(To be filled out by BIR) **DLN:**_____

Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

Application for Registration Information Update/Correction/Cancellation

BIR Form No.
1905
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
004 - 661 - 920 - 0000	050	02 8852 6473

4 Registered Name *(Last Name, First Name, Middle Name for Individual OR Registered Name for Non-Individual)*

KOLIN MARKETING INC

PART II - REASON/DETAILS OF REGISTRATION INFORMATION UPDATE/CORRECTION

5 Replacement/Cancellation of

FORM/S	REASON/DETAILS
☐ A. Certificate of Registration (COR)	☐ Lost/Damaged
☐ B. Authority to Print (ATP) Receipts/Invoices	☐ Change of Accredited Printer as Requested by the taxpayer
☐ C. Tax Clearance Certificate of Liabilities (TCL1)	☐ Correction/Change/Update of Registration of Information
☐ D. Taxpayer Identification Number (TIN) Card	☐ Others *(specify)*
☐ E. Tax Clearance Certificate for Transfer of Property/ies (TCL2)/ Certificate Authorizing Registration (CAR)	
☐ F. Others *(specify)*	

6 Other Updates

- ☐ Closure of Business *(proceed to Number 8)*
- ☐ Change of Civil Status *(proceed to Number 9)*
- ☒ Update of Books of Accounts *(proceed to Number 10)*
- ☐ Avail of 8% Income Tax Rate Option
- ☐ 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

☐ B. CHANGE IN REGISTERED ADDRESS

☐ Transfer within same RDO ☐ Transfer to another RDO

From (Old RDO) To (New RDO)

Unit/Room/Floor/Building No. | *Building Name/Tower*

Lot/Block/Phase/House/Building No. | *Street Name*

Subdivision/Village/Zone | *Barangay*

Town/District | *Municipality/City*

Province | *ZIP Code*

☐ 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

New Registered Activity/Line of Business	Effective Date of Change *(MM/DD/YYYY)*

☐ E. CHANGE/ADD FACILITY TYPE/DETAILS *(attach additional sheet, if necessary)*

Additional/New Facility

Facility Code	Facility Type *(check applicable facility type)*							
	PP	SP	WH	SR	GG	BT	RP	Others *(specify)*
F								
F								

Facility Type*

PP - Place of Production
SP - Storage Place
WH - Warehouse
SR - Showroom
GG - Garage
BT - Bus Terminal
RP - Real Property for Lease with No Sales Activity

Address of Facility

Unit/Room/Floor/Building No. | *Building Name/Tower*

Lot/Block/Phase/House/Building No. | *Street Name*

Subdivision/Village/Zone | *Barangay*

Town/District | *Municipality/City*

Province | *ZIP Code*

☐ F. CHANGE/ADD INCENTIVE DETAILS/REGISTRATION

Investment Promotion Agency | Number of Years

Legal Basis | Start Date *(MM/DD/YYYY)*

Incentives Granted | End Date *(MM/DD/YYYY)*

Registration/Accreditation No. | Registered Activity

Tax Regime

From *To*

Effectivity Date *(MM/DD/YYYY)*

Activity Start Date *(MM/DD/YYYY)*

Date Issued *(MM/DD/YYYY)*

Activity End Date *(MM/DD/YYYY)*

☐ G. CHANGE/ADD TAX TYPE DETAILS/SUSPEND TAX TYPE/RE-REGISTER TAX TYPE

Suspend/Cancelled Tax Type/s	Form Type *(to be filled-up by BIR)*	ATC	Effectivity Date of Change *(MM/DD/YYYY)*

Re-register/Added/New Tax Type/s	Form Type *(to be filled-up by BIR)*	ATC	Effectivity Date *(MM/DD/YYYY)*

☐ H. CHANGE/UPDATE OF CONTACT TYPE

☐ Phone Number ☐ Mobile Number ☐ Fax Number

Email Address *(required)*

☐ I. CHANGE/UPDATE OF CONTACT PERSON/AUTHORIZED REPRESENTATIVE

(Last Name, First Name, Middle Name, Suffix)

Position *TIN* - - -

☐ J. CHANGE/UPDATE OF NAME OF STOCKHOLDERS/MEMBERS/PARTNERS

(Last Name, First Name, Middle Name, Suffix, If Individual OR Registered Name, if Non Individual)

