any government-issued ID of one of the signatory and authorized representative. (1 photocopy)		
	Note: For online application, selfi authorized representative holding uploaded.		
FEES 7	ΓO BE PAID		
	1. None		
SUBM	ITTED BY:		
Sign he		Date:	
	>		
	Full Name of Taxpayer/Representative		
[EOD I	(Signature over printed name)		
Sign he	BIR USE ONLY] RECEIVED BY:	Date:	
Jigii iid		Date.	
	Officer:		
(Signature over printed name)			
DETIII	RN OF DOCUMENT/S		
Upon and its	preliminary evaluation of the completeness of s supporting documents, the applicant has be entified lacking documentary requirement/ for completion or resubmission of application	een informed of s (marked "X")	
Sign he	ere	Date:	
	Evaluator/Officer		
	(Signature over printed name)		
ACKN	OWLEDGMENT BY THE APPLICANT:		
requir	nereby acknowledge the identified lacking rement/s (marked "X") and understand that FRA 11032 otherwise known as "Ease of Doin	pursuant to the	
office	nt Government Service Delivery Act of 2018", or agency shall not process deficient		
Sign he	ations or requests. ere	Date:	
	Full Name of Taxpayer/Representative (Signature over printed name)		
DATA	PRIVACY NOTICE		
The E provide not to secure period	Bureau is committed to protect the info ded. Information provided are for document be be shared with other parties. This CDR shed place in the office that received the app of prescribed under existing BIR policy. There	tation purposes all be kept in a dication for the	

WE WANT TO SERVE YOU BETTER AND IMPROVE OUR CLIENT SERVICE STANDARDS.

NK AND HOW **CUSTOMER**

Any Apostilled official documentation issued by



CHECKLIST OF DOCUMENTARY REQUIREMENTS

F1106
REVISED JUL2025

QF-11-08.2025.00

►DLN:

APPLICATION FOR

AUTHORITY TO PRINT (ATP) INVOICES

IMPORTANT: [To be accomplished by taxpayer]

- Processing of transactions commences only upon submission of complete documents. <u>INCOMPLETE REQUIREMENTS WILL BE</u> <u>RETURNED TO APPLICANT/WILL NOT BE PROCESSED.</u>
- 2. Mark " \checkmark " for submitted documents and "X" for lacking documents.

		EW AND SUBSEQUENT APPLICATION OF ATP –		
MAI		AL BOUND INVOICES	11 .1 7	
$ \cup $	1.	BIR Form No. 1906; (2 originals) [for manual app	olication	
		Note: Taxpayer-applicant should choose an Accrea	dited	
		Printer of Invoices	1100	
	2.	Final clear sample of OWN Invoices/Sup	plementary	
		Invoices; (1 original) or		
	3.			
		Last issued ATP (1 photocopy) or Printer Certific		
		Delivery (PCD) (1 photocopy); or Any booklet fro	om the last	
EOD	ME	issued ATP. (Booklet need to be presented) WAND SUBSEQUENT APPLICATION OF ATP –		
		AL LOOSE LEAF INVOICES		
	1.		olicationl	
			,	
		Note: Taxpayer-applicant should choose an Accred	dited	
		Printer of Invoices		
	2.	Permit to Use Loose Leaf Invoices; (1 photocopy)		
	3.	, 11	ary Invoices	
		(1 original)		
	4.	Last issued ATP for subsequent application. (1 pl	notocopy)	
FEE	S TO	O BE PAID		
	1.	None		
ADI	ITI	ONAL DOCUMENTS, IF APPLICABLE:		
	1.			
		For Individual:		
		1.1 Special Power of Attorney (SPA) execut		
	taxpayer-applicant indicating specific transaction/s;			
	[1 original for first time submission, if authorized to more than one transaction, submit certified true copy			
		(together with the original copy for presen		
		validation only)]	reaction and	
			payer and	
		authorized representative. [1 photocopy, bo	th with one	
		original specimen signature (wet)]		
		For Corporation/Non-individual		
		1.1 Board Resolution/Written Resolution (in ca		
		or Secretary's Certificate, indicating the purp		
		name of the authorized representative; [1] first time submission, if authorized to mor		
		transaction, submit certified true copy (tog		
		the original copy for presentation and valida		
		1.2 Any government-issued ID of one of the sig		
		authorized representative. [1 photocopy, bo	th with one	
		original specimen signature(wet)]		
		ITED BY:		
Sign	n he	ere Da	ite:	
		Full Name of Taxpayer/Representative		
		(Signature over printed name)		
[FO]	R <u>B</u> I	IR USE ONLY] RECEIVED BY:		
	n he		ite:	
		>		
1		Officer:		

