APPLICATION FOR REGISTRATION – CHECKLIST OF DOCUMENTARY REQUIREMENTS

SELF-EMPLOYED INDIVIDUALS, ESTATES AND TRUSTS

IMPORTANT:
1. Processing of transactions commence only upon submission of COMPLETE DOCUMENTS.
2. Mark "V" for submitted documents and "X" for lacking documents.

FOR SELF-EMPLOYED, PROFESSIONALS, MIXED INCOME EARNERS

☐ 1 BIR Form No. 1901;
☐ 2 Any identification issued by an authorized government body (e.g. Birth Certificate, passport, driver’s license, Community Tax Certificate) that shows the name, address and birthdate of the applicant;
☐ 3 Photocopy of Mayor’s Business Permit; or Duly received Application for Mayor’s Business Permit, if the former is still in process with the LGU; and/or Professional Tax Receipt/Occupational Tax Receipt issued by the LGU; or DTI Certificate;
☐ 4 Proof of Payment of Registration Fee (RF) (if with existing TIN or applicable after TIN issuance)
☐ 5 BIR Form No. 1906; (Select an Accredited Printer)
☐ 6 Final & clear sample of Principal Receipts/ Invoices;

Additional documents, if applicable:
☐ 1 Special Power of Attorney (SPA) and ID of authorized person, in case of authorized representative who will transact with the Bureau;
☐ 2 Franchise Documents (e.g. Certificate of Public Convenience) (for Common Carrier);
☐ 3 Photocopy of the Trust Agreement (for Trusts);
☐ 4 Photocopy of the Death Certificate of the deceased (for Estate under judicial settlement);
☐ 5 Certificate of Authority, if Barangay Micro Business Enterprises (BMME) registered entity;
☐ 6 Proof of Registration/Permit to Operate BOI/BOI-ARMM, PEZA, BCDA and SBMA

Submitted by: ____________________________ Date: ____________
Name of Taxpayer

Received by: ____________________________ Date: ____________
Officer

Acknowledgement by applicant:
I __________________ , of legal age, hereby acknowledge the identified lacking documentary requirement/s (marked with "X") which I commit to submit within five (5) working days. I understand that my application will only be processed upon submission of complete document/s.

__________________________________________ Date: ____________
Name of Taxpayer/Representative
(Signature over printed name)

Validated/Noted by: ____________________________ Date: ____________
CSS Personnel

NOTE: The BIR shall dispose all pending applications with incomplete requirements after thirty (30) calendar days from receipt of application.

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APPLICATION FOR REGISTRATION – CHECKLIST OF DOCUMENTARY REQUIREMENTS

CORPORATIONS, PARTNERSHIPS (TAXABLE OR NON-TAXABLE)

IMPORTANT:
1. Processing of transactions commence only upon submission of COMPLETE DOCUMENTS.

FOR CORPORATIONS/PARTNERSHIPS

☐ 1 BIR Form No. 1903;
☐ 2 Photocopy of SEC Certificate of Incorporation; or Photocopy Certificate of Recording (in case of partnership); or Photocopy of License to Do Business in the Philippines (in case of foreign corporation);
☐ 3 Articles of Incorporation; or Articles of Partnerships
☐ 4 Photocopy of Mayor’s Business Permit; or Duly received Application for Mayor’s Business Permit, if the former is still in process with the LGU;
☐ 5 Proof of Payment of Registration Fee (RF) (not applicable to those exempt from the imposition of RF)
☐ 6 BIR Form No. 1906; (Select an Accredited Printer)
☐ 7 Final & clear sample of Principal Receipts/ Invoices;

Additional documents, if applicable:

☐ 1 Board Resolution indicating the name of the authorized representative and Secretary’s Certificate, in case of authorized representative who will transact with the Bureau;
☐ 2 Franchise Documents (e.g. Certificate of Public Convenience) (for Common Carrier);
☐ 3 Memorandum of Agreement (for JOINT VENTURE)
☐ 4 Franchise Agreement;
☐ 5 Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity;
☐ 6 Proof of Registration/Permit to Operate with BOI, BOI-ARMM, SBMA, BCDA, PEZA

