



Republika ng Pilipinas
Kagawaran ng Pananalapi
Kawanihan ng Rentas Internas

REQUEST FOR REGULAR ACCESS

BIR Form No.

0035

Revised: February 2003

Fill in all applicable spaces. Mark appropriate box with an "X".

User Information (Please Print)

Last Name

First Name

M. I.

Office/Service/Division

Office Code

Area Code

Telephone Number

Login/Signature

Job Designation

Date (mm/dd/yyyy)

Previous/Original Office Information (for transfers only)

Office/Service/Division

Office Code

Area Code

Telephone Number

Type of Request

 New Account

Change in Job Designation:

Transfer of Account:

 Reactivation of Suspended Account

 Replace Job Designation

 Temporary Transfer

 Special Assignment

 Add Job Designation

 Permanent Transfer

To be filled out by Head of Office (ACIR/Reg'l Dir./RDC Head/Div. Chief/RDO) or Project Manager

For Special Assignment or Temporary Transfers Only

User ID Valid Until

Date (mm/dd/yyyy)

Recommending
Approval:

 Signature over Printed Name

Date (mm/dd/yyyy)

To be filled out by Chief, Security Management Division

Approved by:

 Signature over Printed Name

Date (mm/dd/yyyy)

Stamp of Receiving Office
and Date of Receipt

To be filled out by Systems Administrator

Issued Login (*for New Account only*)Temporary Password (*for New Account only*)

Approved by:

 Signature over Printed Name

Date (mm/dd/yyyy)