



**32 Address**

Unit/Room/Floor/Building No.	Building Name/Tower	Lot/Block/Phase/House No.	Street Name	Subdivision/Village/Zone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Barangay	Town/District	Municipality/City	Province	ZIP Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**33 Preferred Contact Type**

Landline Number   
  Fax Number   
  Mobile Number   
 Email Address (required)

**Part IV – Business Information**

**34 Single Business Number/Philippine Business Number**

**35 Primary/Secondary Industries (attach additional sheet/s, if necessary)**

Industry	Trade/Business Name	Regulatory Body
Primary	<input type="text"/>	<input type="text"/>
Secondary	<input type="text"/>	<input type="text"/>

Industry	Business Registration Number	Business Registration Date (MM/DD/YYYY)	PSIC Code (To be filled out by BIR)	Line of Business
Primary	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Secondary	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**36 Incentives Details**

**36A Investment Promotion (e.g., PEZA, BOI)**    
 **36B Legal Basis (e.g., R.A., E.O.)**    
 **36C Incentive Granted (e.g., Exempt from IT, VAT, etc.)**

**36D No. of Years**    
 **36E Incentive Start Date (MM/DD/YYYY)**    
 **36F Incentive End Date (MM/DD/YYYY)**

**37 Details of Registration/Accreditation**

**37A Registration/Accreditation Number**    
 **37B Effectivity Date (MM/DD/YYYY)** FROM  TO    
 **37C Date Issued (MM/DD/YYYY)**

**37D Registered Activity**    
 **37E Tax Regime (Regular, Special, Exempt)**    
 **37F Activity Start Date (MM/DD/YYYY)**    
 **37G Activity End Date (MM/DD/YYYY)**

**Part V – Facility Details**

**38 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)**

**38A Facility Code (To be filled out by BIR)**  **F**   
 **38B Facility Type**  PP  SP  WH  SR  GG  BT  RP  Others (specify)

**38C Facility Address**

Unit/Room/Floor/Building No.	Building Name/Tower	Lot/Block/Phase/House No.	Street Name	Subdivision/Village/Zone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Barangay	Town/District	Municipality/City	Province	ZIP Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Part VI – Tax Types**

**39 Tax Types (this portion determines your tax liability/ies) (To be filled out by BIR)**

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

**Part VII – Receipts and Invoices**

**40 BIR Printed Receipts and Invoices**

<b>40A</b> Do you intend to use BIR Printed Receipts and Invoices? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>40B</b> Type <input type="checkbox"/> VAT <input type="checkbox"/> NON-VAT	<b>40C</b> No. of Booklets [ ]	<b>40D</b> Serial Number Start [ ] End [ ]
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**41 Authority to Print Receipts and Invoices**

<b>41A</b> Printer's Name [ ]	<b>41B</b> Printer's TIN [ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]	<b>41C</b> Printer's Accreditation Number [ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]	<b>41D</b> Date of Accreditation (MM/DD/YYYY) [ ]/[ ]/[ ]-[ ]-[ ]-[ ]	
<b>41E</b> 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 [ ]-[ ]-[ ]

<b>41F</b> Contact Number (Landline/Cellphone No.) [ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]	<b>41G</b> Email Address [ ]
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**41H** Type of Receipt/Invoice  Bound  Loose Leaf

**41I** 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		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 VIII – For Employee with Two or More Employers (Multiple Employments) Within the Calendar Year**

**42** Type of Multiple Employments  Successive Employments (With previous employer/s within the calendar year)  Concurrent Employments (With two or more employers at the same time within the calendar year)

(If successive, enter previous employer/s; if concurrent, enter secondary employer/s) (Attach additional sheet/s, if necessary)

<b>42A</b> Name of Employer <input type="checkbox"/> Primary Employer	<b>42B</b> TIN of Employer [ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]
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<b>42C</b> Name of Employer <input type="checkbox"/> Primary Employer	<b>42D</b> TIN of Employer [ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]
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**Primary/Current Employer Information**

