

CORPORATIONS, PARTNERSHIPS (TAXABLE OR NON-TAXABLE)

IMPORTANT:

- 1. Processing of transactions commences only upon submission of complete documents. INCOMPLETE REQUIREMENTS WILL BE RETURNED TO APPLICANT/WILL NOT BE PROCESSED.
2. Mark "✓" for submitted documents and "X" for lacking documents.

FOR CORPORATIONS/PARTNERSHIPS REGISTERED THRU CENTRAL BUSINESS PORTAL (CBP) (MANUAL PAYMENT OF REGISTRATION FEE)

- 1 Printed copy of CBP Unified Form (2 originals);
2 Accomplished Tax Type Questionnaire (1 original);
3 BIR Printed Receipt/Invoice (Available for sale at the New Business Registrant Counter); or
Final & clear sample of OWN Principal Receipts Invoices (1 original)
4 BIR Form No. 0605 (2 originals) - 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.

FOR CORPORATIONS/PARTNERSHIPS REGISTERED THRU CBP (REGISTRATION FEE PAID ONLINE)

- A. Corporation opted to use and buy BIR Printed Receipts/Invoices:
1 BIR Printed Receipt/Invoice (Available for sale at the New Business Registrant Counter);
B. Corporation opted to Apply for an Authority to Print:
1 BIR Form No. 1906 (2 originals);
2 Final & clear sample of OWN Principal Receipts Invoices (1 original)

Additional documents, if applicable:

- 1 If transacting through a Representative:
1.1 Board Resolution indicating the purpose and the name of the authorized representative; or Secretary's Certificate; (1 original)
1.2 Any government-issued ID of the authorized representative; (1 photocopy)
2 Franchise Documents (e.g. Certificate of Public Convenience) (for Common Carrier); (1 photocopy)
3 Franchise Agreement; (1 photocopy)
4 Memorandum of Agreement (for JOINT VENTURE); (1 photocopy)
5 Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity; (1 photocopy)
6 Proof of Registration/Permit to Operate BOI/BOI-ARMM, PEZA, BCDA, TIEZA/TEZA, SBMA, etc; (1 photocopy)

Submitted by: _____ Date: _____
Name of Taxpayer/Representative
Received by: _____ Date: _____
Officer

Return of Document/s

Upon preliminary evaluation of the completeness of the application and its supporting documents, the applicant has been informed of the identified lacking documentary requirement/s (marked "X") above for completion or resubmission of application.

Evaluator/Officer Return Date of Document/s:

Acknowledgment by the applicant:

I _____, of legal age, hereby acknowledge the identified lacking documentary requirement/s (marked "X") and understand that pursuant to the IRR of RA 11032 otherwise known as "Ease of Doing Business and Efficient Government Service Delivery Act of 2018", the government office or agency shall not process deficient or incomplete applications or requests.

Name of Taxpayer/Representative
(Signature over printed name) Date: _____

WE WANT TO SERVE YOU BETTER AND IMPROVE OUR CLIENT SERVICE STANDARDS. TO FULFILL THIS, LET US KNOW WHAT YOU THINK AND HOW WELL DID WE SERVE YOU BY ANSWERING OUR CUSTOMER SATISFACTION SURVEY FORM.

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