(Signature over printed name)

Continue to the back page. > 9

Continuation...

RETURN OF DOCUMENT/S

Upon preliminary evaluation of the completeness of the application and its supporting documents, the applicant has been informed of the identified lacking documentary requirement/s (marked "X") above for completion or resubmission of application.

Sign here		Date:
ACKNOW.	Evaluator/Officer (Signature over printed name) LEDGMENT BY THE APPLICANT:	
ACKINOW	ELDUMENT DI THE ALI EIGANI.	
requirement IRR of RA Efficient Confice or	by acknowledge the identified lacking ent/s (marked "X") and understand that properties the state of Doin towernment Service Delivery Act of 2018", to agency shall not process deficient ins or requests.	oursuant to the g Business and he government
Sign here		Date:
•	Full Name of Taxpayer/Representative (Signature over printed name)	

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Date:



CHECKLIST OF DOCUMENTARY 👱 F REQUIREMENTS

QF-11-09.2025.00

► DLN:

APPLICATION FOR

REGISTRATION OF BOOKS OF ACCOUNTS

IMPORTANT: [To be accomplished by taxpayer]

1. Processing of transactions commences only upon submission of

	Complete documents. INCOMPLETE REQUIREMENTS WILL DE			
	RET	RETURNED TO APPLICANT/WILL NOT BE PROCESSED.		
2.	Mar	k " \checkmark " for submitted documents and "X" for lacking documents.		
ON	LINIE	A DDI ICAMIONI VII A ONI IND DECICED AMIONI AND LIDDAME		
		APPLICATION VIA ONLINE REGISTRATION AND UPDATE		
SYS	1	I (ORUS)		
	1.	Visit and create an ORUS account at https://orus.bir.gov.ph.		
		Note: Upon successful registration, the system shall generate		
		the "QR Stamp", which the taxpayers shall paste on the first		
		page of Books of Accounts.		
MA	NUA	L APPLICATION –		
RE	GIST	RATION OF MANUAL BOOKS OF ACCOUNTS (NEW OR		
		OUENT)		
	1.	BIR Form No. 1905; (2 originals)		
\cup	1.	Direction No. 1703, (2 originals)		
	2.	New set of permanently bound books of accounts.		
MA	NUA	L APPLICATION –		
RE	GIST	RATION OF MANUAL LOOSE LEAF BOOKS OF ACCOUNTS		
	1.	BIR Form No. 1905; (2 originals)		
\cup	1.	, ,		
	2.	Permit to Use Loose Leaf Books of Accounts; (1 photocopy)		
	3.	Permanently bound Loose Leaf Books of Accounts;		
	4.	Affidavit attesting the completeness, accuracy and		
\cup		correctness of entries in Books of Accounts and the number		
		of Loose Leaf used for the period covered. (1 original)		
МΔ	NΠΔ	J. APPLICATION –		
		RATION OF COMPUTERIZED BOOKS OF ACCOUNTS		
	1.	BIR Form No. 1905; (2 originals)		
\cup		, ,		
	2	Advanguladgement Cartificate or Parmit to Use (PTII)		

