LOOSE-Leaf Books of Accounts         Fill in all applicable spaces. Mark all appropriate boxes with an 'X'.         1 TAXPAYER DENTIFICATION	(To be fille	ed up by the BIR)	DLN:								ANNEX "A"	
Fill in all applicable spaces. Mark all appropriate boxes with an "X".       2       RD0 CODE         1       TAXPAYER IDENTIFICATION	۲	Kagawaran ng Pa	ananalapi entas Internas	Accountin	hority to U g System	Jse Co or Co	omput mpon	ents	s thereof	19	rm No. <b>}000</b> nber 2002( ENCS)	
1       TAXPAYER IDENTIFICATION       2       RDO CODE         1       TAXPAYER IDENTIFICATION       2       RDO CODE         3       TAXPAYER'S NAME				Loc	ose-Leaf E	Books	of Aco	cour	nts			
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			ΓΙΟΝ						2 RDO COI	DE ►		
4       BUSINESS ADDRESS         5       TYPE/ MATURE OF APPLICATION         A Loose-leal Books of Accounts and Accounting Records (manual)       Cash Disbursement Book         B Complete Computerized Accounting System       Accts. Payable Book         C Computerized Books of Accounts       Others (specify)         G General Journal       Disbursement Book         Sales Book       Others (Specify)         Purchase Book       Others (Specify)         Purchase Book       Others (Specify)         Purchase Book       Others (Specify)         C Cash Recopt Book       Others (Specify)         C BecLARCION       Ocomputer-generated Subsidiary Accounting Records         I declare, under the penalies of perjury, that this application has been made in good faith, verified by       Stamp of BIR Receiving O         I declare, under the penalies of perjury, that this application has been made in good faith, verified by       Stamp of BIR Receiving O         I declare, under the penalies of perjury, that the regulations issued under authority thereof.       Stamp of BIR Receiving O         TAXPAYER/AUTHORNIZED AGENT       TITLE/POSITION OF SIGNATORY       Attachments complete (To be filled up by BIR         (Signature over printed name)       TITLE/POSITION OF SIGNATORY       Attachments complete (To be filled up by BIR         1       Photocopy of Direvolosky spanored momonents Ther	3 TAXP	AYER'S NAME										
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TYPE/ NATURE OF APPLICATION      Accos. Payable Book     Cash Disbursement Book     Computerized Accounting System     Accts. Payable Book     Computerized Accounting System     Construction     Computerized Books of Accounts     Computerized Books     Computerized Books     Computerized Books     Computerized Books     Computerized Book     Stamp of BIR Receiving O     and Date of Receipt     Matchments     Compare Profile     Compare Profile     Compare Profile     Compare Profile     Computerized Accounting System Computerized Book     Counting Profile     Compare Profile     Compare Provisely State Or Computerized Accounting System, I any     Stamp of BIR Certificate of Registration     Counting Profile     Compare Provise     System Flows     Computerized Accounting System Computerized Accounting System     Counting Provise     System Flows     Computerized Accounting System One Computeriste     System Provs     System			Name, Middle Na	ame, if individual/	Registered Name	e, if non-in	dividual)					
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Loose-leaf Books of Accountis and Accounting Records (manual)     Cash Disbursement Book     Gomplete Computerized Accounting System     Accts. Payable Book     With E-Invoicing     Without E-Invoicing     Accts. Receivable Book     Others (specify)     General Journal     Diabursement Book     Gomputerized Books of Accounts     Others (specify)     General Journal     Diabursement Book     Diabursement Book     Diabursement Book     Diabursement Book     DecLarAtion     DecLarAtion     Ideclare, under the panalities of perjury, that this application has been made in good faith, verified by     respayer's notification of change and submission of hard copy before phasing out old system, contents and format.     DecLarAtion     Ideclare, under the panalities of perjury, that this application has been made in good faith, verified by     me, and to the best of my knowledge and belief, is true and correct, pursuant to the provisions of the     National Internal Revenue Code, as amended, and the regulations issued under authority thereof.     TAXPAYER/AUTHORIZED AGENT     TITLE/POSITION OF SIGNATORY     Attachments complete     (To be filled up by BIR												
