

2025



Bringing In Revenues  
for Nation-building

## BUREAU OF INTERNAL REVENUE

# CHECKLIST OF DOCUMENTARY REQUIREMENTS

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# CHECKLIST OF DOCUMENTARY REQUIREMENTS

CDR **F1101**  
REVISED JUL2025

QF11-04.2025.00

► 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 APPLICATION VIA ONLINE REGISTRATION AND UPDATE SYSTEM (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.*

### GENERAL REQUIREMENTS

- ☐ 1. BIR Form No. 1901 (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 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.*
- ☐ 3.
  - ☐ 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

- ☐ 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/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)]

[Back Page.]

Continuation...

<input type="checkbox"/>	1.2	Any government-issued ID of the taxpayer and authorized representative. [1 photocopy, both with one original specimen signature (wet)] <i>Note: For online application, selfie photo of the authorized representative holding the ID shall be uploaded.</i>
<input type="checkbox"/>	2.	DTI Certificate (if with business name); (1 photocopy)
<input type="checkbox"/>	3.	Work Visa (9g) for Foreign Nationals; (1 photocopy)
<input type="checkbox"/>	4.	Service Contract showing the amount of income payment, for Job Order or Service Contract Agreement with NGAs, LGUs, GOCCs, GFIs; (1 photocopy)
<input type="checkbox"/>	5.	Franchise Documents (e.g. Certificate of Public Convenience) (for Common Carrier); (1 photocopy)
<input type="checkbox"/>	6.	Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity; (1 photocopy)
<input type="checkbox"/>	7.	Proof of Registration/Permit to Operate BOI/BOI-ARMM, PEZA, BCDA, TIEZA/TEZA, SBMA, etc; (1 photocopy)

### SUBMITTED BY:

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

### ACKNOWLEDGMENT BY THE APPLICANT:

I \_\_\_\_\_, of legal age, hereby acknowledge the identified lacking documentary 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.

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.**

Continue to the back page. ►

[PRINT THIS CDR ON BOTH SIDES]

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



# CHECKLIST OF DOCUMENTARY REQUIREMENTS

CDR

F11ET

REVISED JUL2025

QF11-17.2025.00

► DLN:

## APPLICATION FOR REGISTRATION

### ESTATE AND TRUST

**IMPORTANT:** [To be accomplished by taxpayer]

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

#### STANDARD REQUIREMENTS

- |                          |    |   |
|--------------------------|----|---|
| <input type="checkbox"/> | 1. | BIR Form No. 1901 (2 originals);  |
| <input type="checkbox"/> | 2. | <b>For Estate with properties subject to Estate taxes or Estate under judicial settlement:</b> <ul style="list-style-type: none"><li>Death Certificate of the decedent; (1 photocopy)</li></ul> <p><i>Note: Request for the cancellation of decedent's TIN by the heir or administrator or executor.</i></p> <b>For Trust (irrevocable):</b> <ul style="list-style-type: none"><li>Irrevocable Trust Agreement. (1 photocopy)</li></ul> |

#### FEES TO BE PAID

- |                          |    |      |
|--------------------------|----|------|
| <input type="checkbox"/> | 1. | NONE |
|--------------------------|----|------|

#### ADDITIONAL DOCUMENTS, IF APPLICABLE:

- |                          |    |   |
|--------------------------|----|---|
| <input type="checkbox"/> | 1. | <b>If transacting through a Representative:</b> <ol style="list-style-type: none"><li>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)]</li><li>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)].</li></ol> <b>If transacting through an Administrator or Executor or Heir:</b> <ol style="list-style-type: none"><li>Document/s to prove as the administrator or executor or heir; (1 original);</li><li>Any government-issued ID of the administrator or executor. [1 photocopy, with one original specimen signature(wet)]</li></ol> |
|--------------------------|----|---|

#### SUBMITTED BY:

- |                |   |       |
|----------------|---|-------|
| Sign here<br>► |   | Date: |
|                | Full Name of Administrator/Executor/<br>Representative<br>(Signature over printed name) |       |

#### [FOR BIR USE ONLY] RECEIVED BY:

- |                |   |       |
|----------------|---|-------|
| Sign here<br>► | Officer:<br>(Signature over printed name) | Date: |
|----------------|---|-------|

Continue to the back page. ►

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[Back Page.]

