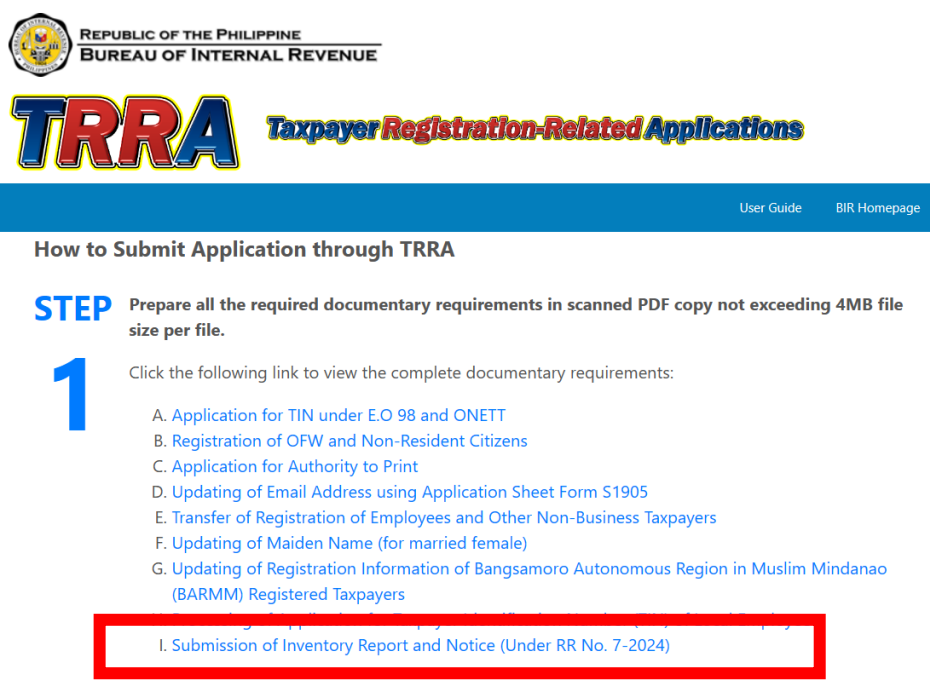




GUIDELINES ON THE SUBMISSION OF INVENTORY REPORT AND NOTICE THROUGH THE TAXPAYER REGISTRATION-RELATED APPLICATIONS (TRRA) PORTAL

1. Visit the BIR Website (www.bir.gov.ph) and look for the eServices icon.
2. Click the Other eServices tab.
3. Look for the TRRA Portal icon and click to visit the TRRA Portal.
4. Prepare and scan the required document by clicking the “*Submission of Inventory Report and Notice (Under RR No. 7-2024)*” link in Step 1. You may download the suggested format by clicking the *download here* link.




REPUBLIC OF THE PHILIPPINE
BUREAU OF INTERNAL REVENUE


Taxpayer Registration-Related Applications

[User Guide](#) [BIR Homepage](#)

How to Submit Application through TRRA

STEP Prepare all the required documentary requirements in scanned PDF copy not exceeding 4MB file size per file.

1 Click the following link to view the complete documentary requirements:

- A. Application for TIN under E.O 98 and ONETT
- B. Registration of OFW and Non-Resident Citizens
- C. Application for Authority to Print
- D. Updating of Email Address using Application Sheet Form S1905
- E. Transfer of Registration of Employees and Other Non-Business Taxpayers
- F. Updating of Maiden Name (for married female)
- G. Updating of Registration Information of Bangsamoro Autonomous Region in Muslim Mindanao (BARMM) Registered Taxpayers
- I. Submission of Inventory Report and Notice (Under RR No. 7-2024)

5. Select the type of application “*Submission of Inventory Report and Notice (Under RR No. 7-2024)*” in the List of Values (LOV) or dropdown field in Step 2.

STEP Select the frontline service you want to avail of or your type of application.

2

Type of Application:

Submission of Inventory Report and Notice (Under RR No. 7-2024)

- In Step 3, select the RDO where you will submit the Inventory Report and/or Notice. The email address of the concerned Compliance Section where the report/notice should be submitted shall be displayed.

STEP Select the RDO.

3

WHERE TO SUBMIT

Application shall be submitted to the RDO where you are registered.

- For Head Office - Submit the Inventory Report or Notice to the RDO where the Head Office is registered.
- For Branch Office - Submit the Inventory Report or Notice to both RDOs where the Head Office and Branch is registered.

Full Name of Applicant (Last Name, First Name, Middle Name (if Individual) / Registered Name (for Corporation/Nonindividual)

CRIS P. BACON - PROPRIETOR

RDO

RDO No. 25B - East, Bulacan

EMAIL INFORMATION

RDO: RDO No. 25B - East, Bulacan

TO: rdo25b_compliance@bir.gov.ph

SUBJECT: <9-DIGIT TIN> <DASH> <5-DIGIT BRANCH CODE> <UNDERSCORE> <INVENTORYREPORT OR NOTICE>

E.g. 999999999-00005_INVENTORYREPORT
555555555-00000_NOTICE

EMAIL YOUR APPLICATION

If after clicking the **Email your Application** button and the email program of your personal computer does not open, send your application to the above email address.

IMPORTANT REMINDERS

Please ensure that your email has been successfully delivered to the BIR's email address. If you receive a "Return to Sender" notification, it means your email was not received by the BIR. In this case, please ensure your report attachments are less than 4MB in size and convert your reports in PDF format for compatibility.

- Ensure that correct subject format will be indicated, and the scanned copy of the report/notice is less than 4MB in file size and converted in PDF format.

Subject: <9-digit TIN><dash><5-digit branch code><underscore><name of report>

e.g. 123456789-00000_INVENTORYREPORT
543210987-00005_NOTICE

- Click the "Email your Application" button. If your computer has default email application setup, a new email composition will be opened automatically, otherwise, copy the email address and correct subject format when submitting the report/notice online by logging-in to your email using a web browser.
- Check your inbox if there is a "Return to Sender" email notification. In this case, your submission is not received by the concerned recipient RDO. You may resubmit until successfully delivered or contact the concerned RDO.

NOTHING FOLLOWS