

**ATTACHMENTS:** (Photocopy only)

**A.** For Self-employed/ Professionals/ Mixed Income Individuals

1- Birth Certificate or any document showing name, address and birth date of the applicant

2- Mayor's Permit - if applicable, to be submitted prior to the issuance of Certificate of Registration

3- DTI Certificate of Registration of Business Name to be submitted prior to the issuance of Certificate of Registration

**B.** For Trust -Trust Agreement

**C.** For Estate - Death Certificate of the deceased

**NOTE:**

1. Update trade name upon receipt of DTI Certificate of Registration of Business Name.

2. Taxpayer should attend the required taxpayers briefing before the release of the BIR Certificate of Registration

**POSSESSION OF MORE THAN ONE TAXPAYER IDENTIFICATION NUMBER(TIN) IS CRIMINALLY PUNISHABLE PURSUANT TO THE PROVISIONS OF THE NATIONAL INTERNAL REVENUE CODE OF 1997, AS AMENDED.**