- Acknowledgement Certificate or Permit to Use (PTU) Computerized Accounting System (CAS)/ Computerized Books of Accounts (CBA) and/or its Components, if applicable; (1 photocopy)
- Transmittal letter showing the detailed content of the USB Drive label, i.e. File Name, Type and Size. -DVD/USB Drive or other electronic storage containing Electronic Books of Accounts in Standard Audit File (SAF) and properly labeled with name of the taxpayer and taxable year. (1 copy)
 - Affidavit attesting the completeness, accuracy and appropriateness of the computerized accounting books/records, in accordance with the keeping of books of accounts and records for internal revenue tax purposes. (1 original)

FEES TO BE PAID

1. None

ADDITIONAL DOCUMENTS, IF APPLICABLE:

- If transacting through a Representative: For Individual:
 - 1.1 Special Power of Attorney (SPA) executed by the taxpayer-applicant indicating specific transaction/s; [1 original for first time 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 original specimen signature(wet)]

Continuation...

For Corporation/Non-individual

- 1.1 Board Resolution/Written Resolution (in case of OPC) or Secretary's Certificate, indicating the purpose and the name of the authorized representative; [1 original for first time 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 one of the signatory and authorized representative. [1 photocopy, both with one original specimen signature(wet)]

SUBMITTED BY:				
	Date:			
Full Name of Taxpayer/Representative				
(Signature over printed name)				
JSE ONLY] RECEIVED BY:				
	Date:			
Officer: (Signature over printed name)				
	Full Name of Taxpayer/Representative (Signature over printed name) ISE ONLY] RECEIVED BY: Officer:			

RETURN OF DOCUMENT/S

Sign here

Upon preliminary evaluation of the completeness of the application and its supporting documents, the applicant has been informed of the identified lacking documentary requirement/s (marked "X") above for completion or resubmission of application.

Evaluator/Officer

	(Signature over printed name)	
ACKNOW	LEDGMENT BY THE APPLICANT:	
requirement IRR of RA Efficient Coffice or	by acknowledge the identified lacking ent/s (marked "X") and understand that p 11032 otherwise known as "Ease of Doin Government Service Delivery Act of 2018", tagency shall not process deficient on or requests.	oursuant to the g Business and he government
Sign here	Full Name of Taxpayer/Representative	Date:
	(Signature over printed name)	

DATA PRIVACY NOTICE

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Date:

CHECKLIST OF DOCUMENTARY REQUIREMENTS

OF-11-10.2025.00

► DLN:

APPLICATION FOR

PERMIT TO USE LOOSE LEAF BOOKS OF ACCOUNTS/INVOICES/OTHER ACCOUNTING RECORDS

IMPORTANT: [To be accomplished by taxpayer]

- 1. Processing of transactions commences only upon submission of complete documents. **INCOMPLETE REQUIREMENTS WILL BE** RETURNED TO APPLICANT/WILL NOT BE PROCESSED.
- 2. Mark "✓" for submitted documents and "X" for lacking documents.

ONL	INE	APPLICATION	VIA ONLINE	REGISTRAT	ION AND	UPDATE
SYS	ГЕМ	(ORUS)				
	1.	Visit and creat	te an ORUS a	ccount at htt	ns://orus	s.bir.gov.

Note: Taxpayer may download and print the Permit to Use Loose Leaf Books of Account/Invoices/Other Accounting Records.

PERMIT TO USE LOOSE LEAF BOOKS OF ACCOUNTS/INVOICES/OTHER ACCOUNTING RECORDS

- BIR Form No. 1900; (2 originals) for manual application
- Sample Format and print-out of Books of Accounts to be used; (1 original)
- Sworn Statement (1 original) specifying the following:
 - i. Identifying the books to be used, invoices/receipts and other accounting records together with the serial numbers of principal and supplementary invoices/receipts to be printed:
 - ii. Commitment to permanently bind the loose-leaf forms within fifteen (15) days after the end of each taxable year or upon the termination of its use;
 - iii. Preservation of the books of accounts/invoices/other accounting records in a manner that is intact, unaltered and unmutilated for a period of less than five (5) years or in case of audit

