(To be filled out by BIR) DLN:					Annex "B"	
Republic of the Philippines	Annlic	ation fo	r Roc	gistration	BIR Form No.	
Department of Finance Bureau of Internal Revenue				JISHALION	<b>1903</b> January 2024 (ENCS)	
For Corporations, Partnerships (Taxable/No Including GAIs, LGUs, Cooperatives and As				d, if applicable (To be filled out i	-	
Fill in all applicable white spaces. Mark all a	ppropriate boxes with		The to be issued	a, il applicable (10 be filled out i	ју ык)	
1 Registering Office Head Office	Branch Office	Facility		gistration Date out by BIR) (MM/DD/YYYY)		
	Part I –	Taxpayer Informa	ition			
3 Taxpayer Identification Number (TIN) (For Taxpayer with existing TIN)		<u>             </u>	- 0	<b>0 0 0 0 4</b> RDO Co		
5 Taxpayer Type One Person Corporation		Natio	nal Government	t Agency		
Domestic Corporation			Government U			
Non-Stock, Non-Profit Organization		Resid	ent Foreign Co	rporation		
Joint Venture			nal Operating H			
General Professional Partnership (GPP)			onal or Area Hea			
General Partnership			Resident Foreig Resident Foreig			
		_	·	d International Organization		
Government Owned and Controlled Corpo	· · · ·					
6 Registered Name (Copy exact name appearing	in SEC Certificate of Registra	ation/Charter/Cooperative De	evelopment Autho	rity/HLURB)		
7 Date of Incorporation/Organization/Cooperation (MM/DD/YYYY)	8 Taxable Year/Accoun	ting Period 9 Ac	counting Start N or Fiscal Year Only	Month Effe	ectivity Date M/DD/YYYY)	
	Calendar Year	Fiscal Year				
10 Business Address Unit/Room/Floor/Building No. Building Name/Tow	verLot/Block/Pha	ase/House No.	Street Name	e Subdivis	ion/Village/Zone	
	Taur (District		<b>4</b> .		ZIP Code	
Barangay	Town/District	Municipality/C		Province		
11 Foreign Address, if applicable						
<b>12</b> Municipality Code (To be filled out by BIR)	13 Purpose of TIN Appl	lication				
14 Preferred Contact Type   Landline Number Fax Number   Mobile Number Official Email Address (required)						
Landline Number Fax Number Mobile Number Official Email Address (required)						
Part II – Taxpayer Classification						
15 How much is your expected Annual Gross Sales (GS)?						
Micro – GS is less than Three Million Pesos (#3M) (Micro) Small – GS is Three Million Pesos (#3M) to less than 20 Million Pesos (#20M)) Large – GS is One Billion Pesos (#1B) and above						
	"	uthorized Represe				
16 Relationship Name (For Authorized Representative)						
If Individual (Last Name)	(First Nan		(Mide	tle Name) (Sut	fix) (Nickname)	
If Non-Individual	Registered Name	) [		Represented by:		
17 Relationship Type		18 TIN	of Authorized	Representative		
Stockholder Member Tax Agent Employee Agent						
<b>19</b> Relationship Date ( <i>MM/DD/YYYY</i> )	-	20 Address Type	idence	Place of Busir	1855	
21 Address						
Unit/Room/Floor/Building No. Building Name/Tow	ver Lot/Block/Pha	ase/House No.	Street Name	e Subdivis	ion/Village/Zone	
Barangay	Town/District	Municipality/C	ity	Province	ZIP Code	
22 Preferred Contact Type						
Landline Number Fax Number	Mobile Number	Email Address (require	ed)			
		Durain and f				
23 Single Business Number/Philippine Bu		Business Inform	ation			
24 Primary/Secondary Industries (attach a		ssary)				
Industry	Trade/Business Na	ime		Regulatory	Body	
Primary Secondary						
occondary						

