

(To be filled out by BIR) DLN: \_\_\_\_\_



Republic of the Philippines  
Department of Finance  
Bureau of Internal Revenue

# Application for Registration

BIR Form No.

# 1903

July 2021 (ENCS) P1

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

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

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

1 Registering Office  Head Office  Branch Office  Facility 2 BIR Registration Date (To be filled out by BIR) (MM/DD/YYYY)

### Part I - Taxpayer Information

3 Taxpayer Identification Number (TIN) (For Taxpayer with existing TIN) 4 RDO Code (To filled out by BIR)

5 Taxpayer Type  One Person Corporation  Domestic Corporation  Non-Stock, Non-Profit Organization  Joint Venture  General Professional Partnership (GPP)  General Partnership  Limited Partnership  Cooperative  Government Owned and Controlled Corporation (GOCC)  National Government Agency  Local Government Unit  Resident Foreign Corporation  Regional Operating Headquarter  Regional or Area Headquarter  Non-Resident Foreign Corporation  Non-Resident Foreign Partnership  Foreign Embassy and International Organization

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

7 Date of Incorporation/Organization/Cooperation (MM/DD/YYYY) 8 Taxable Year/Accounting Period  Calendar Year  Fiscal Year 9 Accounting Start Month (For Fiscal Year Only) Effectivity Date (MM/DD/YYYY)

10 Business Address Unit/Room/Floor/Building No. Building Name/Tower Lot/Block/Phase/House No. Street Name Subdivision/Village/Zone Barangay Town/District Municipality/City Province ZIP Code

11 Foreign Address, if applicable

12 Municipality Code (To be filled out by BIR) 13 Purpose of TIN Application

14 Preferred Contact Type  Landline Number  Fax Number  Mobile Number Official Email Address (required)

### Part II - Authorized Representative

15 Relationship Name (For Authorized Representative) If Individual (Last Name) (First Name) (Middle Name) (Suffix) (Nickname) Registered Name Represented by:

If Non-Individual

16 Relationship Type  Stockholder  Member  Tax Agent  Employee  Agent 17 TIN of Authorized Representative

18 Relationship Date (MM/DD/YYYY) 19 Address Type  Residence  Place of Business

20 Address Unit/Room/Floor/Building No. Building Name/Tower Lot/Block/Phase/House No. Street Name Subdivision/Village/Zone Barangay Town/District Municipality/City Province ZIP Code

21 Preferred Contact Type  Landline Number  Fax Number  Mobile Number Email Address (required)

### Part III - Business Information

22 Single Business Number/Philippine Business Number

23 Primary/Secondary Industries (attach additional sheet/s, if necessary)

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

<b>24 Incentive Details</b>															
<b>24A Investment Promotion</b> (e.g., PEZA, BOI)						<b>24B Legal Basis</b> (e.g., R.A., E.O.)									
<b>24C Incentive Granted</b> (e.g., Exempt from IT, VAT, etc.)						<b>24D No. of Years</b>									
<b>24E Incentive Start Date</b> (MM/DD/YYYY)						<b>24F Incentive End Date</b> (MM/DD/YYYY)									
<b>25 Details of Registration/Accreditation</b>															
<b>25A Registration/Accreditation Number</b>				<b>25B Effectivity Date</b> (MM/DD/YYYY)				<b>FROM</b>				<b>TO</b>			
<b>25C Date Issued</b> (MM/DD/YYYY)				<b>25D Registered Activity</b>											
<b>25E Tax Regime</b> (Regular, Special, Exempt)				<b>25F Activity Start Date</b> (MM/DD/YYYY)				<b>25G Activity End Date</b> (MM/DD/YYYY)							