FEES TO BE PAID

1. None

ADDITIONAL DOCUMENTS, IF APPLICABLE:

If transacting through a Representative: For Individual:

- 1.1 Special Power of Attorney (SPA) executed by the taxpayer-applicant indicating specific transaction/s; [1 original for first time 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 original specimen signature (wet)]

For Corporation/Non-individual

- 1.1 Board Resolution/Written Resolution (in case of OPC) or Secretary's Certificate, indicating the purpose and the name of the authorized representative; [1 original for first time 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 one of the signatory and authorized representative. [1 photocopy, both with one original specimen signature(wet)]

Full Name of Taxpayer/Representative

SUBMI	ГТED	BY:

Sign
here

Date:

(Signature over printed name) Continue to the back page. Continuation

•	ontinuacion					
	[FOR BIR	USE ONLY]	RECEIVED BY:			
	Sign here			Date:		
	>	Officer:	nature over printed name)			

RETUR		

Sign here

Upon preliminary evaluation of the completeness of the application and its supporting documents, the applicant has been informed of the identified lacking documentary requirement/s (marked "X") above for completion or resubmission of application.

U		
•	Evaluator/Officer (Signature over printed name)	
ACKNOW	LEDGMENT BY THE APPLICANT:	
requirement IRR of RA Efficient Coffice or	by acknowledge the identified lacking ent/s (marked "X") and understand that properties the state of Doin fovernment Service Delivery Act of 2018", to agency shall not process deficient ins or requests.	oursuant to the g Business and he government
Sign here		Date:
>	Full Name of Taxpayer/Representative	

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CHECKLIST OF DOCUMENTARY F11U5 REVISED JUL2025

QF-11-11.2025.00

► DLN:

PPLICATION FOR

SYSTEM (ORUS)

REGISTRATION INFORMATION UPDATES

IMPORTANT: [To be accomplished by taxpayer]

1. Processing of transactions commences only upon submission of complete documents. **INCOMPLETE REQUIREMENTS WILL BE** RETURNED TO APPLICANT/WILL NOT BE PROCESSED.

ONLINE APPLICATION VIA ONLINE REGISTRATION AND UPDATE

2. Mark " \checkmark " for submitted documents and "X" for lacking documents.

	1.	Visit and create an ORUS account at https://orus.bir.gov.ph.
		The following registration information can be updated online via ORUS, FREE of charge:
		1.1 Secure a Digital TIN ID;
		1.2 Update contact information;
		1.3 Update contact person;
		1.4 Update civil status;
		1.5 Change of residence address;
		1.6 Transfer of registration record;
		1.7 Add an additional line of business;
		1.8 Register new business name; 1.9 Register new tax types/form types; and
		1.10 Avail of the 8% Income Tax Rate option.
TIN	CAF	RD ISSUANCE (PAPER TIN CARD)
	1.	BIR Form No. 1905; (1 original)
$\overset{\sim}{\vdash}$	2.	Latest 1x1 Photo ID; (1 original)
		Any government-issued ID (e.g. PhilID/ePhilID, Passport,
\cup	3.	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)
	1	Affidavit of Loga in copp of vanlagement due to lost TINI
$ \cup $	4.	Affidavit of Loss, in case of replacement due to lost TIN Card; (1 original)
		Note:
		 Personal appearance is mandatory.
		 First time application of TIN Card (Paper Card) is
		FREE of charge. In case of lost or damage TIN Card,
		P100.00 replacement fee.
		 FAKE TIN Card shall be confiscated and shall be
		subjected to destruction and disposal.
СНА	NG	E OF REGISTERED BUSINESS ADDRESS UNDER THE
		CTION OF THE SAME RDO
	1.	BIR Form No. 1905; (2 originals)
	2.	Mayor's Permit/DTI Certificate/SEC COR/Digital Certificate
		or Form for Appointment of Officers (in case of One Person
		Corp.) bearing the new business address; (1 photocopy)
	3.	Letter Request for temporary use of old
_		invoices/supplementary invoices (for business taxpayers)
CILA	NC	if applicable. (1 original)
	1.	E IN ACCOUNTING PERIOD BIR Form No. 1905; (2 originals)
	2.	Letter request indicating the reasons and change in
	۲.	accounting period; (1 original)
	3.	SEC Certificate/Digital Certificate of Filing of Amended By-
		Laws showing the change in accounting period; (1 certified
		true copy)
	4.	Sworn declaration of "Non-forum Shopping" stating that
)		the request has not been filed or previously acted upon by

