



Application for Registration Information Update

Replacement Copy of Certificate of Registration/
Replacement Copy of TIN Card/ Cessation of
Registration/ Cancellation of TIN/ Other Update
of Registration Information

Fill in applicable spaces. Mark all appropriate boxes with an "X".

Part I TAXPAYER INFORMATION	
1 TAXPAYER IDENTIFICATION NUMBER (TIN) ▶ <input style="width: 90%;" type="text"/>	2 RDO Code ▶ <input style="width: 80%;" type="text"/>
3 TAXPAYER'S NAME (Last Name, First Name, Middle Name, if individual/ Registered Name, if non-individual) ▶ <input style="width: 95%;" type="text"/>	

PART II REASON FOR REGISTRATION INFORMATION UPDATE		
<input type="checkbox"/> A Replacement / Cancellation of Outbound Correspondence <input type="checkbox"/> 1 Certificate of Registration <input type="checkbox"/> 2 Authority to Print Receipts and Invoices <input type="checkbox"/> 3 Tax Clearance Certificate for Transfer of Property(ies) (TCL 2) / Certificate Authorizing Registration (CAR) <input type="checkbox"/> 4 Tax Clearance Certificate for Tax Liabilities (TCL 1) <input type="checkbox"/> 5 Others	<input type="checkbox"/> B Replacement of Lost/ Damaged TIN Card <input type="checkbox"/> C Cessation of Registration <input type="checkbox"/> D Cancellation of TIN <input type="checkbox"/> E Change in Registered Address <input type="checkbox"/> F Change in Registered Activities	<input type="checkbox"/> G Change in Tax Type Details <input type="checkbox"/> H Change in Trade Name <input type="checkbox"/> I Update of Books of Accounts <input type="checkbox"/> J Change in Accounting Period <input type="checkbox"/> K Others (Specify) <input style="width: 100%;" type="text"/>

4 DETAILS OF REGISTRATION INFORMATION UPDATE	
4A ▶ REPLACEMENT / CANCELLATION OF OUTBOUND CORRESPONDENCE	
<input type="checkbox"/> 1 CERTIFICATE OF REGISTRATION	
<input type="checkbox"/> 1.a Cancellation due to closure of a business <input type="checkbox"/> 1.b Correction of registration information Nature of correction <input style="width: 90%;" type="text"/>	<input type="checkbox"/> 1.c Lost Certificate of Registration
<input type="checkbox"/> 2 AUTHORITY TO PRINT RECEIPTS AND INVOICES	
<input type="checkbox"/> 2.a Change of printer as requested by the taxpayer <input type="checkbox"/> 2.b Correction of registration information in the Authority to Print Nature of correction <input style="width: 90%;" type="text"/>	<input type="checkbox"/> 2.c Lost Authority To Print
OLD BIR PERMIT No./ OCN (To be filled up by BIR) <input style="width: 90%;" type="text"/>	
<input type="checkbox"/> 3 TAX CLEARANCE CERTIFICATE FOR TRANSFER OF PROPERTY(IES) (TCL 2)/CERTIFICATE AUTHORIZING REGISTRATION (CAR)	
<input type="checkbox"/> 3.a Correction of information Nature of correction <input style="width: 90%;" type="text"/>	
<input type="checkbox"/> 3.b Lost certificate (CAR/ TCL2) CAR No./ OLD OCN (To be filled up by BIR) <input style="width: 90%;" type="text"/>	
<input type="checkbox"/> 4 TAX CLEARANCE CERTIFICATE FOR TAX LIABILITIES (TCL 1)	
<input type="checkbox"/> 4.a Correction of information Nature of correction <input style="width: 90%;" type="text"/>	
<input type="checkbox"/> 4.b Lost certificate <input style="width: 90%;" type="text"/>	
<input type="checkbox"/> 5 OTHERS (Specify) <input style="width: 90%;" type="text"/>	