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- |                |  |       |
|----------------|--|-------|
| Sign here<br>► | Evaluator/Officer<br>(Signature over printed name) | Date: |
|----------------|--|-------|

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- |                |   |       |
|----------------|---|-------|
| Sign here<br>► | Full Name of Administrator/Executor/<br>Representative<br>(Signature over printed name) | Date: |
|----------------|---|-------|

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

[PRINT THIS CDR ON BOTH SIDES]





# CHECKLIST OF DOCUMENTARY REQUIREMENTS

CDR **F1103**  
REVISED JUL2025

QF11-05.2025.00

► 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. **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)

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | 1. Register a business online by visiting and creating an ORUS account at <a href="https://orus.bir.gov.ph">https://orus.bir.gov.ph</a> .<br><br><i>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.</i> |
|--------------------------|---|

## STANDARD REQUIREMENTS

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | 1. BIR Form No. 1903; (2 originals) [for manual application]   |
| <input type="checkbox"/> | 2. <ul style="list-style-type: none"><li>SEC Certificate of Incorporation/Digital Certificate of Incorporation; (1 photocopy) <b>or</b></li><li>Certificate of Recording (in case of partnership)/Digital Certificate; (1 photocopy) <b>or</b></li><li>License to Do Business in the Philippines (in case of foreign corporation)/ Digital Certificate; (1 photocopy) <b>or</b></li><li>Cooperative Development Authority (CDA) Certificate of Registration; (1 photocopy) <b>or</b></li><li>Certificate of Registration issued by Housing and Land Use Regulatory Board (HLURB); (1 photocopy) <b>or</b></li><li>Certificate of Registration issued by Department of Labor and Employment (DOLE); (1 photocopy)</li></ul> |
| <input type="checkbox"/> | 3. <ul style="list-style-type: none"><li>Articles of Incorporation/Digital Articles of Incorporation; (1 photocopy) <b>or</b></li><li>Articles of Partnerships/Digital; (1 photocopy) <b>or</b></li><li>Articles of Cooperation; (1 photocopy) <b>or</b></li><li>Articles of Association; (1 photocopy) <b>or</b></li><li>Constitution and by-laws of the applicant union; [for Labor Organization, Assoc. or Group of Union or Workers] (1 photocopy)</li></ul>   |
| <input type="checkbox"/> | 4. <ul style="list-style-type: none"><li><input type="checkbox"/> Buy BIR Printed Invoice (BPI) (Available for sale at the New Business Registrant Counter); <b>or</b></li><li><input type="checkbox"/> Final clear sample of OWN Invoices (1 original). (Sample layout is also available at the New Business Registrant Counter)</li></ul>  |

*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

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | 1. <ul style="list-style-type: none"><li>Payment of P30.00 Loose Stamp/s (DST) to be affixed on the Certificate of Registration.</li></ul><br><i>Note: If the P30.00 loose DST was already paid online, the proof of payment (1 photocopy) shall be submitted.</i> <ul style="list-style-type: none"><li>Procured printing cost of BPI, if opted to use.</li></ul> |
|--------------------------|--|

## ADDITIONAL DOCUMENTS, IF APPLICABLE:

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | 1. If transacting through a Representative:<br><br>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)] |
|--------------------------|---|

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

[Back Page.]

Continuation...

<input type="checkbox"/>	1.2 Any government-issued ID of one of the signatory and authorized representative. [1 photocopy, both with one original specimen signature (wet)] <i>Note: For online application, selfie photo of the authorized representative holding the ID shall be uploaded.</i>
<input type="checkbox"/>	2. Franchise Documents (e.g. Certificate of Public Convenience) (for Common Carrier); (1 photocopy)
<input type="checkbox"/>	3. Franchise Agreement; (1 photocopy)
<input type="checkbox"/>	4. Memorandum of Agreement (for JOINT VENTURE); (1 photocopy)
<input type="checkbox"/>	5. Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity; (1 photocopy)
<input type="checkbox"/>	6. Proof of Registration/Permit to Operate BOI/BOI-ARMM, PEZA, BCDA, TIEZA/TEZA, SBMA, etc; (1 photocopy)
<b>FOR GAIs/LGUs (Manual Registration at the RDO ONLY)</b>	
<input type="checkbox"/>	1. BIR Form No. 1903; (2 originals)
<input type="checkbox"/>	2. Unit or Agency's Charter or Proof of Registration. (1 photocopy)
<b>FOR FOREIGN EMBASSIES (Manual Registration at the RDO ONLY)</b>	
<input type="checkbox"/>	1. BIR Form No. 1903; (2 originals)
<input type="checkbox"/>	2. Endorsement from Department of Foreign Affairs (DFA). (1 photocopy)
<b>FOR INTERNATIONAL ORGANIZATIONS (Manual Registration at the RDO ONLY)</b>	
<input type="checkbox"/>	1. BIR Form No. 1903; (2 originals)
<input type="checkbox"/>	2. Consularized/Appostillized Host Agreement or any international agreement. (1 photocopy)

## SUBMITTED BY:

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

## ACKNOWLEDGMENT BY THE APPLICANT:

I \_\_\_\_\_, of legal age, hereby acknowledge the identified lacking documentary 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.

Sign here		Date:
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[PRINT THIS CDR ON BOTH SIDES]

Continue to the back page. ✂



# CHECKLIST OF DOCUMENTARY REQUIREMENTS

QF11-20.2025.00

► DLN:

**CDR F11DSP**  
REVISED JUL2025

## 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.

- ☐ 1. 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

- ☐ 1.
  - 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 Application (TRRA) Portal at <https://web-services.bir.gov.ph/trraportal/>

### 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

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.

