4F ▸ CHANGE IN REGISTERED ACTIVITIES

OLD LINE OF BUSINESS	NEW LINE OF BUSINESS

EFFECTIVE DATE OF CHANGE

4G ▸ CHANGE IN REGISTERED NAME/ TRADE NAME ☐ Registered Name ☐ Trade Name

NEW

OLD

4H ▸ CHANGE IN TAX TYPE DETAILS

CANCELLED TAX TYPE(S)	ADDED (NEW) TAX TYPE(S) (To be filled up by BIR)	ATC (To be filled up by BIR)

EFFECTIVE DATE OF CHANGE

4I ▸ UPDATE OF BOOKS OF ACCOUNTS

TYPE OF BOOKS TO BE REGISTERED	PSIC (To be filled up by BIR)	PSOC (To be filled up by BIR)	QUANTITY	VOLUME NO. FROM	VOLUME NO. TO	NO. OF PAGES
GENERAL JOURNAL						
GENERAL LEDGER						
CASH DISBURSEMENT JOURNAL						
CASH RECEIPT JOURNAL						

4J ▸ CHANGE IN ACCOUNTING PERIOD (Applicable to non-individuals)

☐ From Calendar Period to Fiscal Period — Start Date of New Period

☐ From Fiscal Period to Calendar Period

☐ From One Fiscal Period to Another Fiscal Period — Start Date of Old Period

4K ▸ OTHER CHANGES (Specify Details)

EFFECTIVE DATE OF THE CHANGES

5 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.

JUAN DELA CRUZ

Taxpayer/Authorized Agent (Signature over Printed Name)

Title/Position of Signatory

Stamp of Receiving Office and Date of Receipt

BUREAU OF INTERNAL REVENUE TAXPAYERS SERVICE SECTION RECEIVED JAN 10 20 RRS VILMA

(To be filled up by BIR)
Attachments complete?
☐ Yes ☐ No

Date of Release

TIN			
COR			
Books			

NOTE Attach additional sheets, if necessary

ATTACHMENTS:

A.1. Replacement of Certificate of Registration
- a. Old Certificate of Registration, for replacement
- b. Affidavit of Loss, if lost
- c. Proof of payment of Certification Fee and Documentary Stamp Tax - to be submitted before the issuance of the new Certificate of Registration

2. Replacement/Cancellation of Authority to Print Receipts and Invoices
- a. Original Authority to Print Receipts and Invoices
- b. New Application Form 1906, if applicable

3. Replacement of Tax Clearance Certificate for Tax Liabilities
- a. Affidavit of Loss, if lost
- b. Proof of payment of Certification Fee and Documentary Stamp Tax - to be submitted before the issuance of the new Tax Clearance Certificate

B. Replacement of Lost/ Damaged TIN Card
1. Affidavit of Loss, if lost
2. Old TIN Card (if replacement is due to damaged card)

C. Cessation of Registration
1. Letter request for cessation of registration
2. Existing BIR Certificate of Registration (for surrender)
3. Inventory list of unused invoices and receipts
4. Unused invoices and receipts for cancellation
5. Same requirements as in Cancellation of TIN, if applicable

D. Cancellation of TIN

INDIVIDUAL
1. Death Certificate
2. Estate Tax Return
3. Proof of payment of existing liabilities, if any

Additional requirements for taxpayers engaged in trade or business or exercise of Profession
4. Existing BIR Certificate of Registration (for surrender)
5. Inventory list of unused invoices and receipts
6. Unused invoices and receipts for cancellation

NON-INDIVIDUAL
1. Notice of Dissolution of Business
2. Dissolution Papers (board resolution, bankruptcy declaration)
3. Inventory list of unused invoices and receipts
4. Unused invoices and receipts for cancellation
5. Existing BIR Certificate of Registration
6. Proof of payment of existing liabilities
7. SEC issued Certificate of the Filing of the Articles of Merger/Consolidation, if applicable

E. Change in Registered Address
1. Original Certificate of Registration
2. Inventory list of unused invoices/ receipts
3. Unused invoices and receipts for re-stamping
4. Latest DTI Certificate/ SEC Registration
5. Latest Mayor's Permit
6. Sketch of place of production (if taxpayer is subject to Excise Tax)

F. Change in Registered Activities
- Original Certificate of Registration

G. Change in Registered Name/ Trade Name
1. Amended SEC Registration/ DTI Certificate
2. Original Certificate of Registration

H. Change in Tax Type Details
- Original Certificate of Registration

I. Update of Books of Accounts
- Photocopy of the first page of the previously approved books

J. Change in Accounting Period
1. BIR written approval of the change
2. Photocopy of short period return filed