



<b>4F ▶ CHANGE IN REGISTERED ACTIVITIES</b>	OLD LINE OF BUSINESS	NEW LINE OF BUSINESS
	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
EFFECTIVE DATE OF CHANGE	<input style="width:15%; text-align:center;" type="text"/> <input style="width:15%; text-align:center;" type="text"/> <input style="width:15%; text-align:center;" type="text"/> <input style="width:15%; text-align:center;" type="text"/> <input style="width:15%; text-align:center;" type="text"/> <input style="width:15%; text-align:center;" type="text"/>	

<b>4G ▶ CHANGE IN REGISTERED NAME/ TRADE NAME</b>	<input type="checkbox"/> Registered Name	<input type="checkbox"/> Trade Name
NEW	<input style="width:100%;" type="text"/>	
OLD	<input style="width:100%;" type="text"/>	

<b>4H ▶ CHANGE IN TAX TYPE DETAILS</b>	CANCELLED TAX TYPE(S)	ADDED (NEW) TAX TYPE(S) <small>(To be filled up by BIR)</small>	ATC <small>(To be filled up by BIR)</small>
	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
EFFECTIVE DATE OF CHANGE	<input style="width:15%; text-align:center;" type="text"/> <input style="width:15%; text-align:center;" type="text"/> <input style="width:15%; text-align:center;" type="text"/> <input style="width:15%; text-align:center;" type="text"/> <input style="width:15%; text-align:center;" type="text"/> <input style="width:15%; text-align:center;" type="text"/>		

4I ▶ UPDATE OF BOOKS OF ACCOUNTS						
TYPE OF BOOKS TO BE REGISTERED	PSIC <small>(To be filled up by BIR)</small>	PSOC <small>(To be filled up by BIR)</small>	QUANTITY	VOLUME NO.		NO. OF PAGES
				FROM	TO	

<b>4J ▶ CHANGE IN ACCOUNTING PERIOD (Applicable to non-individuals)</b>			
<input type="checkbox"/> From Calendar Period to Fiscal Period	Start Date of New Period	<input style="width:15%; text-align:center;" type="text"/> <input style="width:15%; text-align:center;" type="text"/> <input style="width:15%; text-align:center;" type="text"/> <input style="width:15%; text-align:center;" type="text"/> <input style="width:15%; text-align:center;" type="text"/> <input style="width:15%; text-align:center;" type="text"/>	
<input type="checkbox"/> From Fiscal Period to Calendar Period			
<input type="checkbox"/> From One Fiscal Period to Another Fiscal Period	Start Date of Old Period	<input style="width:15%; text-align:center;" type="text"/> <input style="width:15%; text-align:center;" type="text"/> <input style="width:15%; text-align:center;" type="text"/> <input style="width:15%; text-align:center;" type="text"/> <input style="width:15%; text-align:center;" type="text"/> <input style="width:15%; text-align:center;" type="text"/>	

<b>4K ▶ OTHER CHANGES (Specify Details)</b>	<input style="width:100%;" type="text"/>
EFFECTIVE DATE OF THE CHANGES	<input style="width:15%; text-align:center;" type="text"/> <input style="width:15%; text-align:center;" type="text"/> <input style="width:15%; text-align:center;" type="text"/> <input style="width:15%; text-align:center;" type="text"/> <input style="width:15%; text-align:center;" type="text"/> <input style="width:15%; text-align:center;" type="text"/>

<b>5 DECLARATION</b>	Stamp of Receiving Office and Date of Receipt
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.	
_____ Taxpayer/Authorized Agent (Signature over Printed Name)	_____ Title/Position of Signatory
	(To be filled up by BIR) Attachments complete? <input type="checkbox"/> Yes <input type="checkbox"/> No Date of Release of TIN <input style="width:15%; text-align:center;" type="text"/> <input style="width:15%; text-align:center;" type="text"/> <input style="width:15%; text-align:center;" type="text"/> <input style="width:15%; text-align:center;" type="text"/> <input style="width:15%; text-align:center;" type="text"/> <input style="width:15%; text-align:center;" type="text"/> COR <input style="width:15%; text-align:center;" type="text"/> <input style="width:15%; text-align:center;" type="text"/> <input style="width:15%; text-align:center;" type="text"/> <input style="width:15%; text-align:center;" type="text"/> <input style="width:15%; text-align:center;" type="text"/> <input style="width:15%; text-align:center;" type="text"/> Books <input style="width:15%; text-align:center;" type="text"/> <input style="width:15%; text-align:center;" type="text"/> <input style="width:15%; text-align:center;" type="text"/> <input style="width:15%; text-align:center;" type="text"/> <input style="width:15%; text-align:center;" type="text"/> <input style="width:15%; text-align:center;" type="text"/>