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►		
	Evaluator/Officer (Signature over printed name)	

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I \_\_\_\_\_, of legal age, hereby acknowledge the identified lacking documentary 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.

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 REQUIREMENTS

**CDR F11PBH**  
REVISED JUL2025

QF11-16.2025.00

► 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]

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

## MANUAL ISSUANCE OF CERTIFICATE OF REGISTRATION

- |                          |    |   |
|--------------------------|----|---|
| <input type="checkbox"/> | 1. | Printed copy of PBH Unified Form; (2 originals)<br><i>Note: For presentation only: SEC Certificate of Incorporation/SEC Digital Certificate with QR Code, for SEC Registration No. purposes.</i>  |
| <input type="checkbox"/> | 2. | Accomplished Tax Type Questionnaire; (1 original)   |
| <input type="checkbox"/> | 3. | <input type="checkbox"/> Buy BIR Printed Invoice (Available for sale at the New Business Registrant Counter); <b>or</b><br><input type="checkbox"/> BIR Form No. 1906 (2 originals) and Final clear sample of OWN Invoices (1 original).<br>(Sample layout is also available at the New Business Registrant Counter)<br><br><i>Note: In case taxpayer-applicant will opt to print its own invoices, taxpayer-applicant should choose an Accredited Printer who will print the invoices.</i> |

## FEES TO BE PAID

- |                          |    |  |
|--------------------------|----|--|
| <input type="checkbox"/> | 1. | <ul style="list-style-type: none"> <li>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.</li> <li>Procured printing cost of BPI, if opted to use.</li> </ul> |
|--------------------------|----|--|

## ELECTRONIC GENERATION OF CERTIFICATE OF REGISTRATION

Taxpayers who generated and received their electronic Certificate of Registration after online payment of P30.00 loose DST thru PBH are required to comply with invoicing requirements by using BIR Printed Invoice or apply for an Authority to Print invoices.

- |                          |    |   |
|--------------------------|----|---|
| <input type="checkbox"/> | 1. | <input type="checkbox"/> Buy BIR Printed Invoice (Available for sale at the New Business Registrant Counter); <b>or</b><br><input type="checkbox"/> BIR Form No. 1906 (2 originals) and Final clear sample of OWN Invoices (1 original).<br>(Sample layout is also available at the New Business Registrant Counter)<br><br><i>Note: In case taxpayer-applicant will opt to print its own invoices, taxpayer-applicant should choose an Accredited Printer who will print the invoices.</i> |
|--------------------------|----|---|

## ADDITIONAL DOCUMENTS, IF APPLICABLE:

- |                          |    |   |
|--------------------------|----|---|
| <input type="checkbox"/> | 1. | <p>If transacting through a Representative:</p> <p><b>For Individual:</b></p> <ol style="list-style-type: none"> <li>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)]</li> <li>Any government-issued ID of the taxpayer and authorized representative. [1 photocopy, both with one original specimen signature (wet)]</li> </ol> <p><b>For Corporation/Non-individual</b></p> <ol style="list-style-type: none"> <li>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)]</li> <li>Any government-issued ID of one of the signatory and authorized representative. [1 photocopy, both with one original specimen signature (wet)]</li> </ol> |
|--------------------------|----|---|

Continue to the back page. ►

[Back Page.]

Continuation...

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

## SUBMITTED BY:

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

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Sign here ►	Full Name of Taxpayer/Representative (Signature over printed name)	Date:
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[This CDR shall be attached as cover sheet of the application.]

[PRINT THIS CDR ON BOTH SIDES]



# CHECKLIST OF DOCUMENTARY REQUIREMENTS

**CDR F11BF**  
REVISED JUL2025

QF11-07.2025.00

► DLN:

## APPLICATION FOR REGISTRATION

### BRANCH AND FACILITY

**IMPORTANT:** [To be accomplished by taxpayer]

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

### ONLINE APPLICATION VIA ONLINE REGISTRATION AND UPDATE SYSTEM (ORUS)

<input type="checkbox"/>	1. Register a branch and facility online thru Head Office account enrollment by visiting and creating an ORUS account at <a href="https://orus.bir.gov.ph">https://orus.bir.gov.ph</a> .
	<i>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.</i>

### REGISTRATION OF BRANCH

<input type="checkbox"/>	1. BIR Form No. 1901 for individual/1903 for non-individual; (2 originals) [for manual application]
<input type="checkbox"/>	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.
<input type="checkbox"/>	3. <input type="checkbox"/> Buy BIR Printed Invoice (Available for sale at the New Business Registrant Counter); <b>or</b> <input type="checkbox"/> Final clear sample of OWN Invoices (1 original). (Sample layout is also available at the New Business Registrant Counter)  <i>Note: In case taxpayer-applicant will opt to print its own invoices, taxpayer-applicant should choose an Accredited Printer who will print the invoices.</i>

### REGISTRATION OF FACILITY

<input type="checkbox"/>	1. BIR Form No. 1901 for individual/1903 for non-individual; (2 originals) [for manual application]
<input type="checkbox"/>	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.

