



Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

Application for Registration

BIR Form No.
1903

November 2014 (ENCS)

TIN to be issued, if applicable (To be filled up by BIR)

**For Corporations, Partnerships (Taxable/Non-Taxable),
Including GAIs, LGUs, Cooperatives and Associations**

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

Part 1 Taxpayer Information

1 Registering Office Head Office Branch Office Facility

2 BIR Registration Date (To be filled up by BIR) (MM/DD/YYYY)

3 Taxpayer Identification Number (TIN) (For Taxpayer with existing TIN)

4 RDO Code (To be filled up by BIR)

5 Registered Name (Copy exact name appearing in SEC Certificate of Registration/Charter/Cooperative Development Authority/HLURB)

6 Date of Incorporation/Organization/Cooperation (MM/DD/YYYY)

7 Taxable Year/Accounting Period Calendar Year Fiscal Year

Starting Date of Fiscal Year (MM/DD/YYYY)

8 Preferred Contact Type Phone Number Mobile Number Fax Number Email Address (required)

9 Business Address

Lot#/Blk#/Phase/House#/Unit/Room/Floor/Bldg.#/Sub Street Building Name/Street Name/Subdivision/Village/Zone Province Municipality/City/District Barangay ZIP Code

10 Foreign Address

11 Municipality Code (To be filled up by BIR)

12 Purpose of TIN Application

13 Taxpayer Type

Domestic Corporation National Government Agency Joint Venture

Partnership Local Government Units Cooperatives

General Professional Partnership Government Owned and Controlled Corporation Resident Foreign Corporation

Limited Non-Stock, Non-Profit Organizations Non-Resident Foreign Partnership

Unlimited Regional Operating Headquarters Non-Resident Foreign Corporation

14 Primary/Secondary Industries (Attach additional sheet/s, if necessary)

Industry	Trade/Business Name	Regulatory Body	Business Registration Number	Business Registration Date (MM/DD/YYYY)	PSIC Code (To be filled up by BIR)	Line of Business
Primary						
Secondary						

15 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)

15A Facility Code (To be filled up by BIR) **F**

15B Facility Type PP SP WH SR GG BT RP

15C Facility Address Others (specify)

Lot#/Blk#/Phase/House#/Unit/Room/Floor/Bldg.#/Sub Street Building Name/Street Name/Subdivision/Village/Zone Province Municipality/City/District Barangay ZIP Code

16 Incentives Details

16A Investment Promotion Agency (e.g. PEZA, BOI)

16B Legal Basis (e.g. RA, EO)

16C Incentives Granted (e.g. exempt from IT, VAT, etc.)

16D Number of Years

16E Incentive Start Date (MM/DD/YYYY)

16F Incentive End Date (MM/DD/YYYY)

17 Details of Registration/Accreditation

17A Registration/Accreditation Number

17B Effectivity Date (MM/DD/YYYY) FROM TO (MM/DD/YYYY)

17C Date Issued (MM/DD/YYYY)

17D Registered Activity

17E Tax Regime (Regular, Special, Exempt)

17F Activity Start Date (MM/DD/YYYY)

17G Activity End Date (MM/DD/YYYY)

18 Tax Types (this portion determines your tax liability/ies) (To be filled up by BIR)

	Form Type	ATC		Form Type	ATC
<input type="checkbox"/> Registration Fee			<input type="checkbox"/> Value-Added Tax		
Withholding Tax			Percentage Tax		
<input type="checkbox"/> Compensation			<input type="checkbox"/> Stocks		
<input type="checkbox"/> Expanded			<input type="checkbox"/> Overseas Dispatch & Amusement		
<input type="checkbox"/> Final			<input type="checkbox"/> Under Special Laws		
<input type="checkbox"/> Fringe Benefits			<input type="checkbox"/> Other Percentage Tax under NIRC (specify)		
<input type="checkbox"/> VAT & Other Percentage Taxes					
<input type="checkbox"/> ONETT not subject to CGT					