<b>43</b> Relationship Start Date (MM/DD/YYYY) [ ]/[ ]/[ ]-[ ]-[ ]-[ ]	<b>44</b> Contact Type <input type="checkbox"/> Landline Number <input type="checkbox"/> Fax Number <input type="checkbox"/> Mobile Number	Email Address (required) [ ]
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<b>45</b> 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 the 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.  _____ Taxpayer/Authorized Representative (Signature over Printed Name)	Receiving Office and Date of Receipt [ ]
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**Part IX – Payment Order Form for New Business Registrant**

(For BIR Payment Acceptance Only. Not to be filed in AABs)

<b>BIR Form No.</b> <b>0605</b> (Part of BIR Form No. 1901)	<b>46</b> Taxpayer's Identification Number (TIN) [ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]	Branch Code [ ]	<b>47</b> RDO Code [ ]	<b>48</b> For the Year [ ]
<b>49</b> Taxpayer's Name [ ]				

**Payment Details (To be filled out by BIR-Revenue Collection Officer)**

<b>50</b> Date of Payment (MM/DD/YYYY) [ ]/[ ]/[ ]-[ ]-[ ]-[ ]				
<b>eROR/ROR No.</b>	<b>ATC</b>	<b>Particulars</b>		
<b>51</b>	<b>MC180</b>	Registration Fee		<b>51A</b>
<b>52</b>	<b>MC200</b>	BIR Printed Receipts / Invoices		<b>52A</b>
<b>53</b>	Add: Penalties	Surcharge	Interest	Compromise
	<b>53A</b>	<b>53B</b>	<b>53C</b>	<b>53D</b>
<b>54</b>	Total Amount Payable (Sum of Items 56A, 57A and 58D)			<b>54A</b>

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

(Please sign at the back.)

**Documentary Requirements:**

- 1. For Sole Proprietor/Professionals not regulated by the Professional Regulation Commission (PRC):
  - Any government-issued ID (e.g., Birth Certificate, passport, driver's license, Community Tax Certificate, PhilID) 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) 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. (1 photocopy)

*Note: IDs shall be presented and should be readable, untampered and contains consistent information with the documents submitted upon application.*

- 2.  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.*

- 3. 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.*

Additional documents, if applicable:

- 1. If transacting through a Representative:
  - 1.1 Special Power of Attorney (SPA); (1 original)
  - 1.2 Any government-issued ID of the taxpayer and authorized representative; (1 photocopy)
- 2. DTI Certificate (if **with** business name); (1 photocopy)
- 3. Work Visa (9g) for Foreign Nationals; (1 photocopy)
- 4. Franchise Documents (e.g., Certificate of Public Convenience) (for Common Carrier); (1 photocopy)
- 5. Trust Agreement (for Trusts); (1 photocopy)
- 6. Death Certificate of the deceased (for Estate under judicial settlement); (1 photocopy)
- 7. Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity; (1 photocopy)
- 8. Proof of Registration/Permit to Operate BOI/BOI-ARMM, PEZA, BCDA, TIEZA/TEZA, SBMA, etc. (1 photocopy)

**BRANCH AND FACILITY**

**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. 1901. (2 originals)

**ADDITIONAL DOCUMENTS FOR BRANCH/FACILITY, IF APPLICABLE:**

- 1. If transacting through a Representative:
  - 1.1 Special Power of Attorney (SPA); (1 original)
  - 1.2 Any government-issued ID of the taxpayer and authorized representative; (1 photocopy)
- 2. DTI Certificate (if with business name); (1 photocopy) (for Branch only)
- 3. Franchise Documents (e.g., Certificate of Public Convenience) (for Common Carrier); (1 photocopy) (for Branch only)
- 4. Franchise Agreement; (1 photocopy) (for Branch only)
- 5. Memorandum of Agreement (for JOINT VENTURE); (1 photocopy) (for Branch only)
- 6. Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity; (1 photocopy) (for Branch only)
- 7. Proof of Registration/Permit to Operate BOI/BOI-ARMM, PEZA, BCDA, TIEZA/TEZA, SBMA, etc. (1 photocopy) (for Branch only)

**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**

*Stamp of BIR Receiving Office and Date of Receipt*

I declare, under the penalties of perjury that this document 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 the authority thereof.

\_\_\_\_\_  
Signature over Printed Name of Taxpayer/Authorized Representative

\_\_\_\_\_  
Title/Position of Signatory