

Annex "B"

Date

Sir:

Pursuant to the provisions of Revenue Memorandum Order No. _____, in relation to Section 6(C) of the National Internal Revenue Code, as amended, may we request that Revenue Officers, _____, to be supervised by Group Supervisor _____, be allowed to conduct an immediate inventory-taking of the existing goods or stocks in your establishment and to verify the accuracy of the inventory list you filed with this Office as of _____.

The said revenue Officers are provided with Mission Order No. _____ dated _____ together with the necessary identification cards which shall be presented to you upon service hereof.

Your cooperation in this regard will be highly appreciated.

Very truly yours,

Assistant Commissioner, Large Taxpayers Service/
Regional Director

Received by:

Taxpayer/Authorized Representative

Date