
BIR PRIVILEGE STORE TAX REQUIREMENTS

(As per requirement list given to CITEM last March 2016 by the Bureau of Internal Revenue – RDO 51 Pasay City)

1. **BIR FORM 1901 (for Individual) or BIR FORM 1903 (for Corporation)** – 3 fully accomplished copies
 - Use the latest version of BIR forms stated above. (e-TIS version, November 2014)
 - Kindly provide all the possible information/complete all the details required on the form.
 - a. Taxpayer Identification Number (TIN) **Leave the last 3 number boxes blank*
 - b. Taxpayer's Complete Name (for Individual) / Company Registered Name (for Corporation)
 - c. Business Address should be at: **World Trade Center, Gil Puyat Avenue Ext. corner Diosdado Macapagal Blvd., Pasay City**
Zip Code: **1300**
 - d. Product: (e.g. **Wood Furniture, Jewelries, Bamboo/Rattan Handicrafts etc.**) **Please indicate at the back of the form*
 - e. Email Address and Contact Number/s (required)
 - f. Signature over Printed Name and Title/Position of Signatory
 - g. TIN of Signatory
2. **BIR FORM 0605 (Payment Form)**
 - Use the latest version of BIR form stated above. (e-TIS version, November 2014)
 - Kindly provide all the possible information/complete all the details required on the form.
 - a. Box 1: **Calendar Year** Year Ended: **12-2018** Return Period: **12-31-2018** Tax Type Code: **RF**
 - b. Taxpayer Identification Number (TIN) **Leave the last 3 number boxes blank*
 - c. Taxpayer Classification: I (Individual) / N (Non-Individual or Corporation)
 - d. Taxpayer's Complete Name (for Individual) / Company Registered Name (for Corporation)
 - e. Business Address should be at: **World Trade Center, Gil Puyat Avenue Ext. corner Diosdado Macapagal Blvd., Pasay City**
Zip Code: **1300**
 - f. Manner of Payment: Others – Registration Fee
 - g. Signature over Printed Name and Title/Position of Signatory
3. **BIR Certificate of Registration** (1 Clear Copy)
4. **Sample Receipt/Sales Invoice** (1 Clear Copy)
5. **Php515.00** (Php500 – Registration Fee and Php15 – Documentary Stamp)
6. **DTI Registration** (for Individual) **or** **SEC Registration** (for Corporation)

- *Please Arrange the Documents by this order herein. Thank you.*

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NOTE:

- BIR Privilege Store Tax Registration is only required if your company/business has no previous registration under the address of: **World Trade Center, Gil Puyat Avenue Ext. corner Diosdado Macapagal Blvd., Pasay City.**
- Please check whether your company have participated in any trade fairs/events and is registered under the said address above to avoid unexpected penalty/ies.
- The said registration is good for one (1) year and needs to close the registration by the owner or any authorized representative at the end of the year to avoid penalty fees. OR if you are planning to participate again in any trade fairs/events under the said address, renew the registration on or before January 31 of the succeeding year.

Thank you.