Page 2 – BIR Form No. 1903

Continuation of Part III Item 24								
Industry	Business Registration Number		ss Registration Date   PSIC Code     (MM/DD/YYYY)   (To be filled out by BIR)			Line of Business		
Primary								
Secondary								
25 Incentive	Details							
25A Investm	ent Promotion (e.g., PEZA, E	3O <i>l</i> )		25B Legal Basis	(e.g., R.A., E.O.)			
25C Incentive	e Granted (e.g., Exempt from	IT, VAT, etc.)			25D No. of Y	ears		
25E Incentive	e Start Date (MM/DD/YYYY)			25F Incentive End Date	(MM/DD/YYYY)			
	Registration/Accreditatio	in l			, ,			
26A Registra	ation/Accreditation Number		ectivity Date	FR	OM	) <u> </u>	то	
			,					
	sued (MM/DD/YYYY)			Registered Activity				
26E Tax Reg	ime (Regular, Special, Exempt)	26F Activ	vity Start Date (	MM/DD/YYYY) 20	6G Activity End	Date (MM/DD/YY)	<u>(Y)</u>	
<b>27</b> Equility D	otoilo ( <b>DD</b> Diago of Draduction/D	lanti <b>CD</b> Ctarago Dk		Facility Details	iorminal: <b>DD</b> Daal Dr	enerty for Lease with		
-		27B Facility T		SR-Showroom; GG-Garage; BT-Bus T				
	Code (To be filled out by BIR)		ypc	PP SP	WH	SR	GG	
F				BT RP	Others (specify)			
27C Facility J Unit/Room/Floor	Address r/Building No. Building Name	e/Tower	Lot/Block/Phase/H	ouse No. Street Nam	e	Subdivision/V	/illage/Zone	
	Barangay	Town/Distric	ct	Municipality/City	Prov	ince	ZIP Code	
				I – Tax Types				
28 Tax Type:	s (this portion determines yo	our tax liability/ie Form Type	s) (To be filled οι ATC	it by BIR)		Form Type	ATC	
Income Tax		r onn rype		Value-Added Tax				
Corporate I	ncome Tax			Excise Tax				
<u> </u>	ns – Real Property			Alcohol Products				
	ns – Stocks			Automobile & Non-Esser	ntial Goods			
Withholding Ta		1		Cosmetic Procedures				
Compensat				Mineral Products				
Expanded				Petroleum Products				
Final				Sweetened Beverages				
Fringe Ben	efits			Tobacco Products				
Value-Adde	ed Tax			Tobacco Inspection & Me	onitoring Fees			
Other Perce	entage Tax			Vapor Products				
	subject to CGT			Documentary Stamp Tax (D	OST)			
	Tax on Winnings & Prizes			Regular	,			
On Interest Pa	id on Deposits and Yield on			One-Time Transactions	(ONETT)			
Deposits/Subs		1		Transfer Tax	()			
Stocks				Donor's Tax				
	al Public Offering (IPO)			Estate Tax				
	spatch And Amusement Taxes			Miscellaneous Tax (specify)				
Under Spec								
	entage Taxes under NIRC (spe	ecify)		Others (specify)				
Part VII – Invoices								
	29 BIR Printed Invoices							
29A Do you int	tend to use BIR Printed Invoice	ès?	29B T	ype 29C N	lo. of Booklets	29D Serial Nu Start	mber End	
	Yes No			VAT NON-VAT				
30 Authority	to Print Invoices							
30A Printer's	30A Printer's Name							
30B Printer's	TIN		30C F	Printer's Accreditation Numbe	er <b>30D</b> Date	e of Accreditation	n (MM/DD/YYYY)	
-		-						

