

[BIR REVENUE MEMORANDUM CIRCULAR NO. 5-11, February 02, 2011]

**PRESCRIBING DOCUMENTS REQUIRED TO PROVE AUTHORITY TO
TRANSACTION WITH BUREAU OF INTERNAL REVENUE (BIR)
REGARDING TAX CREDIT CERTIFICATE (TCC) ISSUANCE,
UTILIZATION, REVALIDATION AND TRANSFER**

In implementing Revenue Regulations No. 5-2000, Prescribing the Regulations Governing the Manner of the Issuance of Tax Credit Certificates (TCCs), and the Conditions for their Use, Revalidation and Transfer, only the registered owner of the TCC and persons/representatives duly authorized by said owner are allowed to transact with BIR regarding TCC issuance, utilization, revalidation and transfer.

If the registered owner of the TCC is a Corporation, the authority of a duly designated representative should be contained in a Board Resolution of said Corporation, evidenced by a Secretary's Certificate of the minutes/contents of said Board Resolution.

If the registered owner of the TCC is an individual, the authority of a duly designated representative should be contained in a Special Power of Attorney executed by the TCC's registered owner.

Thus, one claiming to have an authority to process TCC needs only to prove such by showing at least two (2) valid government-issued Identification Cards, and/or the above- mentioned evidence of authority, in order to transact with the BIR regarding the TCCs.

All internal revenue officials and employees are hereby enjoined to give this Circular as wide publicity as possible.

Adopted: 02 February 2011

(SGD.) KIM S. JACINTO-HENARES
Commissioner of Internal Revenue



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