### FEES TO BE PAID

<input type="checkbox"/>	1. <input type="checkbox"/> Payment of P30.00 Loose Stamp/s (DST) to be affixed on the Certificate of Registration. <input type="checkbox"/> Procured printing cost of BPI, if opted to use. [for Branch only]
--------------------------	---

### ADDITIONAL DOCUMENTS, IF APPLICABLE:

<input type="checkbox"/>	1. If transacting through a Representative: <b>For Individual:</b> 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)]  <b>For Corporation/Non-individual</b> 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
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Continue to the back page. ►

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

Continuation...

<input type="checkbox"/>	1. 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)]
<input type="checkbox"/>	2. DTI Certificate or SEC Registration Certificate (if with business name); (1 photocopy) (for Branch only)
<input type="checkbox"/>	3. Articles of Incorporation/Partnership (if line of business is different from the Head Office); (1 photocopy) (for Branch only)
<input type="checkbox"/>	4. Franchise Documents (e.g. Certificate of Public Convenience) (for Common Carrier); (1 photocopy)
<input type="checkbox"/>	5. Franchise Agreement; (1 photocopy) (for Branch only)
<input type="checkbox"/>	6. Memorandum of Agreement (for JOINT VENTURE); (1 photocopy) (for Branch only)
<input type="checkbox"/>	7. Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity; (1 photocopy) (for Branch only)
<input type="checkbox"/>	8. Proof of Registration/Permit to Operate BOI/BOI-ARMM, PEZA, BCDA, TIEZA/TEZA, SBMA, etc; (1 photocopy) (for Branch only)

### 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

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)	

### ACKNOWLEDGMENT BY THE APPLICANT:

I \_\_\_\_\_, of legal age, hereby acknowledge the identified lacking documentary 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.

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

### DATA PRIVACY NOTICE

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### 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.**

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# CHECKLIST OF DOCUMENTARY REQUIREMENTS

CDR **F1102**  
REVISED JUL2025

QF11-03.2025.00

► DLN:

[Back Page.]

Continuation...

## 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. **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)

- |                          |    |  |
|--------------------------|----|--|
| <input type="checkbox"/> | 1. | Application for TIN of employees ( <b>already hired</b> ) 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 <a href="https://orus.bir.gov.ph">https://orus.bir.gov.ph</a> . |
|--------------------------|----|--|

## STANDARD REQUIREMENTS – LOCAL EMPLOYEES (ALREADY HIRED)

- |                          |    |   |
|--------------------------|----|---|
| <input type="checkbox"/> | 1. | BIR Form No. 1902 (2 originals); [for manual application] |
|--------------------------|----|---|

- |                          |    |  |
|--------------------------|----|--|
| <input type="checkbox"/> | 2. | <ul style="list-style-type: none"><li>▪ 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)</li></ul> |
|--------------------------|----|--|

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

## FOREIGN NATIONAL/ALIEN EMPLOYEE

- |                          |    |   |
|--------------------------|----|---|
| <input type="checkbox"/> | 1. | BIR Form No. 1902 (2 originals); [for manual application] |
|--------------------------|----|---|

- |                          |    |   |
|--------------------------|----|---|
| <input type="checkbox"/> | 2. | <ul style="list-style-type: none"><li>▪ Passport (Bio page, including date of entry/arrival and exit/departure stamp, if applicable); (1 photocopy)</li></ul> |
|--------------------------|----|---|

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

## FEES TO BE PAID

- |                          |    |      |
|--------------------------|----|------|
| <input type="checkbox"/> | 1. | None |
|--------------------------|----|------|

## ADDITIONAL DOCUMENTS, IF APPLICABLE, FOR LOCAL & ALIEN:

- |                          |    |  |
|--------------------------|----|--|
| <input type="checkbox"/> | 1. | Marriage Contract, for married female; (1 photocopy)   |
| <input type="checkbox"/> | 2. | <p>In the case of employer manually securing TIN on behalf of its employees due system unavailability or technical issue:</p> <ul style="list-style-type: none"><li>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)</li><li>b) Any government-issued ID of the signatory (for signature validation); [1 certified true copy with one original specimen signature (wet)]</li><li>c) Any government-issued ID of the authorized person; [1 photocopy with one original specimen signature (wet)]</li><li>d) Transmittal List of Newly Hired Employees with a place of assignment and certifying that the list is its newly hired employees; (1 original)</li><li>e) Printed copy of ORUS error message, if technical issue. (1 original)</li></ul> |

## SUBMITTED BY:

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

## [FOR BIR USE ONLY] RECEIVED BY:

Sign here ►	Officer: (Signature over printed name)	Date:
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Continue to the back page. ►

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



## 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 ►	Evaluator/Officer (Signature over printed name)	Date:
----------------	--	-------

## ACKNOWLEDGMENT BY THE APPLICANT:

I \_\_\_\_\_, of legal age, hereby acknowledge the identified lacking documentary 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.

