REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE
Quezon City

December 5, 2018

REVENUE MEMORANDUM CIRCULAR No. 104-2018

SUBJECT : Loss of Several Accountable Forms

TO : All Internal Revenue Officials, Employees and Others Concerned

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Notice is hereby given of the loss of the accountable forms hereunder listed together with other pertinent information, to wit:

Accountable Form	Serial Number	Missing Copy/Set
BIR Form No. 0535 (Taxpayer Information Sheet)	TIS201400150251 TIS201400150252 TIS201400150253 TIS201400150254	4 duplicate to triplicate copies (used/issued)
BIR Form No. 0423 (Apprehension Slip)	APS200100002934	1 set (unused/unissued)

The abovementioned forms were reported as lost by Mr. Haron R. Laingan, Chief Revenue Officer II, Regional Investigation Division, Revenue Region No. 16, Cagayan de Oro City. Consequently, the four (4) duplicate to triplicate copies of the used/issued Taxpayer Information Sheet should be verified if found. On the other hand, the unused/unissued one (1) set of Apprehension Slip is hereby cancelled and all official transactions involving the use thereof are considered as INVALID.

Internal Revenue officials, employees and others concerned are requested to promptly notify this Office in the event that the aforesaid forms are found and to take the necessary measures to prevent the improper or fraudulent disposition or use of the same.

BUREAU OF INTERNAL REVENUE
RECEIVED
DEC 18 2018
RECORDS MGT. DIVISION

CELIA C. KING
Deputy Commissioner
Resource Management Group

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BUREAU OF INTERNAL REVENUE
INTERNAL COMMUNICATIONS DIVISION
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