

QF11-15.2020.00 NOVEMBER2020

BUREAU OF

BIR's Copy

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.

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)		

receipts/invoices, taxpayer-applicant should choose an Accredited Printer who will print the receipts/invoices. BIR Form No. 0605 (2 originals) - Payment of P530.00, if

Note: In case taxpayer-applicant will opt to print its own

(Sample layout is also available at the New Business

P500.00 Annual Registration Fee (RF);

Registrant Counter);

applicable, for the following:

 P30.00 Loose Stamp/s (DST) to be affixed on the Certificate of Registration.

Note: If the Registration Fee of P500.00 was already paid, the proof of payment (1 photocopy) shall be submitted. The payment of ARF is not applicable to Nonstock/Nonprofit Organization not engaged in business.

FOR CORPORATIONS/PARTNERSHIPS REGISTERED THRU CBP

(KEC	(REGISTRATION FEE FAID UNLINE)				
A. Co	A. Corporation opted to use and buy BIR Printed Receipts/Invoice				
	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)			
		(Sample layout is also available at the New Business Registrant Counter);			

Note: In case taxpayer-applicant will opt to print its own receipts/invoices, taxpayer-applicant should choose an Accredited Printer who will print the receipts/invoices.

Additional documents, if applicable:

- 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)
- Franchise Documents (e.g. Certificate of Public Convenience) (for Common Carrier); (1 photocopy)
 - Franchise Agreement; (1 photocopy)
 - Memorandum of Agreement (for JOINT VENTURE); (1 photocopy)
- 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)

i Beri,	, bobit, filler, filler, obitit, etc, (1	рпососоруј
Submitted by: _		Date:
N	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:	

_, 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.

	Date:	
expayer/Representative		

Name of Ta (Signature over printed name)

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.

CDR NOVEMBER2020

CHECKLIST OF DOCUMENTARY REQUIREMENTS QF11-15.2020.00

Taxpayer's Copy

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.

FOR CENT	COR FRA	✓ " for submitted documents and "X" for lacking documents RPORATIONS/PARTNERSHIPS REGISTERED THRU L BUSINESS PORTAL (CBP) (MANUAL PAYMENT OF LATION FEE)	
	1	Printed copy of CBP Unified Form (2 originals);	
$\frac{1}{2}$			
$\overline{\bigcirc}$	2	Accomplished Tax Type Questionnaire (1 original);	
\bigcup	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) (Sample layout is also available at the New Business	
		Registrant Counter); Note: In case taxpayer-applicant will opt to print its own	
		receipts/invoices, taxpayer-applicant should choose an Accredited Printer who will print the receipts/invoices.	
0	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.	
		Note: If the Registration Fee of P500.00 was already paid, the proof of payment (1 photocopy) shall be submitted.	
		The payment of ARF is not applicable to Nonstock/Non-	
		profit Organization not engaged in business.	
		RPORATIONS/PARTNERSHIPS REGISTERED THRU CBP RATION FEE PAID ONLINE)	
A. Co	orpo	ration opted to use and buy BIR Printed Receipts/Invoices	
0	1	BIR Printed Receipt/Invoice (Available for sale at the New Business Registrant Counter);	
3. Co	rpor	ation opted to Apply for an Authority to Print:	
	1	BIR Form No. 1906 (2 originals);	
$\frac{1}{2}$	2	Final & clear sample of OWN Principal Receipts Invoices	
U	2	(1 original) (Sample layout is also available at the New Business Registrant Counter);	
		Note: In case taxpayer-applicant will opt to print its own receipts/invoices, taxpayer-applicant should choose an Accredited Printer who will print the receipts/invoices.	
Addi	tiona	al documents, if applicable:	
	1	If transacting through a Representative:	
0	•	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)	
\bigcap	3	Franchise Agreement; (1 photocopy)	
$\frac{1}{2}$	4		
		Memorandum of Agreement (for JOINT VENTURE); (1 photocopy)	
	5	Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity; (1 photocopy)	
<u> </u>	6	Proof of Registration/Permit to Operate BOI/BOI-ARMM, PEZA, BCDA, TIEZA/TEZA, SBMA, etc; (1 photocopy)	
Subn	nitte	d by: Date: Name of Taxpayer/Representative	
Rece	ived	by: Date:	
Received by: Date: Officer			
Upon and i	n pre ts su	of Document/s eliminary evaluation of the completeness of the application apporting documents, the applicant has been informed of the lacking documentary requirement/s (marked "X") above	

for completion or resubmission of application.

Evaluator	/Officer	Document/s:

Acknowledgment by the applicant:

_, 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.

		Date:

Name of Taxpayer/Representative (Signature over printed name)

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DID WE SERVE YOU BY ANSWERING OUR CUSTOMER SATISFACTION SURVEY FORM.