


ANNEX "A"

| No. | Nature of Documents (Only those applicable to the respective taxpayer) | Manner of Submission | |
|-----|---|----------------------------|-----------------------|
| | | Financial Statement (eAFS) | e-Submission Facility |
| 1 | Audited or unaudited Annual Financial Statement (AFS) | ✓ | |
| 2 | Notes to AFS | ✓ | |
| 3 | Alphabetical List of Employees/Payees from whom taxes were withheld (ALPHALIST) – BIR Form Nos.: 1604C, 1604E, 1601EQ, 1601FQ, 1600 | | ✓ |
| 4 | Summary List of Sales (SLS) | | ✓ |
| 5 | Summary List of Purchases (SLP) | | ✓ |
| 6 | BIR Form No. 2304 | ✓ | |
| 7 | BIR Form No. 2307 | ✓ | |
| 8 | BIR Form No. 2316 | ✓ | |
| 9 | BIR Form No. 1606 | ✓ | |
| 10 | Summary ALPHALIST of Withholding Tax (SAWT) | | ✓ |
| 11 | Validation Report From eSubmission (SAWT) | ✓ | |
| 12 | Certificate of Compensation | ✓ | |
| 13 | Duly Approved Tax Debit Memo (if applicable) | ✓ | |
| 14 | Proof of Foreign Tax Credits (if applicable) | ✓ | |
| 15 | Proof of prior year's excess credits (if applicable) | ✓ | |
| 16 | Proof of other tax payments/credit (if applicable) | ✓ | |
| 17 | Filing Reference Number (FRN) as proof of eFiling in the eFPS (for eFPS Users/Filers) | ✓ | |
| 18 | Tax Return Receipt Confirmation as proof of eFiling in the eBIRForms (for eBIRForms Users/Filers) | ✓ | |
| 19 | Proof of Payment/Acknowledgement Receipt of Payment | ✓ | |
| 20 | Certificate of Independent CPA duly accredited by the BIR | ✓ | |
| 21 | Statement of Management Responsibilities (SMR) | ✓ | |


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