

24 Incentive Details															
24A Investment Promotion (e.g., PEZA, BOI)						24B Legal Basis (e.g., R.A., E.O.)									
24C Incentive Granted (e.g., Exempt from IT, VAT, etc.)						24D No. of Years									
24E Incentive Start Date (MM/DD/YYYY)						24F Incentive End Date (MM/DD/YYYY)									
25 Details of Registration/Accreditation															
25A Registration/Accreditation Number				25B Effectivity Date (MM/DD/YYYY)				FROM				TO			
25C Date Issued (MM/DD/YYYY)				25D Registered Activity											
25E Tax Regime (Regular, Special, Exempt)				25F Activity Start Date (MM/DD/YYYY)				25G Activity End Date (MM/DD/YYYY)							

Part IV – Facility Details

26 Facility Details (PP-Place of Production/Plant; SP-Storage Place; WH-Warehouse; SR-Showroom; GG-Garage; BT-Bus Terminal; RP-Real Property for Lease with No Sales Activity)													
26A Facility Code (To be filled out by BIR)				26B Facility Type									
<input type="checkbox"/> F				<input type="checkbox"/> PP		<input type="checkbox"/> SP		<input type="checkbox"/> WH		<input type="checkbox"/> SR		<input type="checkbox"/> GG	
				<input type="checkbox"/> BT		<input type="checkbox"/> RP		<input type="checkbox"/> Others (specify) _____					
26C Facility Address													
Unit/Room/Floor/Building No.		Building Name/Tower		Lot/Block/Phase/House No.		Street Name		Subdivision/Village/Zone					
Barangay		Town/District		Municipality/City		Province		ZIP Code					

Part V – Tax Types

27 Tax Types (this portion determines your tax liability/ies) (To be filled out by BIR)											
				Form Type		ATC					
				Form Type		ATC					
Income Tax											
<input type="checkbox"/> Corporate Income Tax								<input type="checkbox"/> Registration Fee			
<input type="checkbox"/> Capital Gains – Real Property								<input type="checkbox"/> Value-Added Tax			
<input type="checkbox"/> Capital Gains – Stocks								Excise Tax			
Withholding Tax											
<input type="checkbox"/> Compensation								<input type="checkbox"/> Alcohol Products			
<input type="checkbox"/> Expanded								<input type="checkbox"/> Automobile & Non-Essential Goods			
<input type="checkbox"/> Final								<input type="checkbox"/> Cosmetic Procedures			
<input type="checkbox"/> Fringe Benefits								<input type="checkbox"/> Mineral Products			
<input type="checkbox"/> Value-Added Tax								<input type="checkbox"/> Petroleum Products			
<input type="checkbox"/> Other Percentage Tax								<input type="checkbox"/> Sweetened Beverages			
<input type="checkbox"/> ONETT not subject to CGT								<input type="checkbox"/> Tobacco Products			
<input type="checkbox"/> Percentage Tax on Winnings & Prizes								<input type="checkbox"/> Tobacco Inspection & Monitoring Fees			
<input type="checkbox"/> On Interest Paid on Deposits and Yield on Deposits/Substitutes								<input type="checkbox"/> Vapor Products			
Percentage Tax											
<input type="checkbox"/> Stocks								Documentary Stamp Tax (DST)			
<input type="checkbox"/> Stocks-Initial Public Offering (IPO)								<input type="checkbox"/> Regular			
<input type="checkbox"/> Overseas Dispatch And Amusement Taxes								<input type="checkbox"/> One-Time Transactions (ONETT)			
<input type="checkbox"/> Under Special Laws								Transfer Tax			
<input type="checkbox"/> Other Percentage Taxes under NIRC (specify)								<input type="checkbox"/> Donor's Tax			
								<input type="checkbox"/> Estate Tax			
								Miscellaneous Tax (specify)			
								Others (specify)			

Part VI – Receipts and Invoices

28 BIR Printed Receipts and Invoices											
28A Do you intend to use BIR Printed Receipts and Invoices?				28B Type				28C No. of Booklets		28D Serial Number	
<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> VAT <input type="checkbox"/> NON-VAT						Start End	
29 Authority to Print Receipts and Invoices											
29A Printer's Name											
29B Printer's TIN				29C Printer's Accreditation Number				29D Date of Accreditation (MM/DD/YYYY)			
29E Registered Address											
Unit/Room/Floor/Building No.		Building Name/Tower		Lot/Block/Phase/House No.		Street Name		Subdivision/Village/Zone			
Barangay		Town/District		Municipality/City		Province		ZIP Code			

