**SUMMARY OF SYSTEM DESCRIPTION, COMMERCIAL INVOICE/RECEIPTS/ DOCUMENT DESCRIPTION, FORMS/RECORDS AND REPORTS SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Taxpayer’s Registered Name** | : |  |
| **Registered Address** | : |  |
| **TIN and Branch Code** | : |  |
| **Registered RDO** | : |  |

**Part I: Software/System Description**

**Old Software/Core System***(if applicable)*

|  |  |  |
| --- | --- | --- |
| Software Name | : |  |
| Version Number | : |  |
| Release Number and/or Date | : |  |

**Main (New) Software/Core System to be Used**

|  |  |  |
| --- | --- | --- |
| Software Name | : |  |
| Version Number | : |  |
| Release Number and/or Date | : |  |
| Type of Software\* | : |  |
| Database Platform and Version No. | : |  |
| Software Provider’s Name | : |  |
| Software Provider’s Address | : |  |
| TIN and Branch Code | : |  |

***\*Note: indicate whether the system/software is In-house developed, Imported, Off-the-shelf, Customized, etc.***

**Components/Middleware/Interfacing Software/System** *(if applicable)*

|  |  |  |
| --- | --- | --- |
| Software Name | : |  |
| Version Number | : |  |
| Release Number and/or Date | : |  |
| Type of Software\* | : |  |
| Database Platform and Version No. | : |  |
| Software Provider’s Name | : |  |
| Software Provider’s Address | : |  |
| TIN and Branch Code | : |  |
| Linked/Not Linked to the Core System? | : |  |

***\*Note: indicate whether the system/software is In-house developed, Imported, Off-the-shelf, Customized, etc.***

**Part II: List of Branches that will Use the Software/System**

|  |  |  |  |
| --- | --- | --- | --- |
| **Branch Name** | **Branch Code** | **Registered Address** | **Modules to be Used** |
|  |  |  |  |

*Note: Add rows, if necessary. Indicate “N/A” if no branch will use the same system.*

**Part III: List of Modules *(per software/system)***

|  |  |
| --- | --- |
| **Old Software/Core System Name and Version Number** | **List of Modules/Description** |
|  |  |

*Note: Add rows, if necessary.*

|  |  |
| --- | --- |
| **Main (New) Software/ Core System Name and Version Number** | **List of Modules/Description** |
|  |  |

*Note: Add rows, if necessary. Indicate specific modules to be used by the Branch, if any.*

|  |  |
| --- | --- |
| **Components/Middleware/Interfacing Software/System Name and Version Number** | **List of Modules/Description** |
|  |  |

*Note: Add rows, if necessary. Indicate specific modules to be used by the Branch, if any.*

**Part IV: Description of Point-of-Sale (POS) to be used *(if applicable)***

POS Server

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Machine Details** | **Software Details****(Software Name and Version No.)** | **Machine Identification Number (MIN)** | **Permit to Use (PTU) Number** | **Machine** **Set-up\*\*** |
|  |  |  |  |  |

*Note: Add rows, if necessary. Indicate “N/A” if not applicable.*

*\*\*Identify machine set-up—Stand-alone, Linked to Server – Global, Linked to Server – Decentralized, or Stand-alone*

*with Server Consolidator.*

Terminal Details

|  |
| --- |
| **Machine Details (Brand/Model/Serial Number)** |
|  |

*Note: Add rows, if necessary. Indicate “N/A” if not applicable.*

**Part V: List of System-generated Accountable Forms/Documents with Approved Serial Numbers and/or Manually Issued Receipts/Invoices**

**A. System-Generated Forms/Documents *(Separate Matrix for Head Office and each of the Branches, if applicable)***

**Main Software/Core System**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Form/****Document** | **Prefix/****Suffix** | **Range of Serial Nos.** *(Running Digits only)* | **Internal/****External Document** | **With Printable Form? (Yes/No)** | **Module Used to Generate** | **Globally Used Series****(Yes/No)** | **Description** |
| **From** | **To** |
|  |  |  |  |  |  |  |  |  |

*Note: List all documents with series ranges generated in the system. Add rows, if necessary. Indicate “N/A” if not applicable.*

**Components/Middleware/Interfacing Software/System**

*(For applications with any other system/s linked/integrated with the core system being evaluated)*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Form/****Document** | **Prefix/****Suffix** | **Range of Serial Nos.** *(Running Digits only)* | **Internal/****External Document** | **With Printable Form? (Yes/No)** | **Module Used to Generate** | **Globally Used Series****(Yes/No)** | **Description** |
| **From** | **To** |
|  |  |  |  |  |  |  |  |  |

*Note: List all documents with series ranges generated in the system. Add rows, if necessary. Indicate “N/A” if not applicable.*