4B ▶ REPLACEMENT OF LOST/ DAMAGED TIN CARD	<input type="checkbox"/> Lost TIN Card <input type="checkbox"/> Damaged TIN Card
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4C ▶ CESSATION OF REGISTRATION	
<input type="checkbox"/> 1 Permanent closure of business (head office) of an individual	<input type="checkbox"/> 2 Others (Specify) <input style="width: 90%;" type="text"/>
EFFECTIVE DATE OF CESSATION	<input style="width: 60%;" type="text"/>

4D ▶ CANCELLATION OF TIN	
<input type="checkbox"/> 1 Death	<input type="checkbox"/> 5 Failure to start / commence business (For non-individual)
<input type="checkbox"/> 2 Dissolution of corporation / partnership	<input type="checkbox"/> 6 As a result of merger or consolidation
<input type="checkbox"/> 3 Permanent closure of a branch	<input type="checkbox"/> 7 Others (Specify) <input style="width: 90%;" type="text"/>
<input type="checkbox"/> 4 Multiple TIN / Invalid TIN	<input style="width: 90%;" type="text"/>
EFFECTIVE DATE OF CANCELLATION	<input style="width: 60%;" type="text"/>

4E ▶ CHANGE IN REGISTERED ADDRESS		
<input type="checkbox"/> 1 TRANSFER OF HOME RDO	From <input style="width: 80%;" type="text"/> Old RDO	To <input style="width: 80%;" type="text"/> New RDO
NEW REGISTERED ADDRESS	<input style="width: 95%;" type="text"/>	
ZIP CODE	MUNICIPALITY CODE (To be filled up by the BIR)	TELEPHONE NUMBER
<input style="width: 30%;" type="text"/>	<input style="width: 30%;" type="text"/>	<input style="width: 40%;" type="text"/>
<input type="checkbox"/> 2 TRANSFER WITHIN SAME RDO		
NEW REGISTERED ADDRESS	<input style="width: 95%;" type="text"/>	
ZIP CODE	MUNICIPALITY CODE (To be filled up by the BIR)	TELEPHONE NUMBER
<input style="width: 30%;" type="text"/>	<input style="width: 30%;" type="text"/>	<input style="width: 40%;" type="text"/>

4F ► CHANGE IN REGISTERED ACTIVITIES	OLD LINE OF BUSINESS	NEW LINE OF BUSINESS
	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
EFFECTIVE DATE OF CHANGE	<input style="width:100%;" type="text"/>	

4G ► CHANGE IN REGISTERED NAME/ TRADE NAME	<input type="checkbox"/> Registered Name	<input type="checkbox"/> Trade Name
NEW	<input style="width:100%;" type="text"/>	
OLD	<input style="width:100%;" type="text"/>	

4H ► CHANGE IN TAX TYPE DETAILS	CANCELLED TAX TYPE(S)	ADDED (NEW) TAX TYPE(S) <small>(To be filled up by BIR)</small>	ATC <small>(To be filled up by BIR)</small>
	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
EFFECTIVE DATE OF CHANGE	<input style="width:100%;" type="text"/>		

4I ► UPDATE OF BOOKS OF ACCOUNTS						
TYPE OF BOOKS TO BE REGISTERED	PSIC <small>(To be filled up by BIR)</small>	PSOC <small>(To be filled up by BIR)</small>	QUANTITY	VOLUME NO.		NO. OF PAGES
	FROM	TO				

4J ► CHANGE IN ACCOUNTING PERIOD (Applicable to non-individuals)			
<input type="checkbox"/>	From Calendar Period to Fiscal Period	Start Date of New Period	<input style="width:100%;" type="text"/>
<input type="checkbox"/>	From Fiscal Period to Calendar Period	Start Date of Old Period	<input style="width:100%;" type="text"/>
<input type="checkbox"/>	From One Fiscal Period to Another Fiscal Period		

4K ► OTHER CHANGES (Specify Details)	<input style="width:100%;" type="text"/>
EFFECTIVE DATE OF THE CHANGES	<input style="width:100%;" type="text"/>

