

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

Reference No.: BIR-BO-xx-xxxx

[Date]

[Name]
Chairperson
Securities and Exchange Commission
The SEC Headquarters, 7907 Makati Ave.,
Salcedo Village, Brgy. Bel-Air, Makati City

Thru: [Name]
Director
Enforcement and Investor Protection Department

Dear Chairperson _____:

In connection with Article II of the Data Sharing Agreement (DSA) between the Bureau of Internal Revenue (BIR) and the Securities and Exchange Commission (SEC), I respectfully request the following information/documents on the subject(s) as enumerated below:

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]

This request is made for the purpose of _____.

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

Very truly yours,

[Data Protection Officer (DPO)
or Alternate DPO]