**Part IV – Facility Details**

<b>26 Facility Details</b> (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)													
<b>26A Facility Code</b> (To be filled out by BIR)				<b>26B Facility Type</b>									
<b>F</b>				<input type="checkbox"/> PP		<input type="checkbox"/> SP		<input type="checkbox"/> WH		<input type="checkbox"/> SR		<input type="checkbox"/> GG	
				<input type="checkbox"/> BT		<input type="checkbox"/> RP		<input type="checkbox"/> Others (specify) _____					
<b>26C Facility Address</b>													
Unit/Room/Floor/Building No.		Building Name/Tower		Lot/Block/Phase/House No.		Street Name		Subdivision/Village/Zone					
Barangay		Town/District		Municipality/City		Province		ZIP Code					

**Part V – Tax Types**

<b>27 Tax Types</b> (this portion determines your tax liability/ies) (To be filled out by BIR)															
				<b>Form Type</b>		<b>ATC</b>						<b>Form Type</b>		<b>ATC</b>	
<b>Income Tax</b>															
<input type="checkbox"/> Corporate Income Tax								<input type="checkbox"/> Registration Fee							
<input type="checkbox"/> Capital Gains – Real Property								<input type="checkbox"/> Value-Added Tax							
<input type="checkbox"/> Capital Gains – Stocks								<b>Excise Tax</b>							
								<input type="checkbox"/> Alcohol Products							
<b>Withholding Tax</b>								<input type="checkbox"/> Automobile & Non-Essential Goods							
<input type="checkbox"/> Compensation								<input type="checkbox"/> Cosmetic Procedures							
<input type="checkbox"/> Expanded								<input type="checkbox"/> Mineral Products							
<input type="checkbox"/> Final								<input type="checkbox"/> Petroleum Products							
<input type="checkbox"/> Fringe Benefits								<input type="checkbox"/> Sweetened Beverages							
<input type="checkbox"/> Value-Added Tax								<input type="checkbox"/> Tobacco Products							
<input type="checkbox"/> Other Percentage Tax								<input type="checkbox"/> Tobacco Inspection & Monitoring Fees							
<input type="checkbox"/> ONETT not subject to CGT								<input type="checkbox"/> Vapor Products							
<input type="checkbox"/> Percentage Tax on Winnings & Prizes								<b>Documentary Stamp Tax (DST)</b>							
<input type="checkbox"/> On Interest Paid on Deposits and Yield on Deposits/Substitutes								<input type="checkbox"/> Regular							
<b>Percentage Tax</b>								<input type="checkbox"/> One-Time Transactions (ONETT)							
<input type="checkbox"/> Stocks								<b>Transfer Tax</b>							
<input type="checkbox"/> Stocks-Initial Public Offering (IPO)								<input type="checkbox"/> Donor's Tax							
<input type="checkbox"/> Overseas Dispatch And Amusement Taxes								<input type="checkbox"/> Estate Tax							
<input type="checkbox"/> Under Special Laws								<b>Miscellaneous Tax</b> (specify)							
<input type="checkbox"/> Other Percentage Taxes under NIRC (specify)															
								<b>Others</b> (specify)							

**Part VI – Receipts and Invoices**

<b>28 BIR Printed Receipts and Invoices</b>													
<b>28A</b> Do you intend to use BIR Printed Receipts and Invoices?						<b>28B Type</b>			<b>28C No. of Booklets</b>		<b>28D Serial Number</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No						<input type="checkbox"/> VAT <input type="checkbox"/> NON-VAT					Start    End		
<b>29 Authority to Print Receipts and Invoices</b>													
<b>29A Printer's Name</b>													
<b>29B Printer's TIN</b>				<b>29C Printer's Accreditation Number</b>				<b>29D Date of Accreditation</b> (MM/DD/YYYY)					
<b>29E Registered Address</b>													
Unit/Room/Floor/Building No.		Building Name/Tower		Lot/Block/Phase/House No.		Street Name		Subdivision/Village/Zone					
Barangay		Town/District		Municipality/City		Province		ZIP Code					