<b>30E</b> Registered Address Unit/Room/Floor/Building No.	Building Name/Tow	ver Lot/Bl	lock/Phase/House No	). S	treet Name		Subdivision/Villag	e/Zone
	-						-	
Barangay		Town/District		Municipality/City		Province		ZIP Code
30F Contact Number (Landl	ine/Cellphone No.)	30G Email Ad	dress					
<b>30H</b> Manner of Invoices		Bound	Loose L	.eaf				
30I Description of Invoices	attach additiona	al sheet/s if necess	sary)	-	1			
D	escription		TYPE VAT Non-VA	No. of Boxes/Booklets	No. of Sets per Box/Booklet	S Start	erial No. End	No. of Copies pe Set
			- Stockholde		mber			
31 Stockholder's/Partner's 31A (If Individual, Last Name, Fil		•			TIN			
			÷			-		
<b>31C (If Individual,</b> Last Name, Fin	rst Name, Middle Nar	ne, Suffix) (If Non-Ind	lividual, Registered N	Name) <b>31D</b>	TIN			
31E (If Individual, Last Name, Fin	rst Name, Middle Nan	ne, Suffix) ( <b>If Non-Ind</b>	l <b>ividual</b> , Registered N	lame) <b>31F</b>				
<b>31G (If Individual,</b> Last Name, Fi	inst Namo Middle Nor	no Suffix) (If Non Ind	lividual Pagistarad	Name) <b>31H</b>		-		
	rschame, widdle Naf		arviuuai, Registered I		-	-	<b> -</b>	
<b>311 (If Individual,</b> Last Name, Firs	st Name, Middle Name	e, Suffix) ( <b>If Non-Indi</b> v	vidual, Registered Na	ame) <b>31</b> J 7				
	Part	t IX – Withholdi	ina Agent/Accr	edited Tax Age	ent Informatio	on		
32 Taxpayer Identification					. – .		33 RDO Cod	e
34 Withholding Agent/Acc	redited Tax Age	nt's Name <i>(If Indi</i>	<b>ividual</b> , Last Name, Fin	st Name, Middle Name	e, Suffix)( <b>lf Non-Indi</b>	<b>vidual</b> , Registere	ed Name) (if different fr	om taxpayer)
35 Registered Address (Su	ıb-street, Building/St	reet, Barangay, City	/Municipality, Provin	ce)				
						3	5A ZIP Code	
36 Contact Number (Landlin	ne/Mobile No.)	37 Email Addr	ess					
38 Declaration						5	Stamp of BIR Recei	ving Office
I/We declare, under the penaltic knowledge and belief, is true and c issued under the authority thereof. F Act of 2012 (R.A. No. 10173) for leg	orrect, pursuant to th urther, I/we give my/c	e provisions of the Northe processory of the Northe processory of the processory of	ational Internal Reve	nue Code, as amend	led, and the regula	y/our ations	and Date of Re	
President/Vice President/Principal Tax Agent/Authorized Represent (Signature over Printed Na	ative/Taxpayer	Title/F	Position of Signatory		TIN of Signatory			
Tax Agent Accreditation No./Attorne	y's Roll No. (if applica	able) C	Date of Issue		Date of Expiry	-		
	Part	X – Payment (For BIR Paym	Order Form for ent Acceptance (		ed in AABs)			
BIR Form No.	20 Taxpayor			Branch Code	40 RDO Co	d a	41 For the Ye	
	39 Taxpayer	's Identification I	Number (111N)	Dianch Coue	40 100 00	de		ar
0605	42 Taxpayer	-						ar
<b>0605</b> (Part of BIR Form No. 1903)		-						
		's Name	Payment I Bed out by BIR-Rev	Details				
(Part of BIR Form No. 1903) 43 Date of Payment (MM/D	42 Taxpayer	// / -	Payment	Details renue Collection C				ear
(Part of BIR Form No. 1903) 43 Date of Payment (MM/D eROR/ROR N	42 Taxpayer 00/YYYY) No.	S Name (To be fille	Payment I ed out by BIR-Rev Partic	Details renue Collection C				
(Part of BIR Form No. 1903) 43 Date of Payment (MM/D eROR/ROR N 44	42 Taxpayer 00/YYYY) No.	S Name (To be fille	Payment ed out by BIR-Rev Partic inted Invoices	Details renue Collection C		44A		
(Part of BIR Form No. 1903) 43 Date of Payment (MM/D eROR/ROR N 44	42 Taxpayer 00/YYYY) No.	C200 BIR Pr	Payment ed out by BIR-Rev Partic inted Invoices	Details renue Collection C	Dfficer)	44A		

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

(Please sign at the back.)

#### **Documentary Requirements:**

- SEC Certificate of Incorporation; (1 photocopy) or Certificate of Recording (in case of ○ 1. Partnership); (1 photocopy) or License to Do Business in the Philippines (in case of Foreign Corporation); (1 photocopy) or Cooperative Development Authority (CDA) Certificate of Registration; (1 photocopy) or Certificate of Registration issued by Housing and Land Use Regulatory Board (HLURB); (1 photocopy) or Certificate of Registration issued by Department of Labor and Employment (DOLE); (1 photocopy)
- Articles of Incorporation; (1 photocopy) or Articles of Partnership; (1 photocopy) or  $\square$  2. Articles of Cooperation; (1 photocopy) or Articles of Association; (1 photocopy) or Constitution and by-laws of the applicant union; (for Labor Organization, Associations or Group of Union or Workers) (1 photocopy)
- BIR Printed Invoices (BPI) (Available for sale at the New Business Registrant  $\square$  3. Counter); or Final clear sample of OWN 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 invoices, taxpayer-applicant should choose an Accredited Printer who will print the invoices.