the BIR National Office; (1 original)

Return. (1 original)

Sworn Undertaking to File a Separate Final/Adjustment

Continue to the back p [This CDR shall be attached as cover sheet of the application

age. n.]	4	
	U	

	CHANGE IN CIVIL STATUS					
	1.	BIR Form No. 1905; (2 originals)				
	2.	Marriage Contract or Court Order (declar nullity of marriage); (1 photocopy)	ation of			
\Box	3.	Letter Request for temporary use of old				
		invoices/supplementary invoices (for fer taxpayers) if applicable; (1 original)	nale business			
СНА	NGE	IN REGISTERED NAME/TRADE NAME;				
		ADD IN REGISTERED ACTIVITIES/LINE OF	F BUSINESS			
	1.	BIR Form No. 1905; (2 originals)				
	2.	Amended SEC Certificate/Digital Certificate				
		Registration/ Form for Appointment of O One Person Corp.)/DTI Certificate (for th				
		registered name/trade name); (1 photoco				
		Amended Mayor's Permit or SEC Certifica	ite/Digital			
		Certificate of Registration (for the chang				
		registered activities/line of business) or language Appointment of Officers (for One Person				
		applicable; (1 photocopy) and	corp.j ii			
	3.	Letter Request for temporary use of old				
		invoices/supplementary invoices (for bus	siness			
СНА	NGF	taxpayers) if applicable. (1 original) /ADD INCENTIVE DETAILS				
	1.	BIR Form No. 1905; (2 originals)				
	2.	Investment Promotion Agency Certificate	of Registration			
RED	I ACE	or similar certificates; (1 photocopy) MENT OF LOST COR/ATP				
	1.	BIR Form No. 1905; (2 originals)				
\exists	2.	Affidavit of Loss; (1 original)				
	3.	Fee: P30.00 Loose Stamp (DST) for COR of	nly			
\cup	٥.	ree. F 30.00 Loose stamp (D31) for CORC	7111y.			
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The Bureau is committed to protect the information herein provided. Information provided are for documentation purposes not to be shared with other parties. This CDR shall be kept in a secured place in the office that received the application for the period prescribed under existing BIR policy. Thereafter, it shall be disposed of through shredding.

Date:

CHECKLIST OF DOCUMENTARY REQUIREMENTS

F11051
REVISED Jul2025

QF-11-13.2025.00

►DLN:

APPLICATION FOR

TRANSFER OF REGISTRATION

IMPORTANT: [To be accomplished by taxpayer]

- 1. Processing of transactions commences only upon submission of complete documents. MRINED TO APPLICANT/WILL NOT BE PROCESSED.
- 2. Mark " \checkmark " for submitted documents and "X" for lacking documents.

