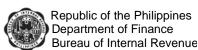
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## Application for Registration Information Update/Correction/Cancellation

1905

**Update/Correction/Cancellation** January 2018 (ENCS) Fill in applicable spaces. Mark all appropriate boxes with an "X PART I - TAXPAYER INFORMATION 1 Taxpayer Identification Number (TIN) 2 RDO Code 3 Contact Number 0 0 6 6 1 9, 2,0 0, 5, 0 4 Registered Name (Last Name, First Name, Middle Name for Individual OR Registered Name for Non-Individual) I N CPART II - REASON/DETAILS OF REGISTRATION INFORMATION UPDATE/CORRECTION 6 Other Updates 5 Replacement/Cancellation of REASON/DETAILS FORM/S Closure of Business A. Certificate of Registration (COR) Lost/Damaged Change of Accredited Printer as Requested by Change of Civil Status B. Authority to Print (ATP) Receipts/Invoices Correction/Change/Update of Registration of Update of Books of Accounts C. Tax Clearance Certificate of Liabilities (TCL1) Information D. Taxpayer Identification Number (TIN) Card Others (specify) Avail of 8% Income Tax Rate Option E. Tax Clearance Certificate for Transfer of Property/ies (TCL2)/ Others (specify) Certificate Authorizing Registration (CAR) F. Others(specify) 7 Correction/Change/Update of Registration Information A. CHANGE IN REGISTERED NAME/TRADE NAME Registered Name Trade/Business Name New Registered Name/Trade/Business Name Old New (Old RDO) (New RDO) B. CHANGE IN REGISTERED ADDRESS Transfer within same RDO Transfer to another RDO From То Unit/Room/Floor/Building No. Building Name/Tower C. CHANGE IN ACCOUNTING PERIOD (Applicable to Non-Individual) Accounting Start Month Effectivity Date (MM/DD/YYYY) From Calendar Period to Fiscal From One Fiscal Period to Another Fiscal Period From Fiscal to Calendar Period D. CHANGE/ADD REGISTERED ACTIVITY/LINE BUSINESS Effective Date of Change New Registered Activity/Line of Business E. CHANGE/ADD FACILITY TYPE/DETAILS (attach additional sheet, if necessary) Additional/New Facility Facility Type\* Facility Type PP - Place of Production BT **Bus Terminal Facility Code** facility type) SP - Storage Place RP Real Property for PP SPWH SR GG BT RP Others (specify) WH - Warehouse Lease with No SR - Showroom Sales Activity FL GG - Garage Address of Facility Unit/Room/Floor/Building No Building Name/Tower Town/District

BIR Form No.	1905 – page 2

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REVENUE DISTRICT OFFICE (Signature over Printed Name)								R			Date																			
12 Declaration										Stamp of BIR Receiving Office																				
I declare, under the penalties of perjury, that this application has been made in good faith, verified by me and to the best of my knowledge and belief, is true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the									and Date of Receipt																					
regulations issued under authority thereof. Further, I give my consent to the processing of my information as contemplated under the  *Data Privacy Act of 2012 (R.A. No. 10173) for legitimate and lawful purposes.																														
MR. OLIVER M. FILOTEO EXECUTIVE VICE PRESIDENT																														
TAXPAYER/AUTHORIZED REPRESENTATIVE/TAX AGENT  EXECUTIVE VICE PRESIDENT  Title/Position of Signatory																														
(Signature over Printed Name)																														

\*Note: The BIR Data Privacy Policy is in the BIR website (www.bir.gov.ph)

## **Documentary Requirements**

### REPLACEMENT/CANCELLATION

### A. Certificate of Registration

- 1. Original Copy of Old Certificate of Registration, for replacement
- Affidavit of Loss, if lost
- Proof of payment of Certification Fee and Documentary Stamp Tax to be submitted before the issuance of the new Certificate

- B. Authority to Print (ATP) Receipts and Invoices
   Original Authority to Print Primary and Secondary Receipts/Invoices
   New Application Form (BIR Form No. 1906), if applicable
- 3. Affidavit of Loss, if lost