Tax Types (continuation)	Form Type	ATC	Documentary Stamp Tax	Form Type	ATC
<input type="checkbox"/> Percentage Tax on Winnings & Prizes	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Regular	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> On Interest Paid on Deposits & Yield on Deposits Substitutes/Trusts/Etc.	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> One-Time Transactions (ONETT)	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Income Tax	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Capital Gains - Real Property	<input type="text"/>	<input type="text"/>
Excise Tax			<input type="checkbox"/> Capital Gains - Stocks	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Alcohol Products	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Donors Tax	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Automobiles & Non-Essential Goods	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Estate Tax	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Mineral Products	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Miscellaneous Tax (specify)	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Petroleum Products	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Tobacco Products	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Others (specify)	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Tobacco Inspection Fees	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

19 Registration of Books of Accounts

Type (Manual or Loose)	Books Registered	Quantity	Volume		Date Registered (MM/DD/YYYY)	Permit Number	Date Issued (MM/DD/YYYY)
			From	To			

20 Relationship Name (For Authorized Representative)
(Last Name) (First Name) (Middle Name) (Suffix)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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21 Relationship Type

Stockholder
 Member
 Tax Agent
 Employee
 Others (specify)

22 TIN of Authorized Representative

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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23 Relationship Start Date (MM/DD/YYYY)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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25 Address

<input type="text"/>	<input type="text"/>	<input type="text"/>
Lot#/Blk#/Phase/House#/Unit/Room/Floor/Bldg.#/Sub Street	Building Name/Street Name/Subdivision/Village/Zone	Province
<input type="text"/>	<input type="text"/>	<input type="text"/>
Municipality/City/District	Barangay	ZIP Code

24 Address Type

Residence
 Place of Business

26 Preferred Contact Type

Phone Number
 Mobile Number
 Fax Number
 Email Address (required)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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27 Stockholder's/Partner's/Member's Name (attach additional sheet, if necessary)

(Last Name, First Name, Middle Name, Suffix, if Individual)/(Registered Name, if Non-Individual)	Taxpayer Identification Number (TIN)

28 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 authority thereof.

<input type="text"/>	<input type="text"/>	<input type="text"/>
President/Vice President/Principal Officer/Accredited Tax Agent/Authorized Representative/Taxpayer (Signature over Printed Name)	Title/Position of Signatory	TIN of Signatory
<input type="text"/>	<input type="text"/>	<input type="text"/>
Tax Agent Acc. No./Atty's Roll No. (if applicable)	Date of Issuance	Date of Expiry

Documentary Requirements:

- | | |
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| <ul style="list-style-type: none"> <input type="checkbox"/> A. Copy of SEC Registration and Articles of Incorporation for Corporation/ Articles of Partnership, as the case may be <input type="checkbox"/> B. Copy of Mayor's Business Permit or duly received Application for Mayor's Business Permit, if the former is still in process with the LGU <input type="checkbox"/> C. Contract of Lease, if applicable <input type="checkbox"/> D. Certificate of Authority, if Barangay Micro Business Enterprise (BMBE) registered entity <input type="checkbox"/> E. Franchise Agreement, if applicable <input type="checkbox"/> F. License to Do Business in the Philippines, in case of Resident Foreign Corporation <input type="checkbox"/> G. Proof of Registration / Permit to Operate with Board of Investment (BOI)/ Board of Investment for Autonomous Region of Muslim Mindanao (BOI-ARMM), Philippine Economic Zone Authority (PEZA), Bases Conversion Development Authority (BCDA), Subic Bay Metropolitan Authority (SBMA), if applicable | <ul style="list-style-type: none"> <input type="checkbox"/> H. For GAIs, GOCCs and LGUs - Copy of the Unit or Agency's Charter <input type="checkbox"/> I. For Cooperatives - Copy of Cooperative Development Authority (CDA) Certificate of Registration and Articles of Cooperation <input type="checkbox"/> J. For Homeowners' Association - Copy of Certificate of Registration issued by Housing and Land Use Regulatory Board (HLURB) and Articles of Association <p>IN THE CASE OF REGISTRATION OF BRANCH/FACILITY TYPE:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A. Copy of Certificate of Registration (COR) of the Head Office (HO) for facility types to be used by the HO and COR of the Branch for facility types to be used by a particular branch <input type="checkbox"/> B. Copy of Mayor's Business Permit or duly received Application for Mayor's Business Permit, if the former is not yet available; and <input type="checkbox"/> C. Contract of Lease, if applicable. |
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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.