



Republic of the Philippines
Department of Finance
BUREAU OF INTERNAL REVENUE

**AUTHORIZATION TO WITNESS THE CONDUCT OF
DESTRUCTION/DISPOSAL**

_____ (Date)

(name and address
of third party witness)

Dear Sir/Madam:

This refers to the request letter of _____ (name of the taxpayer) requesting for you to witness and supervise the conduct of destruction or disposal of their inventories/assets found at the _____ (location of destruction) on _____ (date of destruction).

As authorized representative of the BIR to witness, you are mandated to perform the procedures under Section V.B.4 (4.a & 4.b) of Revenue Memorandum No. ____- 2020 and submit the "Sworn Declaration of Asset Disposal" as provided in the same Order.

Your report and documents relative thereto shall be submitted to this Office within three (3) days from the date of actual destruction/disposal. This case is assigned to Revenue Officer _____ (name of RO) under Group Supervisor _____ (name of GS).

Please be guided accordingly.

Truly yours,

(Name of Official)
ACIR-LTS or Regional Director

(if delegated to LT Division Chief or RDO)

By:

(Name of Div, Chief/RDO)
LT-Audit / RDO No.

- Copies:
- Original – Taxpayer
- Duplicate – Office File
- Tripllicated – Extra Office File