Sign here ►	Full Name of Taxpayer/Representative (Signature over printed name)	Date:
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# CHECKLIST OF DOCUMENTARY REQUIREMENTS

**CDR F1104**  
REVISED JUL2025

QF11-01.2025.00

► 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.O. 98 & ONETT- INDIVIDUAL (LOCAL & RESIDENT ALIEN)

<input type="checkbox"/>	1.	BIR Form No. 1904 (2 originals); [for manual application]
<input type="checkbox"/>	2.	<ul style="list-style-type: none"> <li>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)</li> </ul> <p><i>Note: For online application, selfie photo holding the ID shall be uploaded.</i></p>

#### For transfer of properties by succession

- Death Certificate of decedent or Extrajudicial Settlement of the Estate/Affidavit of Self Adjudication; (1 photocopy)

<input type="checkbox"/>	<b>Additional Documents, if applicable:</b>	
<input type="checkbox"/>	1. Marriage Contract, for married female; (1 photocopy)	
<input type="checkbox"/>	2. If transacting through a Representative:	
	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.*

<input type="checkbox"/>	3. <b>For First Time Job Seeker</b> – Barangay Certification that the applicant is a resident of the barangay and is a First Time Job Seeker. (1 certified true copy)
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### FOR E.O. 98 – FOREIGN NATIONAL (NONRESIDENT)

<input type="checkbox"/>	1.	BIR Form No. 1904 (2 originals); [for manual application]
<input type="checkbox"/>	2.	<ul style="list-style-type: none"> <li>Passport (Bio page, including date of entry/arrival and exit/departure stamp, if applicable); (1 photocopy)</li> </ul> <p><i>Note: For online application, selfie photo holding the ID shall be uploaded.</i></p>

<input type="checkbox"/>	<b>Additional Documents, if applicable:</b>	
<input type="checkbox"/>	3. If transacting through a Representative:	
	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.*

### FOR NONRESIDENT FOREIGN CORPORATION (NRFC)

<input type="checkbox"/>	1.	BIR Form No. 1903 (2 originals); [for manual application]
<input type="checkbox"/>	2.	Any Apostilled official documentation issued by an authorized government body (e.g. government agency)

Continue to the back page. ►

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

Continuation...

<input type="checkbox"/>	(tax authority) thereof, or a municipality) that includes the name of the non-individual and the address of its principal office in the jurisdiction in which the non-individual was incorporated or organized (e.g. Articles of Incorporation, Certificate of Tax Residency); (1 certified true copy)
--------------------------	--

<input type="checkbox"/>	<b>Additional Documents, if applicable:</b>
<input type="checkbox"/>	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, selfie photo of the authorized representative holding the ID shall be uploaded.*

### FEES TO BE PAID

1.	None
----	------

### SUBMITTED BY:

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

### ACKNOWLEDGMENT BY THE APPLICANT:

I \_\_\_\_\_, of legal age, hereby acknowledge the identified lacking documentary 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.

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 REQUIREMENTS

**CDR F1106**  
REVISED JUL2025

QF11-08.2025.00

► DLN:

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## APPLICATION FOR

## AUTHORITY TO PRINT (ATP) INVOICES

**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 NEW AND SUBSEQUENT APPLICATION OF ATP – MANUAL BOUND INVOICES

- |                          |    |  |
|--------------------------|----|--|
| <input type="checkbox"/> | 1. | BIR Form No. 1906; (2 originals) [for manual application]<br><br><i>Note: Taxpayer-applicant should choose an Accredited Printer of Invoices</i>   |
| <input type="checkbox"/> | 2. | Final clear sample of OWN Invoices/Supplementary Invoices; (1 original) or   |
| <input type="checkbox"/> | 3. | For subsequent application:<br>Last issued ATP (1 photocopy) or Printer Certificate of Delivery (PCD) (1 photocopy); or Any booklet from the last issued ATP. (Booklet need to be presented) |

### FOR NEW AND SUBSEQUENT APPLICATION OF ATP – MANUAL LOOSE LEAF INVOICES

- |                          |    |  |
|--------------------------|----|--|
| <input type="checkbox"/> | 1. | BIR Form No. 1906; (2 originals) [for manual application]<br><br><i>Note: Taxpayer-applicant should choose an Accredited Printer of Invoices</i> |
| <input type="checkbox"/> | 2. | Permit to Use Loose Leaf Invoices; (1 photocopy)   |
| <input type="checkbox"/> | 3. | Final clear sample of OWN Invoices/Supplementary Invoices; (1 original)  |
| <input type="checkbox"/> | 4. | Last issued ATP for subsequent application. (1 photocopy)  |

### FEES TO BE PAID

- |                          |    |      |
|--------------------------|----|------|
| <input type="checkbox"/> | 1. | None |
|--------------------------|----|------|