29F Contact Number (Landline/Cellphone No.)		29G Email Address							
29H Type of Receipt/Invoice <input type="checkbox"/> Bound <input type="checkbox"/> Loose Leaf									
29I Description of Primary/Secondary Receipts and Invoices (attach additional sheet/s if necessary)									
Description	TYPE		No. of Boxes/Booklets		No. of Sets per Box/Booklet		Serial No.		No. of Copies per Set
	VAT	Non-VAT	Loose	Bound	Box/Booklet	Start	End		
	<input type="checkbox"/>	<input type="checkbox"/>							
	<input type="checkbox"/>	<input type="checkbox"/>							
	<input type="checkbox"/>	<input type="checkbox"/>							
	<input type="checkbox"/>	<input type="checkbox"/>							
Part VII – Stockholder/Partner/Member									
30 Stockholder's/Partner's/Member's Name (Attach additional sheet/s, if necessary)									
30A (If Individual, Last Name, First Name, Middle Name, Suffix) (If Non-Individual, Registered Name)					30B TIN				
30C (If Individual, Last Name, First Name, Middle Name, Suffix) (If Non-Individual, Registered Name)					30D TIN				
30E (If Individual, Last Name, First Name, Middle Name, Suffix) (If Non-Individual, Registered Name)					30F TIN				
30G (If Individual, Last Name, First Name, Middle Name, Suffix) (If Non-Individual, Registered Name)					30H TIN				
30I (If Individual, Last Name, First Name, Middle Name, Suffix) (If Non-Individual, Registered Name)					30J TIN				
Part VIII – Withholding Agent/Accredited Tax Agent Information									
31 Taxpayer Identification Number (TIN)					32 RDO Code				
33 Withholding Agent/Accredited Tax Agent's Name (If Individual, Last Name, First Name, Middle Name, Suffix)(If Non-Individual, Registered Name) (if different from taxpayer)									
34 Registered Address (Sub-street, Building/Street, Barangay, City/Municipality, Province)									
								34A ZIP Code	
35 Contact Number (Landline/Mobile No.)		36 Email Address							
37 Declaration								Stamp of BIR Receiving Office and Date of Receipt	
<p>I/we declare, under the penalties of perjury that this application has been made in good faith, verified by me/us and to the best of my/our knowledge and belief, is true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under the authority thereof. Further, I/we give my/our 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.</p>									
President/Vice President/Principal Officer/Accredited Tax Agent/Authorized Representative/Taxpayer <i>(Signature over Printed Name)</i>			Title/Position of Signatory			TIN of Signatory			
Tax Agent Accreditation No./Attorney's Roll No. (if applicable)			Date of Issue			Date of Expiry			

Part VIII – Payment Order Form for New Business Registrant			
<i>(For BIR Payment Acceptance Only. Not to be filed in AABs)</i>			
BIR Form No. 0605 <i>(Part of BIR Form No. 1903)</i>	38 Taxpayer's Identification Number (TIN) Branch Code		39 RDO Code
	40 For the Year		
41 Taxpayer's Name			
Payment Details			
<i>(To be filled out by BIR-Revenue Collection Officer)</i>			
42 Date of Payment (MM/DD/YYYY)			
eROR/ROR No.		ATC	Particulars
		MC180	Registration Fee 43A
		MC200	BIR Printed Receipts / Invoices 44A
45 Add: Penalties		Surcharge	Interest Compromise
45A		45B	45C
			45D
46 Total Amount Payable (Sum of Items 43A, 44A and 45D)			46A

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

(Please sign at the back.)

Documentary Requirements:

- 1. SEC Certificate of Incorporation; (1 photocopy) **or** Certificate of Recording (in case of Partnership); (1 photocopy) **or** License to Do Business in the Philippines (in case of Foreign Corporation); (1 photocopy)
- 2. Articles of Incorporation; (1 photocopy) **or** Articles of Partnership; (1 photocopy)
- 3. BIR Printed Receipt/Invoice (Available for sale at the New Business Registrant Counter); **or**
 Final and clear sample of OWN Principal Receipts/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 receipts/invoices, taxpayer-applicant should choose an Accredited Printer who will print the receipts/invoices.
- 4. Payment of P530.00, if applicable, for the following:
 - P500.00 Annual Registration Fee (RF);
 - P30.00 Loose Stamp/s (DST) to be affixed on the Certificate of Registration.*Note: If the Registration Fee of P500.00 was already paid, the proof of payment (1 photocopy) shall be submitted. The payment of ARF is not applicable to those exempt entities.*

Additional documents, if applicable:

- 1. If transacting through a Representative:
 - 1.1 Board Resolution indicating the purpose and the name of the authorized representative; **or** Secretary's Certificate; (1 original)
 - 1.2 Any government-issued ID of one of the signatory and authorized representative. (1 photocopy)
- 2. Franchise Documents (e.g., Certificate of Public Convenience) (for Common Carrier); (1 photocopy)
- 3. Franchise Agreement; (1 photocopy)
- 4. Memorandum of Agreement (for JOINT VENTURE); (1 photocopy)
- 5. Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity; (1 photocopy)
- 6. Proof of Registration/Permit to Operate BOI/BOI-ARMM, PEZA, BCDA, TIEZA/TEZA, SBMA, etc. (1 photocopy)
- 7. For Cooperative:
 - Cooperative Development Authority (CDA) Certificate of Registration; (1 photocopy)
 - Articles of Cooperation. (1 photocopy)
- 8. For Home Owner's Association:
 - Certificate of Registration issued by Housing and Land Use Regulatory Board (HLURB); (1 photocopy)
 - Articles of Association. (1 photocopy)
- 9. For Labor Organization, Associations or Group of Union or Workers:
 - Certificate of Registration issued by the Department of Labor and Employment (DOLE); (1 photocopy)
 - Constitution and by-laws of the applicant union. (1 photocopy)
- 10. For GAs and LGUs:
 - Unit or Agency's Charter or Proof of Registration. (1 photocopy)
- 11. For Foreign Embassies:
 - Endorsement from Department of Foreign Affairs (DFA). (1 photocopy)
- 12. For International Organizations:
 - Consularized/Apostillized Host Agreement or any international agreement. (1 photocopy)

REGISTRATION OF BRANCH

- 1. BIR Printed Receipt/Invoice (Available for sale at the New Business Registrant Counter); **or**
 Final and clear sample of OWN Principal Receipts/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 receipts/invoices, taxpayer-applicant should choose an Accredited Printer who will print the receipts/invoices.
- 2. Payment of P530.00, if applicable, for the following:
 - P500.00 Annual Registration Fee (RF);
 - P30.00 Loose Stamp/s (DST) to be affixed on the Certificate of Registration.*Note: If the Registration Fee of P500.00 was already paid, the proof of payment (1 photocopy) shall be submitted.*

REGISTRATION OF FACILITY

- 1. BIR Form No. 1903. (2 originals)

ADDITIONAL DOCUMENTS FOR BRANCH/FACILITY, IF APPLICABLE:

- 1. If transacting through a Representative:
 - 1.1 Board Resolution indicating the purpose and the name of the authorized representative; **or** Secretary's Certificate; (1 original)
 - 1.2 Any government-issued ID of one of the signatory and authorized representative; (1 photocopy)
- 2. SEC Registration Certificate (if with business name); (1 photocopy)
- 3. Articles of Incorporation/Partnership (if line of business is different from the Head Office); (1 photocopy)
- 4. Franchise Documents (e.g., Certificate of Public Convenience) (for Common Carrier); (1 photocopy) (for Branch only)
- 5. Franchise Agreement; (1 photocopy) (for Branch only)
- 6. Memorandum of Agreement (for JOINT VENTURE); (1 photocopy) (for Branch only)
- 7. Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity; (1 photocopy) (for Branch only)
- 8. Proof of Registration/Permit to Operate BOI/BOI-ARMM, PEZA, BCDA, TIEZA/TEZA, SBMA, etc. (1 photocopy) (for Branch only)

FOR APPLICANTS THROUGH CENTRAL BUSINESS PORTAL

Corporations/Partnerships who secured its Taxpayer Identification Number (TIN) online through Central Business Portal (CBP) and opted to pay the Annual Registration Fee (ARF) and loose DST continue its registration manually at the RDO shall submit the following:

- 1. CBP Unified Application Form; (2 originals)
- 2. Accomplished Tax Type Questionnaire; (1 original) and
- 3. Pre-filled BIR Form No. 0605 (Payment Form/s). (2 originals)

Note: In case of correction of record such as tax types, form types and/or other information required for the generation of COR shall submit BIR Form No. 1905 to update taxpayer's record.

POSSESSION OF MORE THAN ONE TAXPAYER IDENTIFICATION NUMBER (TIN) IS CRIMINALLY PUNISHABLE PURSUANT TO THE PROVISIONS OF THE NATIONAL INTERNAL REVENUE CODE OF 1997, AS AMENDED

For Voluntary Payment

I/We declare, under the penalties of perjury, that this document has been made in good faith, verified by me/us and to the best of my/our knowledge and belief, is true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under the authority thereof.

Stamp of BIR Receiving Office
and Date of Receipt

Signature over Printed Name of Taxpayer/Authorized Representative

Title/Position of Signatory