|  |  |  |
| --- | --- | --- |
| **NAME OF TAXPAYER****ANNEX “A”** | **:** | **­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **TIN** | **:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **RDO** | **:**  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **SOFTWARE NAME/VERSION NO.** | **:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

| **REQUIREMENTS** | **COMPLIED** |
| --- | --- |
| Put check (✓) in the check box if requirement/s is/are submitted. Put (🗶) on the items still for compliance. |
| 1. General Requirements
 |
| 1. Sworn Statement (if system is used and maintained by taxpayer) Annex “C” of RMO No. \_\_\_\_\_\_ or Joint Sworn Statement (if system is outsourced or used and maintained by Tax Service Providers (TSPs) or third-party software provider instead of taxpayer) Annex “E” of RMO No. \_\_\_\_\_\_, whichever is applicable, with attached duly accomplished Summary of System Description, Commercial Invoice/Receipts/ Document Description, Forms/Records and Reports Specification, Annex “C-1” of RMO No. \_\_\_\_\_\_\_;
 |  [ ]  |
| 1. Sample print-out of Principal and Supplementary Receipts/invoices compliant with Revenue Regulation (RR) No. 16-2018 and other accountable forms that will be used, if applicable(as declared on Part V of Annex “C-1”);
 | [ ]  |
| 1. Sample print-out of Books of Accounts (BOA) compliant with Revenue Regulations (RR) No. 9-2009 and other reports that can be generated from the system and will be used, if applicable (as declared on Part VI of Annex “C-1”);
 | [ ]  |
| 1. Printed copy of Audit Trail (activity log generated by the system); and
 | [ ]  |
| 1. Duly accomplished and signed Annex “B” - Standard Functional and Technical Requirements.
 | [ ]   |
| 1. If the Software License of the software to be used is under the name of the parent or affiliate:\*
 |
| * + - 1. Certification from the purchasing company allowing the taxpayer-applicant to use the same system;
 | [ ]  |

***\* Must be submitted in addition to the documents/ requirements listed under A. General Requirements.***

**\*\*\*NOTHING FOLLOWS\*\*\***

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Taxpayer-Applicant’s Name

Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 BIR’s Receiving Officer

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RETURN SLIP**

**Acknowledgement by the Taxpayer-Applicant/Authorized Representative:**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, of legal age, hereby acknowledge that the items marked with “🗷” are lacking documentary requirement/s and as such accept the documents being returned by BIR.I understand that the registration of the system/software I intend to file will only be processed upon submission of complete document/s**.**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Taxpayer-Applicant/ Representative

 (Signature over printed name)

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_