 Republic of the Philippines

Department of Finance

**ANNEX “E.3”**

# BUREAU OF INTERNAL REVENUE

Quezon City

**SWORN APPLICATION FOR TAX CLEARANCE**

**(To be accomplished by the Authorized Officer of Non-Individual Taxpayer Securing**

**Tax Clearance Certificate 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** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, after having been duly sworn to in accordance with law 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/LTDO 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 Clearance Certificate *(****for Final Settlement of Government Contracts****)*, a pre-requisite certification prior to the final settlement of government contracts as required under **Executive Order No. 398**, and implemented by **RR No. 17-2024;**
3. That, the following documents attached to this Sworn Application are all **authentic** and hereto attached in compliance with the existing policies:

\_\_\_\_\_ a. Tax Compliance Verification Clearance for Final Settlement of Government Contracts (TCVC-FG) issued by

Revenue District Office No.\_\_\_\_\_\_\_\_on \_\_\_\_\_\_\_\_; (and for Branch Office, *if applicable*)

(***Note: TCVC-FG is Applicable for Non-Large Taxpayer-Applicants Only****)*

\_\_\_\_\_ b. One (1) piece of loose documentary stamp tax worth P30.00;

\_\_\_\_\_ 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; and

\_\_\_\_\_ f. **Original unexpired** previously issued Tax Clearance Certificate *for Final Settlement of Government Contracts,* if applicable;

***Additional documentary requirements for Large Taxpayer-Applicants:***

\_\_\_\_\_ g. 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.

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*

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Applicant exhibited to me his/her valid and current Government Issued Identification Card \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_with ID No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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Notary Public

-.-.-.-.-.-.-.-.-.-.-.-.-.-.-.-.-.-.-.-.-.

! Affix !

! P30.00 !

! Documentary Stamp Tax !

!-.-.-.-.-.-.-.-.-.-.-.-.-.-.-.-.-.-.-.- !

**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.