(Signature over printed name)       (To be filled up by BIR         ▲TTACHMENTS:       (Please check appropriate box)         I. General Requirements	NOTE: 6 DECL/ I de me, au	A Loose-leaf Bo B Complete Cor With E-Invoici C Computerized General Journa Sales Book D Computer-ger Cash Receipt E : Any change in sy taxpayer's notifi ARATION eclare, under the pe nd to the best of my bal Internal Revenue	oks of Accounts a nputerized Accound ng With Books of Accound al D Construction Book D ystem, contents cation of chang nalties of perjury, knowledge and Code, as amend	unting System hout E-Invoicing hts isbursement Book others (Specify) y Accounting Rec ebit/Credit Memo E and format for c e and submission that this applicati belief, is true and led, and the regul	ords Book omputerized ac on of hard copy I on has been mad d correct, pursua ations issued und	before ph de in good ant to the p der authori	Accts Accts Accts Accts Cothe	s. Paya s. Rece rs (spe ers (Spe r comp old sy ied by of the	ble Book ivable Book cify) ecify) ponents there stem, content Stam a	s and forma o of BIR Reco nd Date of Re	t. eiving Office eceipt	
ATTACHMENTS : (Please check appropriate box)  I. General Requirements  1. Company Profile  1. Photocopy of BIR Certificate of Registration  1. Photocopy of Previously Issued Permit, if applicable  1. Photocopy of Current Registration Fee Payment  2. Location map of place of Business  3. Inventory of Previously approved unused invoices and receipts, if applicable  II. For Computerized Accounting System or Components Thereof Application  1. List of branches that will use Computerized Accounting System, if any  2. Technical Requirements  2.1 Application Name and Software used (Development & Database)  2.2 Functions and Features of the Application  2.3 System Flow/s  2.4 Process Flow  2.5 Sworn Statement & Proof of System Ownership  2.6 Back-up Procedure,Disaster and Recovery Plan				Т	TITLE/POSI	TION OF	SIGNATO	RY		o be filled up	by BIR)	
I. General Requirements         1. Company Profile         1.1 Photocopy of BIR Certificate of Registration         1.2 Photocopy of Previously Issued Permit, if applicable         1.3 Photocopy of Current Registration Fee Payment         2. Location map of place of Business         3. Inventory of Previously approved unused invoices and receipts, if applicable         II. For Computerized Accounting System or Components Thereof Application         1. List of branches that will use Computerized Accounting System, if any         2. Technical Requirements         2.1 Application Name and Software used (Development & Database)         2.2 Functions and Features of the Application         2.3 System Flow/s         2.4 Process Flow         2.5 Sworn Statement & Proof of System Ownership         2.6 Back-up Procedure, Disaster and Recovery Plan	ATTACHN	MENTS : (Please	e check appropria	ite box)								
<ul> <li>2.7 List of Reports and Correspondences that can be generated from the system with their description, purpose and sample lay</li> <li>2.8 Facsimile of System Generated Loose-leaf Books of Accounts &amp; List thereof/Receipts/Invoices</li> <li>3. Additional Requirements for Affiliated/Sister Companies/Franchises and Branches</li> <li>3.1 Photocopy of previously issued permit of mother/sister company or another branch, if applicable</li> <li>3.2 Certification from CSET which previously evaluated the approved system</li> <li>III. For Application for Authority to Use Loose-leaf Books of Accounts and/ or Accounting Records (manual application only)</li> <li>1. Sample Formats of Journals and Ledgers for loose-leaf books of accounts;</li> </ul>	. Fo	1. Company Pro         1.1 Photoco         1.2 Photoco         1.3 Photoco         2. Location map         3. Inventory of P         or Computerized Ad         1. List of branche         2. Technical Rec         2.1 Application         2.2 Functions         2.3 System F         2.4 Process F         2.5 Sworn St         2.6 Back-up I         2.7 List of Rec         3.1 Photocop         3.2 Certification         a.2 Certification	file ppy of BIR Certific ppy of Previously ppy of Current Re- of place of Busin reviously approve ccounting Syste es that will use Co- quirements on Name and Soft s and Features of Pow atement & Proof Procedure, Disast ports and Corres e of System Gene quirements for Aff py of previously is ion from CSET wit thority to Use Loo	Issued Permit, if a gistration Fee Pay ess ed unused invoice <b>m or Component</b> omputerized Acco tware used (Deve the Application of System Owners er and Recovery I pondences that co rated Loose-leaf I filiated/Sister Com sued permit of mo hich previously ev <b>se-leaf Books of A</b>	applicable vment s and receipts, if <b>ts Thereof Appli</b> bunting System, if lopment & Datab Ship Plan an be generated Books of Accoun panies/Franchise other/sister comp aluated the appre- Accounts and/ or A	from the s from the s ts & List th es and Br any or and oved syste ccounting	system with hereof/Reco ranches other branc em <b>Records (m</b>	eipts/Ir h, if ap	nvoices oplicable		mple lay out	