 Republic of the Philippines

Department of Finance

**ANNEX “E.1”**

# BUREAU OF INTERNAL REVENUE

Quezon City

**APPLICATION FOR TAX COMPLIANCE VERIFICATION CLEARANCE**

***(To be accomplished by the Authorized Officer of Non-Individual Taxpayer Securing Tax Compliance Verification Clearance for Final Settlement of Government Contracts)***

I**, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** with Taxpayer Identification Number (T.I.N.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_, Filipino, of legal age, married/single, permanently residing at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with **Contact No.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and **Email Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby depose and state:

1. That, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(name of the non-individual taxpayer-applicant* )

with Taxpayer Identification Number (TIN) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a corporation/company duly recognized and existing under and by virtue of the Laws of the Philippines, with Office located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

1. That, it is registered with **BIR** under Certificate of Registration No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ issued at Revenue District Office No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
2. That, the undersigned is the Authorized Officer of the aforesaid corporation/company to accomplish this sworn application for the issuance of Tax Compliance Verification Clearance *(for Final Settlement of Government Contracts),* a pre-requisite for the issuance of **Tax Clearance Certificate for Final Settlement of Government Contracts** as required under **EXECUTIVE ORDER NO. 398**, as implemented by **RR No. 17-2024;**
3. That, the following documents attached to this Application Form are all **authentic** and hereto attached in compliance with the existing policies:

\_\_\_\_\_ a. One (1) original copy of the Certification of Collectible Final Payment with attached one (1) photocopy of

government agency’s issued ID of the signatory reflecting the signature or specimen signature;

\_\_\_\_\_ b. Proof of payment for Documentary Stamp Tax worth P30.00 for the Tax Compliance Verification Certificate;

\_\_\_\_\_ c. Confirmation Receipt of Electronic payment of certification fee worth Php 100.00 or other proof of

payment. **Note:** *Mandatory payment of Cert. Fee thru eFPS for renewal applicants;*

\_\_\_\_\_ d. For **Corporation** - One (1) original copy of Secretary’s Certificate **or** One (1) original copy of Board

Resolution, with attached One (1) photocopy of latest General Information Sheet (GIS) duly received

by the Securities and Exchange Commission (SEC);

For **One Person Corporation** (OPC) - One (1) photocopy of latest Articles of Incorporation **or** One (1)

photocopy of Appointment of Officers duly received by the Securities and Exchange Commission (SEC) and

One (1) original copy of valid and properly accomplished Special Power of Attorney (SPA) signed by the

applicant, *applicable only to applications through an authorized representative;*

For **Partnership** - One (1) original copy of Partnership’s Certificate/Resolution **or** One (1) photocopy of

Articles of Partnership;

For **Cooperatives** - One (1) photocopy of Cooperative Annual Progress Report (CAPR) **or** One (1) photocopy

of Cooperative Assessment Information System (CAIS) **or** One (1) photocopy of latest Articles of Cooperation

**and** One (1) photocopy of Cooperative Secretary's Certificate/Cooperative Resolution **and** One (1) photocopy

of Certificate of Eligibility/Compliance filed with the Cooperative Development Authority (CDA);

For **Joint Ventures** - One (1) photocopy of Joint Venture Agreement duly signed by both parties **and** One (1)

photocopy of Secretary's Certificate/Board Resolution/Partnership Resolution/SPA of each transacting party

**and** One (1) photocopy of GIS of each transacting party (*for Corporations, etc.*); and

\_\_\_\_\_ e. One (1) photocopy of each valid identification cards (any government issued ID) with three (3) specimen

signatures of the applicant and the authorized representative.

1. And that, to the best of my knowledge and belief, the aforesaid company has satisfied with the prescribed criteria for the issuance of Tax Clearance**.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Signature over Printed Name of Authorized Officer*

**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.