



# CHECKLIST OF DOCUMENTARY REQUIREMENTS

# CDR F1101

REVISED JAN2024

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QF11-04.2024.00

►DLN:

## APPLICATION FOR REGISTRATION

### SELF-EMPLOYED INDIVIDUALS

Sole Proprietor, Professional, Professionals not regulated by the Professional Regulation Commission (PRC), such as Artist, Director, Freelancer, Mixed-Income Earner, Job Order, Service Contract Agreement, Online Seller, Vlogger, Blogger, Online Streamer, Social Media Influencer, Youtuber, Content Creator, Other Self-Employed:

**IMPORTANT:** [To be accomplished by taxpayer]

1. Processing of transactions commences only upon submission of complete documents. **INCOMPLETE REQUIREMENTS WILL BE RETURNED TO APPLICANT/WILL NOT BE PROCESSED.**
2. Mark "✓" for submitted documents and "X" for lacking documents.

### ONLINE APPLICATION VIA ONLINE REGISTRATION AND UPDATE SYSTEM (ORUS)

1.	Register a business online by visiting and creating an ORUS account at <a href="https://orus.bir.gov.ph">https://orus.bir.gov.ph</a> .  <i>Note: Taxpayers who registered their business online can generate, receive and print their electronic Certificate of Registration after online payment of P30.00 loose DST. Online registrants are required to comply with invoicing requirements by using BIR Printed Invoice or apply for an Authority to Print invoices.</i>
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### STANDARD REQUIREMENTS

<input type="checkbox"/>	1. BIR Form No. 1901 (2 originals); [for manual application]
<input type="checkbox"/>	2. <ul style="list-style-type: none"> <li>Any government-issued ID (e.g. PhilID/ePhilID, Passport, Driver's License/eDriver's License,) that shows the name, address, and birthdate of the applicant, in case the ID has no address, any proof of residence or business address; (1 photocopy) or</li> <li><b>In case of the practice of profession regulated by PRC:</b> <ul style="list-style-type: none"> <li>Valid PRC ID and government ID showing address or proof of residence or business address. (1 photocopy)</li> </ul> </li> </ul> <i>Note: IDs shall be presented and should be readable, untampered and contains consistent information with the documents submitted upon application. For online application, selfie photo holding the ID shall be uploaded.</i>
<input type="checkbox"/>	3. <ul style="list-style-type: none"> <li><input type="checkbox"/> Buy BIR Printed Invoice (BPI) (Available for sale at the New Business Registrant Counter); <b>or</b></li> <li><input type="checkbox"/> Final clear sample of OWN Invoices (1 original). (Sample layout is also available at the New Business Registrant Counter)</li> </ul> <i>Note: In case taxpayer-applicant will opt to print its own invoices, taxpayer-applicant should choose an Accredited Printer who will print the invoices.</i>

### FEES TO BE PAID

<input type="checkbox"/>	1. <ul style="list-style-type: none"> <li>Payment of P30.00 Loose Stamp/s (DST) to be affixed on the Certificate of Registration.</li> </ul> <i>Note: If the P30.00 loose DST was already paid online, the proof of payment (1 photocopy) shall be submitted.</i> <ul style="list-style-type: none"> <li>Procured printing cost of BPI, if opted to use.</li> </ul>
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### ADDITIONAL DOCUMENTS, IF APPLICABLE:

<input type="checkbox"/>	1. If transacting through a Representative: <ol style="list-style-type: none"> <li>1.1 Special Power of Attorney (SPA) executed by the taxpayer-applicant indicating specific transaction; [1 original for first time submission, if authorized to more than one transaction, submit certified true copy (together with the original copy for presentation and validation only)]</li> </ol>
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Continuation...

<input type="checkbox"/>	1.2 Any government-issued ID of the taxpayer and authorized representative. (1 photocopy, both with one specimen signature)  <i>Note: For online application, selfie photo of the authorized representative holding the ID shall be uploaded.</i>
<input type="checkbox"/>	2. DTI Certificate (if with business name); (1 photocopy)
<input type="checkbox"/>	3. Work Visa (9g) for Foreign Nationals; (1 photocopy)
<input type="checkbox"/>	4. Service Contract showing the amount of income payment, for Job Order or Service Contract Agreement with NGAs, LGUs, GOCCs, GFIs; (1 photocopy)
<input type="checkbox"/>	5. Franchise Documents (e.g. Certificate of Public Convenience) (for Common Carrier); (1 photocopy)
<input type="checkbox"/>	6. Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity; (1 photocopy)
<input type="checkbox"/>	7. Proof of Registration/Permit to Operate BOI/BOI-ARMM, PEZA, BCDA, TIEZA/TEZA, SBMA, etc; (1 photocopy)

### SUBMITTED BY:

Sign here ►		Date:
	Full Name of Taxpayer/Representative (Signature over printed name)	
<b>[FOR BIR USE ONLY] RECEIVED BY:</b>		
Sign here ►	Officer: (Signature over printed name)	Date:

### 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.

Sign here ►	Evaluator/Officer (Signature over printed name)	Date:
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### 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.

Sign here ►	Full Name of Taxpayer/Representative (Signature over printed name)	Date:
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### DATA PRIVACY NOTICE

The Bureau is committed to protect the information herein provided. Information provided are for documentation purposes not to be shared with other parties. This CDR shall be kept in a secured place in the office that received the application for the period prescribed under existing BIR policy. Thereafter, it shall be disposed of through shredding.

**WE WANT TO SERVE YOU BETTER AND IMPROVE OUR CLIENT SERVICE STANDARDS.**

**TO FULFILL THIS, LET US KNOW WHAT YOU THINK AND HOW WELL DID WE SERVE YOU BY ANSWERING OUR CUSTOMER SATISFACTION SURVEY FORM.**

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[This CDR shall be attached as cover sheet of the application.] ✂

[PRINT THIS CDR ON BOTH SIDES]