REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

JAN 22 2024

REVENUE MEMORANDUM CIRCULAR NO. 10-2024

SUBJECT : **Announcing the Availability of Branch Account Registration in Online Registration and Update System**

TO : **All Internal Revenue Officials, Employees and Others Concerned.**

This Circular is issued to announce the availability of Branch Account Enrollment Registration in the Online Registration and Update System (ORUS) for the Branches of the taxpayer, starting **January 15, 2024.** Taxpayer Branches can do the following transactions in ORUS:

1. Apply for Authority to Print (ATP)
2. Register Books of Accounts
3. Update of following information:
    a. Add Registered Activity /Line of Business
    b. Add Business Name/Trade Name
    c. Add Tax Type Details/Re-Register Tax Type
    d. Change in Registered Address/Apply for Transfer of Registration
    e. Add Incentives Details/Registration
    f. Change/Update Contact Type
    g. Change/update Contact Person
4. Enroll to Employer Services Link for the issuance of Employees' TIN
5. Register a Facility

The ORUS Branch Account is separate from the Head Office's ORUS account.

Business taxpayers who want to enroll their branches must register at https://orus.bir.gov.ph/home, click New Registration and follow the succeeding instructions.

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

ROMEO D. LUMAGUI, JR.
Commissioner of Internal Revenue

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