

APPLICATION FOR CLOSURE – ADMIN

JOB ORDER

- 1. BIR Form 1905 – 3 copies
- 2. Original BIR Certificate of Registration (COR), if applicable
- 3. Letter of Closure
- 4. Certificate of Termination
- 5. Application for Tax Clearance
- 6. Special Power of Attorney & ID of authorized representative who will transact with the Bureau

Additional notes:

Item 1. Available at BIR District Office. Can be downloadable online.

Item 3. No template. Personal letter explicitly stating that the individual is terminating his/her JO status and its reason for the termination.

Item 4. To be provided by the HR.

Item 5. Available at BIR District Office.

APPLICATION OF TIN JOB ORDER

- 1. BIR Form 1901 – 2 copies
- 2. BIR Form 0605 – 3 copies
- 3. Annual Registration Fee P500.00
- 4. Job Order Contract
- 5. Photocopy of Any Identification Issued by an Authorized Government Body (e.g. Birth Certificate, Passport, Driver's License) that shows the name, address and birthdate of the applicant;
- 6. Marriage Contract, if the applicant is married woman
- 7. Photocopy of Joint Affidavit in case of No Record of Birth Certificate or Marriage Contract
- 8. Special Power of Attorney (SPA) & ID of authorized person, in case of authorized representative who will transact with the bureau