<p>5 DECLARATION</p> <p>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.</p> <p>_____ Taxpayer/Authorized Agent (Signature over Printed Name)</p> <p>_____ Title/Position of Signatory</p>	<p style="text-align:center;">Stamp of Receiving Office and Date of Receipt</p> <hr/> <p style="text-align:center;"><small>(To be filled up by BIR)</small> Attachments complete? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Date of Release of</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;">TIN</td> <td><input style="width:100%;" type="text"/></td> </tr> <tr> <td>COR</td> <td><input style="width:100%;" type="text"/></td> </tr> <tr> <td>Books</td> <td><input style="width:100%;" type="text"/></td> </tr> </table>	TIN	<input style="width:100%;" type="text"/>	COR	<input style="width:100%;" type="text"/>	Books	<input style="width:100%;" type="text"/>
TIN	<input style="width:100%;" type="text"/>						
COR	<input style="width:100%;" type="text"/>						
Books	<input style="width:100%;" type="text"/>						

NOTE: Attach additional sheets, if necessary

ATTACHMENTS:

- A.1. Replacement of Certificate of Registration
 - a. Old Certificate of Registration, for replacement
 - b. Affidavit of Loss, if lost
 - c. Proof of payment of Certification Fee and Documentary Stamp Tax - to be submitted before the issuance of the new Certificate of Registration
- 2. Replacement/Cancellation of Authority to Print Receipts and Invoices
 - a. Original Authority to Print Receipts and Invoices
 - b. New Application Form 1906, if applicable
- 3. Replacement of Tax Clearance Certificate for Tax Liabilities
 - a. Affidavit of Loss, if lost
 - b. Proof of payment of Certification Fee and Documentary Stamp Tax - to be submitted before the issuance of the new Tax Clearance Certificate
- B. Replacement of Lost/ Damaged TIN Card
 - 1. Affidavit of Loss, if lost
 - 2. Old TIN Card (if replacement is due to damaged card)
- C. Cessation of Registration
 - 1. Letter request for cessation of registration
 - 2. Existing BIR Certificate of Registration (for surrender)
 - 3. Inventory list of unused invoices and receipts
 - 4. Unused invoices and receipts for cancellation
 - 5. Same requirements as in Cancellation of TIN, if applicable
- D. Cancellation of TIN
 - INDIVIDUAL
 - 1. Death Certificate
 - 2. Estate Tax Return
 - 3. Proof of payment of existing liabilities, if any
 - Additional requirements for taxpayers engaged in trade or business or exercise of Profession
 - 4. Existing BIR Certificate of Registration (for surrender)
 - 5. Inventory list of unused invoices and receipts
 - 6. Unused invoices and receipts for cancellation

NON-INDIVIDUAL

- 1. Notice of Dissolution of Business
- 2. Dissolution Papers (board resolution, bankruptcy declaration)
- 3. Inventory list of unused invoices and receipts
- 4. Unused invoices and receipts for cancellation
- 5. Existing BIR Certificate of Registration
- 6. Proof of payment of existing liabilities
- 7. SEC issued Certificate of the Filing of the Articles of Merger/Consolidation, if applicable
- E. Change in Registered Address
 - 1. Original Certificate of Registration
 - 2. Inventory list of unused invoices/ receipts
 - 3. Unused invoices and receipts for re-stamping
 - 4. Latest DTI Certificate/ SEC Registration
 - 5. Latest Mayor's Permit
 - 6. Sketch of place of production (if taxpayer is subject to Excise Tax)
- F. Change in Registered Activities
 - Original Certificate of Registration
- G. Change in Registered Name/ Trade Name
 - 1. Amended SEC Registration/ DTI Certificate
 - 2. Original Certificate of Registration
- H. Change in Tax Type Details
 - Original Certificate of Registration
- I. Update of Books of Accounts
 - Photocopy of the first page of the previously approved books
- J. Change in Accounting Period
 - 1. BIR written approval of the change
 - 2. Photocopy of short period return filed