A		
B		
C		

TIN

A		- - -	
B		- - -	
C		- - -	

8 Closure of Business/Cancellation of Registration

☐ A. CANCELLATION OF TIN

☐ Death

☐ Multiple/Identical TIN

☐ Failure to start/commence business *(For Non-Individual)*

☐ Permanent closure of a branch

☐ Dissolution of corporation/partnership

☐ As a result of merger/consolidation

☐ Others *(specify)*

Effective Date of Cancellation *(MM/DD/YYYY)*

☐ B. DE-REGISTER/CESSATION OF REGISTRATION

☐ Permanent closure of business *(head office)* of an individual

☐ Others *(please specify)*

Trade/Business Name

Effective Date of Cessation *(MM/DD/YYYY)*

9 Change of Civil Status ☐ From Single to Married ☐ From Married to Single

A. Old Name/Maiden Name *(First Name, Middle Name, Last Name, Suffix)*

B. New Name/Married Name *(First Name, Middle Name, Last Name, Suffix)*

C. Spouse Information

Employment Status of Spouse ☐ Unemployed ☐ Employed Locally ☐ Employed Abroad ☐ Engaged in Business/Practice of Profession

Spouse Name *(Last Name)* *(First Name)*

(Middle Name) *(Suffix)* Spouse TIN 0 0 0 0 0

Spouse Employer's Name *(Last Name, First Name, Middle Name for Individual OR Registered Name for Non-Individual)*

Spouse Employer's TIN - - -

10 Books of Accounts

Type *(Manual or Loose)*	Type of Books to be Registered	Quantity	Volume From	Volume To
	SALES JOURNAL	1	25	26
	PURCHASE JOURNA	1	25	26
	CASH RECEIPT	1	25	26
	GENERAL LEDGER	1	25	26
	GENERAL JOURNAL	1	25	26
	CASH DISBURSMENT	1	25	26

Date Registered *(MM/DD/YYYY)*	Permit Number	Date Issued *(MM/DD/YYYY)*

11 Other Update/Correction *(please specify details)*

☐ For Taxpayer ☐ For BIR Use

Effective Date of Change *(MM/DD/YYYY)*

Approved by:

REVENUE DISTRICT OFFICER
(Signature over Printed Name)

Date

12 Declaration

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 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.

MS. EDITHA M. FLORES
TAXPAYER/AUTHORIZED REPRESENTATIVE/TAX AGENT
(Signature over Printed Name)

AVP-FINANCE
Title/Position of Signatory

Stamp of BIR Receiving Office and Date of Receipt

*__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
2. Affidavit of Loss, if lost
3. 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
1. Original Authority to Print Primary and Secondary Receipts/Invoices
2. New Application Form (BIR Form No. 1906), if applicable
3. Affidavit of Loss, if lost

C. Tax Clearance Certificate for Tax Liabilities (TCL1)
1. 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
3. TCL1, if for replacement

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

CORRECTION/CHANGE/UPDATE OF REGISTRATION INFORMATION

A. Change in Registered Name/Trade Name
1. Amended SEC Registration/DTI Certificate; and
2. 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

FROM NEW RDO
1. 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 taxpayers);
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;
3. Unused principal and supplementary receipts/invoices for re-stamping per approved inventory list by old RDO;
4. 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.

D. Change/Add Registered Activity/Line of Business
1. Photocopy of Amended Mayor's Permit or SEC Certificate of Registration if applicable; and
2. Letter Request for temporary use of old receipts/invoices (for business taxpayers) if applicable.

E. Change/Add Facility Type/Details
1. Appropriate Application for Registration and requirements therein

F. Change/Add Incentive Details/Registration
1. Certificate of Accreditation/Registration from Investment Promotion Agency

I. 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)

J. Change/Update of Stockholders/Members/Partners
1. Amended Articles of Incorporation/Cooperation/Partnership

CLOSURE OF BUSINESS/CANCELLATION OF REGISTRATION
1. Death Certificate, in case of death of an individual;
2. List of ending inventory of goods, supplies, including capital good;
3. Inventory of unused sales invoices/official receipts (SI/OR);
4. 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 officials.

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
1. Permit to Use Loose Leaf Books of Accounts;
2. Permanently bound Loose Leaf Books of Accounts; and
3. 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;
3. 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.