### ADDITIONAL DOCUMENTS, IF APPLICABLE:

- |                          |    |   |
|--------------------------|----|---|
| <input type="checkbox"/> | 1. | If transacting through a Representative:<br><b>For Individual:</b><br>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)]<br>1.2 Any government-issued ID of the taxpayer and authorized representative. [1 photocopy, both with one original specimen signature (wet)]<br><br><b>For Corporation/Non-individual</b><br>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)]<br>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<br>► |   | Date: |
|                | Full Name of Taxpayer/Representative<br>(Signature over printed name) |       |

### [FOR BIR USE ONLY] RECEIVED BY:

- |                |   |       |
|----------------|---|-------|
| Sign here<br>► | Officer:<br>(Signature over printed name) | Date: |
|----------------|---|-------|

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<br>► | Evaluator/Officer<br>(Signature over printed name) | Date: |
|----------------|--|-------|

### ACKNOWLEDGMENT BY THE APPLICANT:

I \_\_\_\_\_, of legal age, hereby acknowledge the identified lacking documentary 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.

- |                |   |       |
|----------------|---|-------|
| Sign here<br>► | Full Name of Taxpayer/Representative<br>(Signature over printed name) | Date: |
|----------------|---|-------|

### DATA PRIVACY NOTICE

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

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# CHECKLIST OF DOCUMENTARY REQUIREMENTS

CDR **F1105B**  
REVISED JUL2025

QF11-09.2025.00

► DLN:

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## APPLICATION FOR REGISTRATION OF BOOKS OF ACCOUNTS

**IMPORTANT:** [To be accomplished by taxpayer]

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

### ONLINE APPLICATION VIA ONLINE REGISTRATION AND UPDATE SYSTEM (ORUS)

- 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.*

### MANUAL APPLICATION – REGISTRATION OF MANUAL BOOKS OF ACCOUNTS (NEW OR SUBSEQUENT)

- ☐ 1. BIR Form No. 1905; (2 originals)
- ☐ 2. New set of permanently bound books of accounts.

### MANUAL APPLICATION – REGISTRATION OF MANUAL LOOSE LEAF BOOKS OF ACCOUNTS

- ☐ 1. BIR Form No. 1905; (2 originals)
- ☐ 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 correctness of entries in Books of Accounts and the number of Loose Leaf used for the period covered. (1 original)

### MANUAL APPLICATION – REGISTRATION OF COMPUTERIZED BOOKS OF ACCOUNTS

- ☐ 1. BIR Form No. 1905; (2 originals)
- ☐ 2. Acknowledgement Certificate or Permit to Use (PTU) Computerized Accounting System (CAS)/ Computerized Books of Accounts (CBA) and/or its Components, if applicable; (1 photocopy)
- ☐ 3. **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)
- ☐ 4. 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:

- ☐ 1. If transacting through a Representative:  
**For Individual:**
  - 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)]
  - Any government-issued ID of the taxpayer and authorized representative. [1 photocopy, both with one original specimen signature(wet)]

Continuation...

<b>For Corporation/Non-individual</b>	
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

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)	

### ACKNOWLEDGMENT BY THE APPLICANT:

I \_\_\_\_\_, of legal age, hereby acknowledge the identified lacking documentary 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.

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

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Continue to the back page. ►

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

[PRINT THIS CDR ON BOTH SIDES]



# CHECKLIST OF DOCUMENTARY REQUIREMENTS

CDR **F1100**  
REVISED JUL2025

QF11-10.2025.00

► DLN:

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## APPLICATION FOR

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

**IMPORTANT:** [To be accomplished by taxpayer]

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

### ONLINE APPLICATION VIA ONLINE REGISTRATION AND UPDATE SYSTEM (ORUS)

- Visit and create an ORUS account at <https://orus.bir.gov.ph>.  
  
*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

- |                          |    |   |
|--------------------------|----|---|
| <input type="checkbox"/> | 1. | BIR Form No. 1900; (2 originals) for manual application   |
| <input type="checkbox"/> | 2. | Sample Format and print-out of Books of Accounts to be used; (1 original)   |
| <input type="checkbox"/> | 3. | Sworn Statement (1 original) specifying the following: <ol style="list-style-type: none"> <li>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;</li> <li>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;</li> <li>Preservation of the books of accounts/invoices/other accounting records in a manner that is intact, unaltered and unmutated for a period of less than five (5) years or in case of audit</li> </ol> |

### FEES TO BE PAID

- None

### ADDITIONAL DOCUMENTS, IF APPLICABLE:

- |                          |    |  |
|--------------------------|----|--|
| <input type="checkbox"/> | 1. | <p>If transacting through a Representative:</p> <p><b>For Individual:</b></p> <ol style="list-style-type: none"> <li>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)]</li> <li>Any government-issued ID of the taxpayer and authorized representative. [1 photocopy, both with one original specimen signature (wet)]</li> </ol> <p><b>For Corporation/Non-individual</b></p> <ol style="list-style-type: none"> <li>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)]</li> <li>Any government-issued ID of one of the signatory and authorized representative. [1 photocopy, both with one original specimen signature(wet)]</li> </ol> |
|--------------------------|----|--|

### SUBMITTED BY:

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

Continuation...