- NOTE:** Attach additional sheets, if necessary
- ATTACHMENTS:**
- |   |  |
|---|--|
| <p><b>A.1. Replacement of Certificate of Registration</b></p> <ol style="list-style-type: none"> <li>a. Old Certificate of Registration, for replacement</li> <li>b. Affidavit of Loss, if lost</li> <li>c. Proof of payment of Certification Fee and Documentary Stamp Tax - to be submitted before the issuance of the new Certificate of Registration</li> </ol> <p><b>2. Replacement/Cancellation of Authority to Print Receipts and Invoices</b></p> <ol style="list-style-type: none"> <li>a. Original Authority to Print Receipts and Invoices</li> <li>b. New Application Form 1906, if applicable</li> </ol> <p><b>3. Replacement of Tax Clearance Certificate for Tax Liabilities</b></p> <ol style="list-style-type: none"> <li>a. Affidavit of Loss, if lost</li> <li>b. Proof of payment of Certification Fee and Documentary Stamp Tax - to be submitted before the issuance of the new Tax Clearance Certificate</li> </ol> <p><b>B. Replacement of Lost/ Damaged TIN Card</b></p> <ol style="list-style-type: none"> <li>1. Affidavit of Loss, if lost</li> <li>2. Old TIN Card (if replacement is due to damaged card)</li> </ol> <p><b>C. Cessation of Registration</b></p> <ol style="list-style-type: none"> <li>1. Letter request for cessation of registration</li> <li>2. Existing BIR Certificate of Registration (for surrender)</li> <li>3. Inventory list of unused invoices and receipts</li> <li>4. Unused invoices and receipts for cancellation</li> <li>5. Same requirements as in Cancellation of TIN, if applicable</li> </ol> <p><b>D. Cancellation of TIN</b></p> <p><b>INDIVIDUAL</b></p> <ol style="list-style-type: none"> <li>1. Death Certificate</li> <li>2. Estate Tax Return</li> <li>3. Proof of payment of existing liabilities, if any</li> </ol> <p>Additional requirements for taxpayers engaged in trade or business or exercise of Profession</p> <ol style="list-style-type: none"> <li>4. Existing BIR Certificate of Registration (for surrender)</li> <li>5. Inventory list of unused invoices and receipts</li> <li>6. Unused invoices and receipts for cancellation</li> </ol> | <p><b>NON-INDIVIDUAL</b></p> <ol style="list-style-type: none"> <li>1. Notice of Dissolution of Business</li> <li>2. Dissolution Papers (board resolution, bankruptcy declaration)</li> <li>3. Inventory list of unused invoices and receipts</li> <li>4. Unused invoices and receipts for cancellation</li> <li>5. Existing BIR Certificate of Registration</li> <li>6. Proof of payment of existing liabilities</li> <li>7. SEC issued Certificate of the Filing of the Articles of Merger/Consolidation, if applicable</li> </ol> <p><b>E. Change in Registered Address</b></p> <ol style="list-style-type: none"> <li>1. Original Certificate of Registration</li> <li>2. Inventory list of unused invoices/ receipts</li> <li>3. Unused invoices and receipts for re-stamping</li> <li>4. Latest DTI Certificate/ SEC Registration</li> <li>5. Latest Mayor's Permit</li> <li>6. Sketch of place of production (if taxpayer is subject to Excise Tax)</li> </ol> <p><b>F. Change in Registered Activities</b></p> <p>- Original Certificate of Registration</p> <p><b>G. Change in Registered Name/ Trade Name</b></p> <ol style="list-style-type: none"> <li>1. Amended SEC Registration/ DTI Certificate</li> <li>2. Original Certificate of Registration</li> </ol> <p><b>H. Change in Tax Type Details</b></p> <p>- Original Certificate of Registration</p> <p><b>I. Update of Books of Accounts</b></p> <p>- Photocopy of the first page of the previously approved books</p> <p><b>J. Change in Accounting Period</b></p> <ol style="list-style-type: none"> <li>1. BIR written approval of the change</li> <li>2. Photocopy of short period return filed</li> </ol> |
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