<b>29F</b> Contact Number (Landline/Cellphone No.)		<b>29G</b> Email Address							
<b>29H</b> Type of Receipt/Invoice <input type="checkbox"/> Bound <input type="checkbox"/> Loose Leaf									
<b>29I</b> Description of Primary/Secondary Receipts and Invoices (attach additional sheet/s if necessary)									
Description	TYPE		No. of Boxes/Booklets		No. of Sets per Box/Booklet		Serial No.		No. of Copies per Set
	VAT	Non-VAT	Loose	Bound	Box/Booklet	Start	End		
	<input type="checkbox"/>	<input type="checkbox"/>							
	<input type="checkbox"/>	<input type="checkbox"/>							
	<input type="checkbox"/>	<input type="checkbox"/>							
	<input type="checkbox"/>	<input type="checkbox"/>							
<b>Part VII – Stockholder/Partner/Member</b>									
<b>30</b> Stockholder's/Partner's/Member's Name (Attach additional sheet/s, if necessary)									
<b>30A</b> (If Individual, Last Name, First Name, Middle Name, Suffix) (If Non-Individual, Registered Name)					<b>30B</b> TIN				
<b>30C</b> (If Individual, Last Name, First Name, Middle Name, Suffix) (If Non-Individual, Registered Name)					<b>30D</b> TIN				
<b>30E</b> (If Individual, Last Name, First Name, Middle Name, Suffix) (If Non-Individual, Registered Name)					<b>30F</b> TIN				
<b>30G</b> (If Individual, Last Name, First Name, Middle Name, Suffix) (If Non-Individual, Registered Name)					<b>30H</b> TIN				
<b>30I</b> (If Individual, Last Name, First Name, Middle Name, Suffix) (If Non-Individual, Registered Name)					<b>30J</b> TIN				
<b>Part VIII – Withholding Agent/Accredited Tax Agent Information</b>									
<b>31</b> Taxpayer Identification Number (TIN)					<b>32</b> RDO Code				
<b>33</b> Withholding Agent/Accredited Tax Agent's Name (If Individual, Last Name, First Name, Middle Name, Suffix)(If Non-Individual, Registered Name) (if different from taxpayer)									
<b>34</b> Registered Address (Sub-street, Building/Street, Barangay, City/Municipality, Province)									
								<b>34A</b> ZIP Code	
<b>35</b> Contact Number (Landline/Mobile No.)		<b>36</b> Email Address							
<b>37</b> Declaration								Stamp of BIR Receiving Office and Date of Receipt	
I/we declare, under the penalties of perjury that this application has been made in good faith, verified by me/us and to the best of my/our knowledge and belief, is true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under the authority thereof. Further, I/we give my/our consent to the processing of my information as contemplated under the *Data Privacy Act of 2012 (R.A. No. 10173) for legitimate and lawful purposes.									
_____ President/Vice President/Principal Officer/Accredited Tax Agent/Authorized Representative/Taxpayer (Signature over Printed Name)		_____ Title/Position of Signatory			_____ TIN of Signatory				
_____ Tax Agent Accreditation No./Attorney's Roll No. (if applicable)		_____ Date of Issue			_____ Date of Expiry				

<b>Part VIII – Payment Order Form for New Business Registrant</b>			
<i>(For BIR Payment Acceptance Only. Not to be filed in AABs)</i>			
<b>BIR Form No.</b>  <b>0605</b>  <i>(Part of BIR Form No. 1903)</i>	<b>38</b> Taxpayer's Identification Number (TIN)    Branch Code		<b>39</b> RDO Code
	<b>40</b> For the Year		
<b>41</b> Taxpayer's Name			
<b>Payment Details</b>			
<i>(To be filled out by BIR-Revenue Collection Officer)</i>			
<b>42</b> Date of Payment (MM/DD/YYYY)			
<b>eROR/ROR No.</b>	<b>ATC</b>	<b>Particulars</b>	
<b>43</b>	<b>MC180</b>	Registration Fee	<b>43A</b>
<b>44</b>	<b>MC200</b>	BIR Printed Receipts / Invoices	<b>44A</b>
<b>45</b>	Add: Penalties	Surcharge	Interest
	<b>45A</b>	<b>45B</b>	<b>45C</b>
<b>46</b>	Total Amount Payable (Sum of Items 43A, 44A and 45D)		<b>46A</b>

\*NOTE: The BIR Data Privacy Policy is in the BIR website (www.bir.gov.ph)

(Please sign at the back.)