[FOR BIR USE ONLY]		RECEIVED BY:
Sign here ►	Officer: (Signature over printed name)	Date:

### 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 ►	Evaluator/Officer (Signature over printed name)	Date:
----------------	--	-------

### ACKNOWLEDGMENT BY THE APPLICANT:

I \_\_\_\_\_, of legal age, hereby acknowledge the identified lacking documentary 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.

Sign here ►	Full Name of Taxpayer/Representative (Signature over printed name)	Date:
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[PRINT THIS CDR ON BOTH SIDES]



# CHECKLIST OF DOCUMENTARY REQUIREMENTS

CDR **F1105**  
REVISED JUL2025

QF11-11.2025.00

► DLN:

[Back Page.]

## APPLICATION FOR

## REGISTRATION INFORMATION UPDATES

**IMPORTANT:** [To be accomplished by taxpayer]

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

### ONLINE APPLICATION VIA ONLINE REGISTRATION AND UPDATE SYSTEM (ORUS)

- 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:*
  - Secure a Digital TIN ID;
  - Update contact information;
  - Update contact person;
  - Update civil status;
  - Change of residence address;
  - Transfer of registration record;
  - Add an additional line of business;
  - Register new business name;
  - Register new tax types/form types; and
  - Avail of the 8% Income Tax Rate option.

### TIN CARD ISSUANCE (PAPER TIN CARD)

- ☐ 1. BIR Form No. 1905; (1 original)
  - ☐ 2. Latest 1x1 Photo ID; (1 original)
  - ☐ 3. 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)
  - ☐ 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.

### CHANGE OF REGISTERED BUSINESS ADDRESS UNDER THE JURISDICTION 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) if applicable. (1 original)

### CHANGE IN ACCOUNTING PERIOD

- ☐ 1. BIR Form No. 1905; (2 originals)
- ☐ 2. Letter request indicating the reasons and change in 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)
- ☐ 5. Sworn Undertaking to File a Separate Final/Adjustment Return. (1 original)

Continuation...

CHANGE IN CIVIL STATUS		
<input type="checkbox"/>	1.	BIR Form No. 1905; (2 originals)
<input type="checkbox"/>	2.	Marriage Contract or Court Order (declaration of nullity of marriage); (1 photocopy)
<input type="checkbox"/>	3.	Letter Request for temporary use of old invoices/supplementary invoices (for female business taxpayers) if applicable; (1 original)
CHANGE IN REGISTERED NAME/TRADE NAME; CHANGE/ADD IN REGISTERED ACTIVITIES/LINE OF BUSINESS		
<input type="checkbox"/>	1.	BIR Form No. 1905; (2 originals)
<input type="checkbox"/>	2.	Amended SEC Certificate/Digital Certificate of Registration/ Form for Appointment of Officers (for One Person Corp.)/DTI Certificate (for the change in registered name/trade name); (1 photocopy) or Amended Mayor's Permit or SEC Certificate/Digital Certificate of Registration (for the change/add in registered activities/line of business) or Form for Appointment of Officers (for One Person Corp.) if applicable; (1 photocopy) and
<input type="checkbox"/>	3.	Letter Request for temporary use of old invoices/supplementary invoices (for business taxpayers) if applicable. (1 original)
CHANGE /ADD INCENTIVE DETAILS		
<input type="checkbox"/>	1.	BIR Form No. 1905; (2 originals)
<input type="checkbox"/>	2.	Investment Promotion Agency Certificate of Registration or similar certificates; (1 photocopy)
REPLACEMENT OF LOST COR/ATP		
<input type="checkbox"/>	1.	BIR Form No. 1905; (2 originals)
<input type="checkbox"/>	2.	Affidavit of Loss; (1 original)
<input type="checkbox"/>	3.	Fee: P30.00 Loose Stamp (DST) for COR only.
ADDITIONAL DOCUMENTS, IF APPLICABLE:		
<input type="checkbox"/>	1.	<p>If transacting through a Representative:</p> <p><b>For Individual:</b></p> <ol style="list-style-type: none"> <li>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)]</li> <li>Any government-issued ID of the taxpayer and authorized representative. [1 photocopy, both with one original specimen signature (wet)]</li> </ol> <p><b>For Corporation/Non-individual</b></p> <ol style="list-style-type: none"> <li>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)]</li> <li>Any government-issued ID of one of the signatory and authorized representative. [1 photocopy, both with one original specimen signature (wet)]</li> </ol>
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)	

### DATA PRIVACY NOTICE

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

[PRINT THIS CDR ON BOTH SIDES]



# CHECKLIST OF DOCUMENTARY REQUIREMENTS

QF11-13.2025.00

► DLN:

**CDR F1105T**  
REVISED Jul2025

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## APPLICATION FOR

## TRANSFER OF REGISTRATION

**IMPORTANT:** [To be accomplished by taxpayer]

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

### TRANSFER OF REGISTRATION OF INDIVIDUALS NOT ENGAGED IN BUSINESS (E.O 98/ONETT/EMPLOYEE)

- ☐ 1. BIR Form No. 1905; (2 originals)