TRANSFER OF REGISTRATION OF INDIVIDUALS NOT ENGAGED IN					
BUSINESS (E.O 98/ONETT/EMPLOYEE)					
\cup	1.	BIR Form No. 1905; (2 originals)			
TRANSFER OF BUSINESS REGISTRATION TO ANOTHER RDO (HEAD OFFICE AND/OR BRANCH)					
A.	SU	JBMIT TO OLD RDO			
	1.	BIR Form No. 1905 (3 originals) all copy for stamping			
_		"Received";			
		-1st copy – to be forwarded to new RDO by old RDO,			
	attached to Transfer Related Docket (TRD)				
		- 2 nd copy – old RDO's file copy - 3 rd copy – taxpayer's file copy			
	2.	Inventory list of unused invoices and supplementary			
\cup	۷.	invoices (for destruction if not to be used in the new			
		RDO) or letter request with inventory list for approval of			
		old RDO for use of the unused invoices/supplementary			
		invoices in new RDO. (3 originals)			
		1st copy – RDO file			
		2 nd copy – new RDO			
	2	3rd copy - taxpayer's file			
\cup	3.	Notarized Transfer Commitment Form (3 originals), if applicable/ if with open cases.			
		-1st copy – to be forwarded to new RDO by old RDO,			
		attached to TRD			
		- 2 nd copy – old RDO's file copy			
		- 3 rd copy – taxpayer's file copy			
B.	SU	JBMIT TO NEW RDO			
	1.	BIR Form No. 1905; (2 originals)			
$\overline{\neg}$	2.	For Non-individual Taxpayers only, SEC Certificate/Digital			
\cup		Certificate:			
		- Amended Articles of Incorporation/ Partnership/			
		Cooperation bearing the taxpayer's new principal			
		business address; (1 photocopy) and			
		- Certificate of Filing of Amended Articles of			
		Incorporation/COR of Amendments to Articles of			
	2	Cooperation and By-Laws (1 photocopy);			
\cup	3.	For Non-individuals, Single Proprietors, except Professionals:			
		Mayor's Business Permit; or			
		Duly received Application for Mayor's Business Permit, if			
the former is still in process with the LGU; (1 photocopy)					
$\overline{\cap}$	4.	Unused invoices and supplementary invoices for re-			
		stamping with approved letter request and inventory list			
_	_	(2 nd copy) by old RDO; (1 original)			
\bigcup	5.	3rd copy of Transfer Commitment Form, if applicable,			
		together with the 3 rd copy of BIR Form No. 1905 duly received by old RDO. (1 photocopy)			
ADE	 T]	ONAL DOCUMENTS, IF APPLICABLE:			
	1.	If transacting through a Representative:			
		For Individual:			
		1.1 Special Power of Attorney (SPA) executed by the			
		taxpayer-applicant indicating specific transaction/s;			
		[1 original for first time 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			
		authorized representative. [1 photocopy, both with			

Continue to the back page.

Continuation...

For Corporation/Non-individual

- 1.1 Board Resolution/Written Resolution (in case of OPC) or Secretary's Certificate, indicating the purpose and the name of the authorized representative; [1 original for first time 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 one of the signatory and authorized representative. [1 photocopy, both with one original specimen signature(wet)]

SUBMITTED BY:					
Sign here		Date:			
>					
	Full Name of Taxpayer/Representative				
	(Signature over printed name)				
[FOR BIR	USE ONLY] RECEIVED BY:				
Sign here		Date:			
•	Officer:				
	(Signature over printed name)				

RETURN OF DOCUMENT/S

Sign here

Upon preliminary evaluation of the completeness of the application and its supporting documents, the applicant has been informed of the identified lacking documentary requirement/s (marked "X") above for completion or resubmission of application.

	Evaluator/Officer				
	(Signature over printed name)				
ACKNOW	LEDGMENT BY THE APPLICANT:				
I		, of legal			
age, here	eby acknowledge the identified lacking	documentary			
requirem	ent/s (marked "X") and understand that p	oursuant to the			
IRR of RA	11032 otherwise known as "Ease of Doin	g Business and			
Efficient (Efficient Government Service Delivery Act of 2018", the government				
office or	agency shall not process deficient	or incomplete			
application	ns or requests.	-			
Sign here		Date:			
	Full Name of Taxpayer/Representative				
	(Signature over printed name)				

DATA PRIVACY NOTICE

The Bureau is committed to protect the information herein provided. Information provided are for documentation purposes not to be shared with other parties. This CDR shall be kept in a secured place in the office that received the application for the period prescribed under existing BIR policy. Thereafter, it shall be disposed of through shredding.