**Documentary Requirements:**

- 1. SEC Certificate of Incorporation; (1 photocopy) **or** Certificate of Recording (in case of Partnership); (1 photocopy) **or** License to Do Business in the Philippines (in case of Foreign Corporation); (1 photocopy)
- 2. Articles of Incorporation; (1 photocopy) **or** Articles of Partnership; (1 photocopy)
- 3.  BIR Printed Receipt/Invoice (Available for sale at the New Business Registrant Counter); **or**  
 Final and 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.*
- 4. 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 those exempt entities.*

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 one of the signatory and 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)
- 7. For Cooperative:
  - Cooperative Development Authority (CDA) Certificate of Registration; (1 photocopy)
  - Articles of Cooperation. (1 photocopy)
- 8. For Home Owner's Association:
  - Certificate of Registration issued by Housing and Land Use Regulatory Board (HLURB); (1 photocopy)
  - Articles of Association. (1 photocopy)
- 9. For Labor Organization, Associations or Group of Union or Workers:
  - Certificate of Registration issued by the Department of Labor and Employment (DOLE); (1 photocopy)
  - Constitution and by-laws of the applicant union. (1 photocopy)
- 10. For GAs and LGUs:
  - Unit or Agency's Charter or Proof of Registration. (1 photocopy)
- 11. For Foreign Embassies:
  - Endorsement from Department of Foreign Affairs (DFA). (1 photocopy)
- 12. For International Organizations:
  - Consularized/Apostillized Host Agreement or any international agreement. (1 photocopy)

**REGISTRATION OF BRANCH**

- 1.  BIR Printed Receipt/Invoice (Available for sale at the New Business Registrant Counter); **or**  
 Final and 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.*
- 2. 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.*

**REGISTRATION OF FACILITY**

- 1. BIR Form No. 1903. (2 originals)

ADDITIONAL DOCUMENTS FOR BRANCH/FACILITY, 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 one of the signatory and authorized representative; (1 photocopy)
- 2. SEC Registration Certificate (if with business name); (1 photocopy)
- 3. Articles of Incorporation/Partnership (if line of business is different from the Head Office); (1 photocopy)
- 4. Franchise Documents (e.g., Certificate of Public Convenience) (for Common Carrier); (1 photocopy) (for Branch only)
- 5. Franchise Agreement; (1 photocopy) (for Branch only)
- 6. Memorandum of Agreement (for JOINT VENTURE); (1 photocopy) (for Branch only)
- 7. Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity; (1 photocopy) (for Branch only)
- 8. Proof of Registration/Permit to Operate BOI/BOI-ARMM, PEZA, BCDA, TIEZA/TEZA, SBMA, etc. (1 photocopy) (for Branch only)

**FOR APPLICANTS THROUGH CENTRAL BUSINESS PORTAL**

Corporations/Partnerships who secured its Taxpayer Identification Number (TIN) online through Central Business Portal (CBP) and opted to pay the Annual Registration Fee (ARF) and loose DST continue its registration manually at the RDO shall submit the following:

- 1. CBP Unified Application Form; (2 originals)
- 2. Accomplished Tax Type Questionnaire; (1 original) and
- 3. Pre-filled BIR Form No. 0605 (Payment Form/s). (2 originals)

*Note: In case of correction of record such as tax types, form types and/or other information required for the generation of COR shall submit BIR Form No. 1905 to update taxpayer's record.*

**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**

**For Voluntary Payment**

I/We declare, under the penalties of perjury, that this document has been made in good faith, verified by me/us and to the best of my/our knowledge and belief, is true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under the authority thereof.

Stamp of BIR Receiving Office  
and Date of Receipt

\_\_\_\_\_  
Signature over Printed Name of Taxpayer/Authorized Representative

\_\_\_\_\_  
Title/Position of Signatory