### C. Tax Clearance Certificate for Tax Liabilities (TCL1)

- Affidavit of Loss, if lost
- 2. Proof of payment for Certification Fee and Documentary Stamp Tax-to be submitted before the issuance of the new Tax Clearance Certificate
- TCL1, if for replacement

### D. TIN Card

- 1. Affidavit of Loss, if lost
- Old TIN Card (if replacement is due to damaged card)
- Marriage Certificate (for change of Family Name) SEC Certificate (for Change of Corporate Name)

# CORRECTION/CHANGE/UPDATE OF REGISTRATION INFORMATION A. Change in Registered Name/Trade Name

- Amended SEC Registration/DTI Certificate; and
   Letter Request for temporary use of old receipts/invoices (for business taxpayers) if applicable.

### B. Change in Registered Address FROM OLD RDO

1. Inventory List of unused principal and supplementary receipts/invoices for destruction if not to be used in the new RDO or request letter for approval of use of the unused receipts/invoices in new RDO

- Photocopy of Amended Articles of Incorporation/Partnership bearing the taxpayer's new principal business address and Certificate of Filing of Amended Articles of Incorporation (only for Non-Individual
- 2. Photocopy of Mayor's Business Permit; or Duly received Application for Mayor's Business Permit, if the former is still in the process with the LGU;
- Unused principal and supplementary receipts/invoices for re-stamping per approved inventory list by old

## Transfer Commitment Form. C. Change in Accounting Period

1. Photocopy of the Securities and Exchange Commission (SEC) Certificate of Filing of Amended By-Laws showing the change in accounting period

### Change/Add Registered Activity/Line of Business D.

- Photocopy of Amended Mayor's Permit or SEC Certificate of Registration if applicable; and Letter Request for temporary use of old receipts/invoices (for business taxpayers) if applicable

### E. Change/Add Facility Type/Details

- Appropriate Application for Registration and requirements therein Change/Add Incentive Details/Registration
- Certificate of Accreditation/Registration from Investment Promotion Agency
- Change/Update of Contact Person/Authorized Representative
  - 1. Authorization or Certification issued by Officer enumerated under Section 52 (A) of the Tax Code (President or representative and Treasurer or Assistant Treasurer of the Corporation)
- Change/Update of Stockholders/Members/Partners
- 1. Amended Articles of Incorporation/Cooperation/Partnership

### CLOSURE OF BUSINESS/CANCELLATION OF REGISTRATION

- Death Certificate, in case of death of an individual:
- 2. List of ending inventory of goods, supplies, including capital good;
- Inventory of unused sales invoices/official receipts (SI/OR); Unused sales invoices/official receipts and all other unutilized accounting forms (e.g., vouchers, debit/credit memos, delivery receipts, purchase orders, etc.) including business notices and permits as well as COR shall be subject for destruction to be witnessed by BIR personnel and

- CHANGE OF CIVIL STATUS

  1. Marriage Contract or Court Order (declaration of nullity of marriage); and
  - 2. Letter Request for temporary use of old receipts/invoices (for business taxpayers) if applicable.

### UPDATE OF BOOKS OF ACCOUNT

1. Photocopy of the first page of the previously approved books

## REGISTRATION OF BOOKS OF ACCOUNTS A. Manual Books of Account

- - 1. New sets of permanently bound books of accounts
- B. Manual Loose Leaf Books of Accounts
  - Permit to Use Loose Leaf Books of Accounts;
  - Permanently bound Loose Leaf Books of Accounts; and Affidavit attesting the completeness, accuracy and correctness of entries in Books of Accounts and the number of Loose Leaf used for period covered.

### C. Computerized Books of Accounts

- 1. Permit to Use Computerized Accounting System (CAS)/Computerized Books of Accounts (CBA) and/or its Components;
- 2. DVDs containing Electronic Books of Accounts and Records. The DVDs should be properly authenticated and its labels duly signed by the responsible official(s) of the company who are required to sign the tax returns under the Tax Code, using a permanent marker;
- 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