WE WANT TO SERVE YOU BETTER AND IMPROVE OUR CLIENT SERVICE STANDARDS.

TO FULFILL THIS, LET US KNOW WHAT YOU THINK AND HOW WELL DID WE SERVE YOU BY ANSWERING OUR CUSTOMER SATISFACTION SURVEY FORM.



CHECKLIST OF DOCUMENTARY REQUIREMENTS

F1105C O REVISED JUL2025

QF-11-14.2025.00

►DLN:

APPLICATION FOR

CANCELLATION OF TIN

IMPORTANT: [To be accomplished by taxpayer]

- 1. Processing of transactions commences only upon submission of complete documents. MRINED TO APPLICANT/WILL NOT BE PROCESSED.
- 2. Mark " \checkmark " for submitted documents and "X" for lacking documents.

CANCELLATION OF TIN				
- D		TO DEATH OR IDENTICAL/MULTIPLE TIN		
\Box	1.	BIR Form No. 1905; (2 originals)		
	2.	Death Certificate, in case of death of an indivi photocopy)	dual; (1	
- C.	ANC IERO	URE OF BUSINESS (HEAD OFFICE/BRANCH) CELLATION OF TIN/REGISTRATION DUE TO DI GER OR CONSOLIDATION	SSOLUTION,	
	1.	BIR Form No. 1905; (2 originals)		
	2.	List of ending inventory of goods, supplies, in good; (1 original)		
	3.	Inventory of unused invoices/supplementary together with Unused invoices/supplementa all other unutilized accounting forms (e.g. vo debit/credit memos, delivery receipts, purch etc.);	ry invoices and uchers,	
	4.	Original copy of BIR Notices and BIR Permits NIRI; Accreditation Certificate and Permit to CRM/POS; etc.) issued to taxpayer as well as of the BIR Certificate of Registration (COR)/F	Use - for original copy	
FEE		D BE PAID	CC: 1	
	1.	Payment of P30.00 Loose Stamp/s (DST) to b Tax Clearance Certificate issued for closure o		
ADI	OITIO	ONAL DOCUMENTS, IF APPLICABLE:	i busiliess.	
	1.	If transacting through a Representative:		
		For Individual:		
	1.1 Special Power of Attorney (SPA) executed by the taxpayer-applicant indicating specific transaction/s; [1 original for first time 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 original specimen signature (wet)]			
		For Corporation/Non-individual		
		1.1 Board Resolution/Written Resolution (i or Secretary's Certificate, indicating the p name of the authorized representative; first time submission, if authorized to transaction, submit certified true copy the original copy for presentation and va 1.2 Any government-issued ID of one of the authorized representative. [1 photocopy original specimen signature (wet)]	urpose and the [1 original for more than one (together with lidation only)] e signatory and	
		TED BY:	5	
Sigi	n he	re	Date:	
		Full Name of Taxpayer/Representative		
F== 0		(Signature over printed name)		
		R USE ONLY] RECEIVED BY:	Data	
Sigi	n he	1e	Date:	
		Officer:		

(Signature over printed name)

Continue to the back page.

Continuation...

RETURN OF DOCUMENT/S

Upon preliminary evaluation of the completeness of the application and its supporting documents, the applicant has been informed of the identified lacking documentary requirement/s (marked "X") above for completion or resubmission of application.

Sign here		Date:
ACKNOW	Evaluator/Officer (Signature over printed name) LEDGMENT BY THE APPLICANT:	
requirem IRR of RA Efficient (office or	bby acknowledge the identified lacking ent/s (marked "X") and understand that p. 11032 otherwise known as "Ease of Doin Government Service Delivery Act of 2018", to agency shall not process deficient ons or requests.	oursuant to the g Business and he government
Sign here		Date:
•	Full Name of Taxpayer/Representative (Signature over printed name)	

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