Submitted by: ____________________________ Date: ____________

Name of Taxpayer

Received by: ____________________________ Date: ____________

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(Signature over printed name)

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CSS Personnel

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APPLICATION FOR REGISTRATION – CHECKLIST OF DOCUMENTARY REQUIREMENTS

COOPERATIVES, ASSOCIATIONS (TAXABLE OR NON-TAXABLE)

IMPORTANT:

1. Processing of transactions commence only upon submission of COMPLETE DOCUMENTS.

FOR GAs AND LGUs

☐ 1 BIR Form No. 1903;
☐ 2 Photocopy of Unit or Agency’s Charter;

FOR COOPERATIVES

☐ 1 BIR Form No. 1903;
☐ 2 Photocopy of Cooperative Development Authority (CDA) Certificate of Registration and Articles of Cooperation;
☐ 3 Articles of Cooperation;
☐ 4 BIR Form No. 1906; (Select an Accredited Printer)
☐ 5 Final & clear sample of Principal Receipts/Invoices;

FOR HOME OWNER’S ASSOCIATION

☐ 1 BIR Form No. 1903;
☐ 2 Photocopy of Certificate of Registration issued by the Housing and Land Use Regulatory Board (HLURB); and Articles of Association;
☐ 3 Articles of Association;
☐ 4 BIR Form No. 1906; (Select an Accredited Printer)
☐ 5 Final & clear sample of Principal Receipts/Invoices;

FOR LABOR ORGANIZATION, ASSOC. OR GROUP OF UNION OR WORKERS

☐ 1 BIR Form No. 1903;
☐ 2 Photocopy of Certificate of Registration issued by the Department of Labor and Employment (DOLE); and Constitution and by-laws of the applicant union;
☐ 3 Constitution and by-laws of the applicant union;
☐ 4 BIR Form No. 1906; (Select an Accredited Printer)
☐ 5 Final & clear sample of Principal Receipts/Invoices;

FOR FOREIGN EMBASSIES

☐ 1 BIR Form No. 1903;
☐ 2 Endorsement from Department of Foreign Affairs (DFA)

FOR INTERNATIONAL ORGANIZATIONS

☐ 1 BIR Form No. 1903;
☐ 2 Host agreement or any international agreement duly certified by DFA

☐ 1 Special Power of Attorney (SPA) and ID of authorized person, in case of authorized representative who will transact with the Bureau; if applicable

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(Signature over printed name)

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REQUIREMENTS

**CHECKLIST OF DOCUMENTS**

**APPLICATION FOR REGISTRATION – TO THE BUREAU OF INTERNAL REVENUE**

**REGISTRATION OF BRANCH/FACILITY TYPES**

**IMPORTANT:**
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**REGISTRATION OF BRANCH/FACILITY TYPE - INDIVIDUAL**

- [ ] 1 BIR Form No. 1901;
- [ ] 2 Photocopy of Mayor’s Business Permit; or Duly received Application for Mayor’s Business Permit, if the former is still in process with the LGU; and/or Professional Tax Receipt/Occupational Tax Receipt issued by the LGU; or DTI Certificate;
- [ ] 3 Special Power of Attorney (SPA) and ID of authorized person, in case of authorized representative who will transact with the Bureau; if applicable
- [ ] 4 Proof of Payment of Registration Fee (RF)
- [ ] 5 BIR Form No. 1906; (Select an Accredited Printer)
- [ ] 6 Final & clean sample of Principal Receipts/Invoices;

**REGISTRATION OF BRANCH/FACILITY TYPE - NON-INDIVIDUAL**

- [ ] 1 BIR Form No. 1903;
- [ ] 2 Photocopy of Mayor’s Business Permit; or Duly received Application for Mayor’s Business Permit, if the former is still in process with the LGU; and/or Board Resolution/Secretary Certificate stating the Branch Establishment;
- [ ] 3 Board Resolution and Secretary Certificate, in case of authorized representative who will transact with the Bureau; if applicable
- [ ] 4 Proof of Payment of Annual Registration Fee (ARF) (not applicable to those exempt from the imposition of ARF)
- [ ] 5 BIR Form No. 1906;
- [ ] 6 Final & clean sample of Principal Receipts/Invoices;

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