

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

[Date]

[Name]
Data Protection Officer
Bureau of Internal Revenue
Room 409, BIR National Office Building
BIR Road, Diliman
1100 Quezon City

Thru: [Name]
Alternate Data Protection Officer

Dear Deputy Commissioner _____:

In accordance with the Data Sharing Agreement between the Bureau of Internal Revenue (BIR) and the Securities and Exchange Commission (SEC), I respectfully request that the following information/documents concerning the taxpayer(s) identified below be obtained from the SEC:

Documents:

1. Articles of Incorporation;
2. Amended Articles of Incorporation;
3. Latest General Information Sheet; and
4. Beneficial Ownership Disclosure Page

Subject(s):

1. ABC Corporation – [Registration Number, if available]
2. Juan E. Dela Cruz – [TIN/Passport No., if known]

Purpose(s): _____

Person(s) to be given access to the information:

- 1.

We would greatly appreciate it if we could be furnished these pieces of information within ____ days from receipt hereof.

Very truly yours,

[Head of Office)