### TRANSFER OF BUSINESS REGISTRATION TO ANOTHER RDO (HEAD OFFICE AND/OR BRANCH)

#### A. SUBMIT TO OLD RDO

- ☐ 1. BIR Form No. 1905 (3 originals) all copy for stamping "Received";  
- 1<sup>st</sup> copy – to be forwarded to new RDO by old RDO, attached to Transfer Related Docket (TRD)  
- 2<sup>nd</sup> copy – old RDO's file copy  
- 3<sup>rd</sup> copy – taxpayer's file copy
- ☐ 2. Inventory list of unused invoices and supplementary 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)  
1<sup>st</sup> copy – RDO file  
2<sup>nd</sup> copy – new RDO  
3<sup>rd</sup> copy – taxpayer's file
- ☐ 3. Notarized Transfer Commitment Form (3 originals), if applicable/ if with open cases.  
- 1<sup>st</sup> copy – to be forwarded to new RDO by old RDO, attached to TRD  
- 2<sup>nd</sup> copy – old RDO's file copy  
- 3<sup>rd</sup> copy – taxpayer's file copy

#### B. SUBMIT TO NEW RDO

- ☐ 1. BIR Form No. 1905; (2 originals)
- ☐ 2. For Non-individual Taxpayers only, SEC Certificate/Digital 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 Cooperation and By-Laws (1 photocopy);
- ☐ 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)
- ☐ 4. Unused invoices and supplementary invoices for re-stamping with approved letter request and inventory list (2<sup>nd</sup> copy) by old RDO; (1 original)
- ☐ 5. 3<sup>rd</sup> copy of Transfer Commitment Form, if applicable, together with the 3<sup>rd</sup> copy of BIR Form No. 1905 duly received by old RDO. (1 photocopy)

#### ADDITIONAL 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)]

Continue to the back page. ►

Continuation...

### For Corporation/Non-individual

- 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)]
- 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

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)	

#### ACKNOWLEDGMENT BY THE APPLICANT:

I \_\_\_\_\_, of legal age, hereby acknowledge the identified lacking documentary 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.

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[PRINT THIS CDR ON BOTH SIDES]



# CHECKLIST OF DOCUMENTARY REQUIREMENTS

QF11-14.2025.00

► DLN:

**CDR F1105C**  
REVISED JUL2025

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## APPLICATION FOR CANCELLATION OF TIN

**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.

### CANCELLATION OF TIN

#### - DUE TO DEATH OR IDENTICAL/MULTIPLE TIN

- |                          |    |   |
|--------------------------|----|---|
| <input type="checkbox"/> | 1. | BIR Form No. 1905; (2 originals)                                    |
| <input type="checkbox"/> | 2. | Death Certificate, in case of death of an individual; (1 photocopy) |

#### - CLOSURE OF BUSINESS (HEAD OFFICE/BRANCH)

#### - CANCELLATION OF TIN/REGISTRATION DUE TO DISSOLUTION, MERGER OR CONSOLIDATION

- |                          |    |  |
|--------------------------|----|--|
| <input type="checkbox"/> | 1. | BIR Form No. 1905; (2 originals)   |
| <input type="checkbox"/> | 2. | List of ending inventory of goods, supplies, including capital good; (1 original)  |
| <input type="checkbox"/> | 3. | Inventory of unused invoices/supplementary invoices, together with Unused invoices/supplementary invoices and all other unutilized accounting forms (e.g. vouchers, debit/credit memos, delivery receipts, purchase orders, etc.);     |
| <input type="checkbox"/> | 4. | Original copy of BIR Notices and BIR Permits (e.g. ATP; NIRI; Accreditation Certificate and Permit to Use - for CRM/POS; etc.) issued to taxpayer as well as original copy of the BIR Certificate of Registration (COR)/Electronic COR |

#### FEES TO BE PAID

- |                          |    |  |
|--------------------------|----|--|
| <input type="checkbox"/> | 1. | Payment of P30.00 Loose Stamp/s (DST) to be affixed to the Tax Clearance Certificate issued for closure of business. |
|--------------------------|----|--|

#### ADDITIONAL DOCUMENTS, IF APPLICABLE:

- |                          |    |   |
|--------------------------|----|---|
| <input type="checkbox"/> | 1. | <p>If transacting through a Representative:</p> <p><b>For Individual:</b></p> <p>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)]</p> <p>1.2 Any government-issued ID of the taxpayer and authorized representative. [1 photocopy, both with one original specimen signature (wet)]</p> <p><b>For Corporation/Non-individual</b></p> <p>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)]</p> <p>1.2 Any government-issued ID of one of the signatory and authorized representative. [1 photocopy, both with one original specimen signature (wet)]</p> |
|--------------------------|----|---|

#### 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)	

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.

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►		
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