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

### Part I: Taxpayer Information

<table>
<thead>
<tr>
<th>1</th>
<th>TAXPAYER IDENTIFICATION NUMBER (TIN)</th>
<th>2</th>
<th>RDO Code</th>
</tr>
</thead>
</table>

### Part II: Reason for Registration Information Update

- **A** Replacement / Cancellation of Outbound Correspondence
  - [ ] Certificate of Registration
  - [ ] Authority to Print Receipts and Invoices
  - [ ] Tax Clearance Certificate for Transfer of Property(ies) (TCL 2) / Certificate for Information on Change in Trade Name
  - [ ] Tax Clearance Certificate for Transfer of Property(ies) (TCL 2) / Certificate for Information on Change in Trade Name
  - [ ] Tax Clearance Certificate for Tax Liabilities (TCL 1)
  - [ ] Others

- **B** Replacement of Lost / Damaged TIN Card

- **C** Cessation of Registration

- **D** Cancellation of TIN

- **E** Change in Registered Address
  - [ ] Change in Registered Activities

### Part III: Details of Registration Information Update

#### 4A Replacement / Cancellation of Outbound Correspondence

- [ ] Certificate of Registration
  - [ ] Nature of correction: Loss of Certificate

- [ ] Authority to Print Receipts and Invoices
  - [ ] Nature of correction: Loss of Authority To Print

- [ ] Tax Clearance Certificate for Transfer of Property(ies) (TCL 2) / Certificate Authorizing Registration (CAR)
  - [ ] Nature of correction: Loss of Certificate

- [ ] Tax Clearance Certificate for Tax Liabilities (TCL 1)
  - [ ] Nature of correction: Loss of Certificate

#### 4B Replacement of Lost / Damaged TIN Card

- [ ] Lost TIN Card
- [ ] Damaged TIN Card

#### 4C Cessation of Registration

- [ ] Permanent closure of business (head office) of an individual
- [ ] Others (Specify)

#### 4D Cancellation of TIN

- [ ] Death
- [ ] Dissolution of corporation / partnership
- [ ] Permanent closure of a branch
- [ ] Multiple TIN / Invalid TIN

#### 4E Change in Registered Address

- [ ] Transfer of Home RDO
  - [ ] Old RDO
  - [ ] New RDO
- [ ] Transfer within Same RDO
  - [ ] Old RDO
  - [ ] New RDO
4F. CHANGE IN REGISTERED ACTIVITIES

OLD LINE OF BUSINESS

NEW LINE OF BUSINESS

EFFECTIVE DATE OF CHANGE

4G. CHANGE IN REGISTERED NAME/ TRADE NAME

NEW

OLD

 Registered Name

Trade Name

4H. CHANGE IN TAX TYPE DETAILS

CANCELLED TAX TYPE(S)

ADDED (NEW) TAX TYPE(S)

ATC

(Effective Date of Change)

To be filled up by BIR

To be filled up by BIR

4I. UPDATE OF BOOKS OF ACCOUNTS

TYPE OF BOOKS TO BE REGISTERED

PSIC

PSOC

QUANTITY

VOLUME NO.

NO. OF PAGES

FROM

TO

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

Start Date of Old 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.

Taxpayer/Authorized Agent

Title/Position of Signatory

(Signature over Printed Name)

ATTACHMENTS:

A. Replacement of Certificate of Registration

1. Old Certificate of Registration, for replacement

2. Affidavit of Loss, if lost

3. Proof of payment of Certification Fee and Documentary Stamp Tax - to be submitted before the issuance of the new Certificate of Registration

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

1. Death Certificate

2. Estate Tax Return

3. Proof of payment of existing liabilities, if any

4. Existing BIR Certificate of Registration (for surrender)

5. Inventory list of unused invoices and receipts

6. Unused invoices and receipts for cancellation

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

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)

G. Change in Registered Name/ Trade Name

1. Amended SEC Registration/ DTI Certificate

2. Original Certificate of Registration

H. Change in Tax Type Details

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

I. Update of Books of Accounts

1. BIR written approval of the change

2. Photocopy of short period return filed

J. Other Changes

1. National Revenue Code

2. Regulations issued under authority thereof

NOTE: Attach additional sheets, if necessary