



**RR01**  
**Domestic Tax**  
**Department**  
**Rev. January 2018**

## Branch Appendix

**(FOR USE BY ORGANIZATIONS AND SOLE-PROPRIETORSHIPS)**

Fields with \* are mandatory, dates in mm/dd/yyyy.  
 Please keep a copy for your records.

<b>Instructions:</b>			
1. Use this appendix for new registration, modification or closure of a branch of any type of business.			
2. If your business has more than one branch completes this appendix for each branch and staple to the PC01 or IN01 form.			
<b>1. BRANCH</b>			
<b>1a. Enterprise TIN</b>			
<b>1b. Branch Name</b>	<b>1c. Start Date*</b>	<b>1d. Closure Date</b>	
<b>1e. Telephone #</b>	<b>1f. Alternate #</b>	<b>1g. Email</b>	
<b>1h. Registration Date*</b>		<b>1i. Registration number</b>	
<b>2. BRANCH ADDRESS</b>			
<b>2a. Street and House #*</b>		<b>2b. Clear Description of Location*</b>	
<b>2c. City/Village/Town</b>		<b>2d. District*</b>	
<b>2e. County*</b>		<b>2f. Country*</b>	
<b>2g. PO Box</b>	<b>2h. Building type where business is located*:</b> Residential    Industrial    Commercial	<b>2i. Do you pay rent?*</b> Yes    No	<b>2j. Head Office</b> Yes    No
<b>ACTIVITY INFORMATION</b>			
<b>Code (OFFICIAL USE)</b>	<b>3a. Business Activity Description*</b>	<b>3b. Main Activity* (1 only)</b>	
	1.	Yes	
	2.	Yes	
<b>4. BANK ACCOUNT INFORMATION (OPTIONAL)</b>			
<b>4a. Account Number</b>	<b>4b. Account Holder</b>	<b>4c. Bank Name</b>	<b>4d. Branch Address</b>
<b>5. BRANCH</b>			
<b>5a. TIN of Enterprise</b>			
<b>5b. Branch Name</b>	<b>5c. Start Date*</b>	<b>5d. Closure Date</b>	
<b>5e. Phone #</b>	<b>5f. Mobile #</b>	<b>5g. Email</b>	
<b>5h. Registration Date*</b>		<b>5i. Registration Number</b>	
<b>6. BRANCH ADDRESS</b>			
<b>6a. Street and House #*</b>		<b>6b. Landmark (Clear Description of Location)</b>	
<b>6c. City/Village/Town</b>		<b>6d. District*</b>	
<b>6e. County*</b>		<b>6f. Country*</b>	
<b>6g. PO Box</b>	<b>6h. Building type where business is located*:</b> Residential    Industrial    Commercial	<b>6i. Do you pay rent?*</b> Yes    No	<b>6j. Head Office</b> Yes    No
<b>7. ACTIVITY INFORMATION</b>			
<b>Code (OFFICIAL USE)</b>	<b>7a. Business Activity Description*</b>	<b>7b. Main Activity* (1 only)</b>	
	1.	Yes	
	2.	Yes	
<b>8. BANK ACCOUNT INFORMATION (OPTIONAL)</b>			
<b>8a. Account Number</b>	<b>8b. Account Holder</b>	<b>8c. Bank Name</b>	<b>8d. Branch Address</b>
<b>9. CERTIFICATION</b>			
I certify that the information given above and in the attached appendices is true, accurate and complete to the best of my knowledge; I also understand that any false declaration may lead to prosecution.			
<b>9a. CFO Full Name*</b>		<b>9b. Signature*</b>	<b>9d. Telephone #*</b>
		<b>9c. Date*</b>	
<b>9e. CEO Full Name*</b>		<b>9f. Signature*</b>	<b>9h. Telephone #*</b>
		<b>9g. Date</b>	
<b>FOR OFFICIAL USE ONLY</b>			
	<b>Name</b>	<b>Date</b>	<b>Signature</b>
<b>Received By</b>			
<b>Captured By</b>			
<b>Validated By</b>			