Republic of the Philippines

**ANNEX “H”**

Department of Finance

**BUREAU OF INTERNAL REVENUE**

Revenue District Office No. \_\_\_\_\_\_

 **CN No. RR-RDO-MM-DD-SERIES-YYYY**

**COMPLIANCE NOTICE**

***(Tax Compliance Verification Clearance for Final Settlement of Government Contracts)***

***Date: MM-DD-YYYY***

**NAME OF TAXPAYER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TRADE NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REGISTERED ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TIN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Upon review and evaluation of your application for Tax Compliance Verification Clearance for Final Settlement of Government Contracts, please be informed that you have failed to submit the complete documentary requirements and/or failed to comply with the prescribed criteria, detailed as follows *(with check):*

With open “stop-filer” case (these pertains to requisite tax returns you failed to file);

With record of Accounts Receivable/Delinquent Accounts

Not compliant with the mandatory filing of tax returns and payments of tax due thru the Bureau’s

Electronic Filing and Payment System (eFPS); *The regular usage of eFPS shall not apply to* ***new applicants****;*

 Tagged as “Cannot Be Located” taxpayer;

 Application Form not completely and duly accomplished;

 No submitted Certification of Collectible Final Payment ;

 No proof of payment of Certification Fee with payment confirmation;

No proof of payment of Documentary Stamp Tax with payment confirmation;

 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.*); an

 No photocopy of valid Identification Card *(any government issued ID)* of the applicant/authorized officer who signed the application form, SPA, Secretary’s Certificate or Board Resolution;

No photocopy of valid Identification Card *(any government issued ID)* of the authorized representative;

 No submitted three (3) specimen signatures of the applicant or authorized officer who signed the SPA, Secretary’s Certificate or Board Resolution – *for local individual and corporation;*

 No submitted three (3) specimen signatures of the authorized representative;

 Others *(please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Please be informed that you shall be given **five (5) working days** to submit the lacking documentary requirements and comply the prescribed criteria not satisfied as stated on this notice. Lapse on the aforementioned period, results to the cancellation of your previous application and be required to submit all the required documentary requirements and pay another Certification Fee.

**NAME OF AUTHORIZED SIGNATORY**

Revenue District Officer

ASSAS