**IMPORTANT:**

1. Processing of transaction commences only upon submission of complete documents. INCOMPLETE REQUIREMENTS SHALL NOT BE PROCESSED AND THE RELATED DOCUMENTS WILL BE RETURNED TO TAXPAYER-APPLICANT.
2. Mark “” for submitted documents and “X” for lacking documents.

**NON- INDIVIDUAL TAXPAYER**

1. One (1) original copy of the duly accomplished and notarized application form with attached documentary stamp worth ₱ 30.00;
2. One (1) photocopy of Official Receipt of payment made for Certification fee (₱ 100.00) or other proof of payment;
3. One (1) unexpired and original copy of Non- Registration Certificate issued by Securities and Exchange Commission (SEC) for Non-Resident Foreign Corporation;
4. One (1) original copy of the Special Power of Attorney (SPA) of the Authorized Representative in the Philippines authenticated by the Philippine Consul in the country where the business of the foreign corporation/ individual is located as authorized by the Board of Directors or governing body of the Foreign Corporation or by the Foreign Individual;
5. One (1) original copy of the Authorization letter originally signed by the Authorized Representative with one (1) photocopy for each valid Identification Cards (any government issued ID) both the Authorized Officer/Representative and his authorized personnel to specifically file the application and claim the issued Tax Clearance Certificate for Bidding Purposes, applicable only to applications through an authorized representative;
6. One (1) photocopy of TIN Registration (BIR Form No. 1903) or via Online Registration and Update System (ORUS), in case of new application); and
7. One (1) original copy of the unexpired previously issued Tax Clearance Certificate for Final Settlement of Government Contracts, **applicable only to application for renewal.**

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

 (Signature over Printed Name of

 Taxpayer/ Representative

Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

 (Signature over Printed Name of

 Evaluating Officer)

**Return of Document/s**

Upon preliminary evaluation of the completeness of the application and its supporting documents, the applicant has been informed of the identified lacking documentary requirement/s (marked “X”) above for completion or resubmission of application.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature over Printed Name of Return Date of Document/s:

 Evaluating Officer)

**Acknowledgment by the applicant:**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, of legal age, hereby acknowledge the identified lacking documentary requirement/s (marked “X”) and understand that pursuant to the IRR of RA 11032 otherwise known as “Ease of Doing Business and Efficient Government Service Delivery Act of 2018”, the government office or agency shall not process deficient or incomplete applications or requests.

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| **Data Privacy Notice:** Herein information is intended for Authorized Personnel only. Unauthorized disclosure is punishable by laws, as mandated by R.A. 10173, also known as the Data Privacy Act of 2012, and Section 270 of the National Internal Revenue Code (NIRC) in handling/processing of BIR data/information. |

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 (Signature over Printed Name of Taxpayer- Date

 Applicant/Authorized Representative)

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