**B. Manually Issued Forms/Documents**

|  |  |  |
| --- | --- | --- |
| **Name of Form/****Document** | **Internal/External Document** | **With Authority to Print?****(Yes/No)** |
|  |  |  |

*Note: Add rows, if necessary. Indicate “N/A” if not applicable.*

**Part VI: List of Approved Books of Accounts, Financial Statements, BIR Forms and Other Accounting Records/Reports and Method of Record Keeping**

1. **Books of Accounts**

|  |  |
| --- | --- |
| **Description** | **Method (Manual/Electronic)** |
| 1. ***TO BE MAINTAINED/GENERATED AT THE HEAD OFFICE***
 |
|  |  |
|  |  |
| 1. ***TO BE MAINTAINED/GENERATED AT THE BRANCH/ES, if applicable***
 |
|  |  |
|  |  |

*Notes: (1) Add rows, if necessary. Indicate “N/A” if not applicable;*

*(2) State if the Books of Accounts are maintained in a Centralized or Decentralized manner; and*

*(3) If there are branch/es, state the Books of Accounts that will be maintained/generated in such branch/es, using the matrix above.*

1. **Financial Statements**

|  |  |
| --- | --- |
| **Description** | **Method****(Manual/Electronic)** |
| 1. ***TO BE GENERATED AT THE HEAD OFFICE***
 |
|  |  |
|  |  |
| 1. ***TO BE GENERATED AT THE BRANCH/ES, if applicable***
 |
|  |  |
|  |  |

*Notes: (1) Add rows, if necessary. Indicate “N/A” if not applicable; and*

*(2) If there are branch/es, state the Financial Statements that will be generated in such branch/es, using the matrix above.*

1. **Other Accounting Records/Reports**

|  |  |
| --- | --- |
| **Description** | **Method****(Manual/Electronic)** |
| 1. ***TO BE GENERATED AT THE HEAD OFFICE***
 |
|  |  |
|  |  |
| 1. ***TO BE GENERATED AT THE BRANCH/ES, if applicable***
 |
|  |  |
|  |  |

*Notes: (1) List all documents and/or reports used by the company;*

 *(2) Add rows, if necessary. Indicate “N/A” if not applicable; and*

*(3) If there are branch/es, state the accounting records/reports that will be generated in such branch/es, using the matrix above.*

1. **System-generated BIR Forms *(if applicable)***

|  |  |
| --- | --- |
| **Description\*\*\*** | **Method****(Manual/Electronic)** |
|  |  |

*Note: Add rows, if necessary. Indicate “N/A” if not applicable.*

 *\*\*\* If Withholding Tax Certificate, state if Signature is Manual, e-Signature or Digital Signature and the manner of transmission of the Certificate to the Income Recipient (manual, email, etc.)*

**Part VII: Server Specifications/Technical Infrastructure**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Hardware Serial No.** | **Hardware Brand/Model** | **Hardware Type (server, PC, etc.)** | **Processor Capacity** | **Storage Capacity** | **Date Acquired** | **Date Installed** | **Location** | **Type of Connectivity (leased line, IPVPN, etc.)** | **Major Application** |
|  |  |  |  |  |  |  |  |  |  |

*Note: Add rows, if necessary. Indicate “N/A” if not applicable. Align information as declared on the Technical Checklist.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Cloud-based \*\*** | **Hardware/Network Maintenance****(In-house or outsource)** | **Service & Maintenance Agreement** | **Maintenance Service Provider** |
| **Data Retention/ Retrieval** | **Preservation** |
|  |  |  |  |  |

*Note: Add rows, if necessary. Indicate “N/A” if not applicable. Align information as declared on the Technical Checklist.*

 *\*\* Specify the provider if thru Subscription*

**Part VIII: Backup Procedure and Disaster Recovery Plan (DRP)**

Back-up Procedures

*<Back-up Frequency (Daily, Weekly, Monthly, Annually), Automated/Manual, External Media used (USB, CD, DVD, HD, etc.)>*

Restoration Procedures

*<Restoration procedure and time frequency within which reports and accounting records can be restored for BIR Audit purposes>*

**Retention Period:** *<Time Frame>*

**Physical Location of Back-up Media:** *<Onsite – within the office vicinity, and/or Offsite – outside the office vicinity>*

I declare under the penalties of perjury, that the above system description together with the documents/records/reports specification and technical Infrastructure has been verified by me and to the best of my knowledge is true and correct pursuant to the provisions of the NIRC and existing BIR issuances.

*(In case of Sworn Statement)*

|  |
| --- |
| Signature over Printed Name of |
| Taxpayer/Authorized Representative TIN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

*(In Case of Joint Sworn Statement)*

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

 **(Signature over Printed Name) (Signature over Printed Name)**

 Taxpayer/User System/Software Developer/Provider

TIN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_