

**CHECKLIST OF MANDATORY REQUIREMENTS
FOR THE ISSUANCE OF CERTIFICATE AUTHORIZING REGISTRATION (CAR) FOR TRANSFER OF PROPERTIES
PURSUANT TO A TAX-FREE EXCHANGE/REORGANIZATION UNDER SECTION 40(C)(2) OF THE NIRC, AS
AMENDED BY R.A. NO. 11534, OR THE CREATE ACT**

NAME OF APPLICANT: _____

SUBMITTED / NOT SUBMITTED / N/A NOT APPLICABLE

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| 1. Original Copy of Notarized BIR Form 1927 : Application and Joint Certification | |
| 2. Original/Certified true copy of Notarized Deed of Transfer/Assignment/Exchange which must include a statement/provision that the parties to the exchange shall undertake to comply with the provisions of Revenue Regulations No. 18-2001; In the case of merger and other reorganizations, certified true copy of Plan of Merger, Plan of Reorganization and/or other documents showing SEC approval of the transaction. | |
| 3. a. Certified true copy of Articles of Incorporation or Partnership with SEC of the transferor and transferee corporations ; | |
| b. Certified true copy of By-Laws of the transferor and transferee corporations | |
| 4. Certified true copies of the Transfer Certificates of Title/ Condominium Certificates of Title/ Certificates of Stock to the properties to be transferred pursuant to the tax-free exchange, as certified by the appropriate Registrar of Deeds/ Corporate Secretary, as the case may be | |
| 5. a. Certified true copies of the latest Tax Declaration of the properties (Land and Building) to be transferred pursuant to the tax-free exchange, as certified by the appropriate local government unit's Assessor. It is understood that any improvement is separately declared and therefore, covered by a Tax Declaration distinct from the Tax Declaration on the land. | |
| b. Original copy of Certification of No-improvement issued by the Assessor's Office in case there is no building/improvement on the land being transferred. | |
| 6. Original copy of the sworn certification/affidavit by the individual transferor or in the case of a juridical person, by the Chief Financial Officer or his equivalent, as to the acquisition cost of the property to be transferred. The original or adjusted basis, as the case may be, of each real property/share of stock/or other property transferred must be itemized in the certification , instead of a single lump sum in order to enable the Registrar of Deeds or the corporate secretary, as the case may be, to annotate the substituted basis on the reverse side of the Transfer/Condominium Certificate of Title to the real property involved or of the Certificate of Stock, and in order to facilitate the determination of gain or loss from a subsequent disposition of real properties/shares of stock and other properties received in the exchange. In addition to the sworn certification or affidavit of the acquisition cost of the property, proofs/documents (such as, Deed of Sale, Donation, previous eCAR, Tax Declaration issued at the time of previous transfer, etc.) showing the acquisition cost must also be submitted to support the sworn certification. The taxpayer may also submit an affidavit that the acquisition cost of the property/ies being transferred is/are zero (P0.00), in which case, he will no longer be required to submit any proof/document on the acquisition cost. | |

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| 7. Certified true copy of the Audited Financial Statements of Transferor -corporation, as of the transaction date. In case the transferor is an individual who is engaged in business, he/she must also submit his audited financial statement nearest to the date of transfer. | |
| 8. If the application is to be signed and submitted not by the taxpayer himself, but only by his authorized representative, the appropriate special power of attorney shall be submitted with the application for CAR. | |
| 9. Proof of payment of DST on the original issuance of shares under Section 174 of NIRC (Php2.00 per 200 par value), | |
| 10. In case the transferee-corporation has increased its Authorized Capital Stock to accommodate the subscription of the transferors, the SEC Certificate of Approval of the Increase and Amended Articles of Incorporation of the Transferee must also be submitted. | |
| 11. If transferred property are shares of stock , Certified true copy Audited Financial Statement of the issuing corporation nearest to date of transfer must be submitted | |
| 12. SEC filed General Information Sheet (GIS) nearest to date of transaction | |
| 13. other relevant documents as may be required by the BIR | |

Note: Please submit the above documents properly organized in a folder.

Evaluated by: _____
Officer-of-the-day

Date: _____