REVENUE MEMORANDUM CIRCULAR NO. 61-2022 issued on April 28, 2022 announces the availability of Central Business Portal (CBP) for online registration of all types of corporations, partnerships and sole proprietors in view of the expansion of the Portal to the Department of Trade and Industry and additional Local Government Units.

Business taxpayers who are registering through the CBP may opt to pay their Annual Registration Fee (ARF) amounting to Five Hundred Pesos (₱ 500.00) and loose Documentary Stamp Tax (DST) of Thirty Pesos (₱ 30.00) either electronically or manually.

Business taxpayers who pay online through various electronic payment (e-Payment) channels may immediately have their electronic Certificate of Registration (COR) with Quick Response (QR) Code be printed in A4 size bond paper thru CBP.

The electronic COR issued by the CBP shall have the same purpose of the signed hard copy issued by the BIR and shall be posted, together with the duly validated proof of payment of ARF, in the principal place of business in a place that is visible to the public.

Business taxpayers who opt to pay manually shall complete its business registration at the respective Revenue District Office (RDO) by presenting the printed copy of the following CBP-generated documents, together with the "Checklist of Documentary Requirements" (Annex A):

a. CBP Unified Form (Annex B1 for Corporations/Partnerships or Annex B2 for Sole Proprietors);
b. Accomplished Tax Type Questionnaire (Annex C); and
c. Pre-filled BIR Form No. 0605 (Payment Form) (Annex D).

All business taxpayers who registered in CBP shall proceed immediately to the RDO indicated in the electronic COR in order to complete its registration and buy BIR Printed Receipts/lnvoices (BPR/BPI) or secure an Authority to Print (ATP) receipts/invoices before they can have their own receipts/invoices printed by BIR Accredited Printers. They shall also register their books of accounts on or before the deadline for filing of the initial quarterly Income Tax Return or the annual Income Tax Return, whichever comes earlier.

Any correction on the required tax returns or tax types on the electronically-issued COR from CBP shall require updates by the taxpayer with the concerned RDO. The latter shall then review the registered tax and form types of the concerned business taxpayer in the Internal Revenue Integrated System - Taxpayer Registration System (IRIS-TRS), make necessary update, if any, and replace the COR, if necessary, upon the issuance of BPR/BPI or ATP, whichever is applicable.