### FEES TO BE PAID

Payment of P30.00 Loose Stamp/s (DST) to be affixed on the Certificate of  $\cap$ 1. Registration

> Note: If the P30.00 loose DST was already paid, the proof of payment (1 photocopy) shall be submitted.

Procured printing cost of BPI, if opted to use.

### Additional documents, if applicable:

- $\cap$  1. If transacting through a Representative
  - 1.1 Board Resolution/Written Resolution (in case of OPC) or Secretary's Certificate, indicating the purpose and the name of the authorized representative; [1 original for first submission, if authorized to more than one transaction, submit certified true copy (together with the original copy for presentation and validation only)]
  - 1.2 Any government-issued ID of one of the signatories and authorized representative. (1 photocopy, both with one specimen signature)
- Franchise Documents (e.g., Certificate of Public Convenience) (for Common Carrier); 2. (1 photocopy)
- Franchise Agreement; (1 photocopy) 3.
- Memorandum of Agreement (for JOINT VENTURE); (1 photocopy) 4.
- Ō 5. Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity; (1 photocopy)
- Proof of Registration/Permit to Operate BOI/BOI-ARMM, PEZA, BCDA, TIEZA/TEZA, SBMA, etc. (1 photocopy) 6.

# FOR GAIs/LGUs

Unit or Agency's Charter or Proof of Registration. (1 photocopy) 1.

## FOR FOREIGN EMBASSIES

Endorsement from Department of Foreign Affairs (DFA). (1 photocopy) 1.

#### FOR INTERNATIONAL ORGANIZATIONS $\square$

Consularized/Apostilled Host Agreement or any international agreement. (1 1. photocopy)

## FOR NONRESIDENT FOREIGN CORPORATION (NRFC)

Apostilled official documentation issued by an authorized government body (e.g. ○ 1. government agency (tax authority) thereof, or a municipality) that includes the name of the non-individual and the address of its principal office in the jurisdiction in which the non-individual was incorporated or organized (e.g. Articles of Incorporation, Certificate of Tax Residency); (1 certified true copy)

### Additional documents, if applicable:

If transacting through a Representative:

- 1.1 Apostilled Board Resolution/Secretary's Certificate (or equivalent) indicating the purpose and name of authorized representative; (1 certified true copy, original for presentation)
- 1.2 Any government-issued ID of one of the signatory and authorized representative; (1 photocopy)

# **REGISTRATION OF BRANCH**

0 1. BIR Printed Invoices (BPI) (Available for sale at the New Business Registrant Counter); or

Final clear sample of OWN 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 invoices, taxpayer-applicant should choose an Accredited Printer who will print the invoices.

#### FEES TO BE PAID

Ο Payment of P30.00 Loose Stamp/s (DST) to be affixed on the Certificate of 1 Registration if applicable.

> Note: If the P30.00 loose DST was already paid, the proof of payment (1 photocopy) shall be submitted

Procured printing cost of BPI, if opted to use.

#### **REGISTRATION OF FACILITY**

BIR Form No. 1903. (2 originals) ∩ 1.

#### ADDITIONAL DOCUMENTS FOR BRANCH/FACILITY, IF APPLICABLE: 0 1.

- If transacting through a Representative 1.1 Board Resolution/Written Resolution (in case of OPC) or Secretary's Certificate, indicating the purpose and the name of the authorized representative; [1 original for first submission, if authorized to more than one transaction, submit certified true copy (together with the original copy for presentation and validation only)] 1.2 Any government-issued ID of one of the signatories and authorized
- representative. (1 photocopy, both with one specimen signature) Articles of Incorporation/Partnership (if line of business is different from the Head 2. Office); (1 photocopy) (for Branch only)
- Franchise Documents (e.g., Certificate of Public Convenience) (for Common Carrier); 3. (1 photocopy) (for Branch only)
- Franchise Agreement; (1 photocopy) (for Branch only) Ο 4
- 0 4. 0 5. 0 6. Memorandum of Agreement (for JOINT VENTURE); (1 photocopy) (for Branch only) Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered
  - entity; (1 photocopy) (for Branch only) Proof of Registration/Permit to Operate BOI/BOI-ARMM, PEZA, BCDA, TIEZA/TEZA,
- Ω 7. SBMA, etc. (1 photocopy) (for Branch only)

POSSESSION OF MORE THAN ONE TAXPAYER INDENTIFICATION 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/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.	
Signature over Printed Name of Taxpayer/Authorized Representative   Title/Position of Signatory	