**REPUBLIC OF THE PHILIPPINES**

**ANNEX “D”**

**DEPARTMENT OF FINANCE**

**BUREAU OF INTERNAL REVENUE**

Revenue District Office No. \_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A C K N O W L E D G E M E N T**

**C E R T I F I C A T E**

|  |  |  |
| --- | --- | --- |
| **CONTROL NO.** | **:** |  |
| **DATE ISSUED** | **:** |  |
| **TAXPAYER DETAILS** | | |
| **TIN** | **:** |  |
| **NAME OF TAXPAYER** | **:** |  |
| **REGISTERED ADDRESS** | **:** |  |
| **SYSTEM/SOFTWARE DETAILS** | | |
| **TYPE OF APPLICATION** | **:** |  |
| **TYPE OF SOFTWARE** | **:** |  |
| **SOFTWARE NAME** | **:** |  |
| **VERSION NUMBER** | **:** |  |
| **RELEASE NUMBER** | **:** |  |

This is to acknowledge the receipt of the complete documentary requirements submitted by the abovementioned taxpayer for the use of the aforesaid software/system effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, based on the provisions of Revenue Memorandum Circular No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and other existing revenue issuances.

Any system enhancements / modifications and/or upgrade of the aforesaid system shall require a formal written notification to the registered Revenue District Office (RDO), together with the required documents mentioned under RMC No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and comparative matrix for the changes of the current and upgraded system.

Summary of Branch(es) that will use the above declared system, if any, and System-Generated/Manually Prepared Commercial Invoice/Receipts/ Document Description, Forms/Records are hereby listed in the attached as an integral part of this Acknowledgment Certificate.

**ACKNOWLEDGED BY**:

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

**(SIGNATURE OVER PRINTED NAME)**

Revenue District Officer/LTAD/ELTRD/LTDO

|  |  |  |
| --- | --- | --- |
| **Taxpayer’s Registered Name** | : |  |
| **Registered Address** | : |  |
| **TIN and Branch Code** | : |  |
| **Registered RDO** | : |  |
| **ACCN No.** | : |  |
| **Date Issued** | : |  |

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

**A. System-Generated Forms/Documents**

**Head Office**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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.*

**Branch(es)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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.*

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

**(SIGNATURE OVER PRINTED NAME)**

Revenue District Officer/LTAD/ELTRD/LTDO