

DOF DEPARTMENT ORDER NO. 2-02

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Attached is a copy of the Department Order No. 2-02 issued on March 5, 2002 by Secretary Jose Isidro N. Camacho, Department of Finance directing all Government Agencies, Instrumentalities, Bureaus, Government Owned and Controlled Corporations, Local Government Units, Securities and Exchange Commission, Bangko Sentral ng Pilipinas, BIR, BOC, Registers of Deeds to INCORPORATE THE TAX IDENTIFICATION NUMBER (TIN) IN ALL FORMS, PERMITS, LICENSES, CLEARANCES, OFFICIAL PAPERS AND DOCUMENTS WHICH THEY WILL ISSUE TO PERSONS TRANSACTING BUSINESS WITH THEM."

For your information and guidance.

Adopted: 11 Mar. 2002

(SGD.) JULITA S. MANAHAN

Deputy Commissioner, Internal Administration Group

Attachment:

DEPARTMENT ORDER NO. 2-02

March 5, 2002

Incorporation of the Tax Identification Number (TIN) in all forms, permits, licenses, clearances, official papers and documents which they will issue to persons transacting business with them

1.0. PURPOSE

This Order is issued to direct all government agencies, instrumentalities, bureaus, government owned or controlled corporations (GOCCs), local government units (LGUs), the Securities and Exchange Commission (SEC), the Bangko Sentral ng Pilipinas (BSP), the Bureau of Internal Revenue (BIR), the Bureau of Customs (BOC), all Registers of Deeds to comply with Executive Order (EO) No. 98 as implemented by Revenue Regulations No. 11-99.

2.0. POLICIES

2.1. EO No. 98 mandates that all government agencies and instrumentalities, including all GOCCs and LGUs, shall incorporate the TIN in all forms, permits, licenses, clearances, official papers and documents which they issue to persons transacting business with them to enhance tax monitoring.

2.2. Pursuant to this mandate, Revenue Regulations No. 11-99 was issued directing government agencies and instrumentalities, GOCCs and LGUs to provide a space for the TIN in all official papers or documents. In the said Regulations government offices are given a period of six months counted from the effectivity date of the Regulations within which to put in place the system requirement for TIN.

2.3. To ensure compliance with the Regulations, violations of the provisions thereof are subjected to fines and

penalties.

2.4. As part of this Department's efforts to strengthen the fiscal position of the government and to enhance tax monitoring as envisioned under EO No. 98, all government agencies, instrumentalities, bureaus, GOCCs, LGUs, registers of deeds, the BIR, the BOC, the BSP and the SEC shall provide space for the TIN in all registration and transaction forms or documents and shall require all applicants for government permits, licenses and official papers to indicate their duly issued TIN thereon.

3.0. RESPONSIBILITY AND SANCTIONS

It has come to our attention that some government agencies and instrumentalities have yet to comply with the provisions of the Regulations. Now, therefore, all heads of government agencies, instrumentalities, bureaus, GOCCs, LGUs, registers of deeds, the BIR, the BOC, the BSP and the SEC are hereby directed to strictly comply with Revenue Regulations No. 11-99.

Failure to comply with the said Regulations shall subject the responsible officials and/or employees to appropriate sanctions as provided therein.

4.0. EFFECTIVITY

This Order shall take effect immediately.

(SGD.) JOSE ISIDRO N. CAMACHO
Secretary

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