**ANNEX A**

REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF FINANCE

**BUREAU OF INTERNAL REVENUE**

(Revenue Region/ Revenue District Office/ Audit Divisions/ District Offices under Large Taxpayers Service and All Other Concerned Divisions)

**Reference No.: RR\_-RDO\_\_-SEC2024-00001**

[Date]

**[Name]**

Chief

Audit Information, Tax Exemption and Incentives Division

Dear \_\_\_\_\_\_\_\_\_\_\_\_:

In connection with the Data Sharing Agreement (DSA) between the Bureau of Internal Revenue (BIR) and the Securities and Exchange Commission (SEC), I respectfully request the information/documents on the subject(s) below:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Corporation** | **TIN** | **SEC Registration No.** | **Purpose of Request**  **(A/B)** | **If “A”** | | **If “B”** | | **SEC Documents Requested** |
| **eLA No.** | **Taxable Year** | **FAN**  **No.** | **Amount** |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) |
|  |  |  |  |  |  |  |  |  |
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**How to accomplish this Form:**

*Legend:*

*For Column 4*

1. *Audit*
2. *Collection/ Enforcement of Delinquent Account*

*For Column 9*

1. *Articles of Incorporation and By Laws*
2. *General Information Sheets*
3. *Audited Financial Statements*

*Examples:*

*If all needed: 1-3*

*If 1 and 3: 1,3*

*If 1 and 2: 1-2*

*If 2 and 3: 2-3*

*If 1 only: 1*

Approved by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Head of Requesting Office**