



CUSTOMER INFORMATION SHEET

- ☐ New Customer
☐ Updating Records

CUSTOMER INFORMATION

TRADE NAME (as appears in invoice)

CUSTOMER NAME (leave blank if same with trade name)

BUSINESS ADDRESS LINE 1

BUSINESS ADDRESS LINE 2

TIN / VAT REG #

COMPANY DETAILS

TEL NO.

MOBILE NO.

EMAIL ADDRESS

CONTACT INFORMATION (IF AUTHORIZED REPRESENTATIVE PLEASE INDICATE REP IN POSITION)

NAME	POSITION	CONTACT NUMBER	EMAIL ADDRESS

REQUIRED DOCUMENTS - PLEASE SUBMIT A COPY OF LATEST DOCS

1. BIR CERTIFICATE OF REGISTRATION (BIR FORM 2303)
2. IF WITHHOLDING AGENT PLEASE PROVIDE BIR FORM 2307
3. IF ZERO-RATED PLEASE PROVIDE ZERO-RATING CERTIFICATE

I hereby certify that all the information provided in this Customer Information Sheet is true, correct, and complete to the best of my knowledge and belief. I understand that providing false or misleading information may result in the denial or cancellation of my account and services, and I agree to notify the Company immediately in writing of any changes to this information.

 Signature over Printed Name of Authorized Representative

 Date

To be filled up by KTC admin

Reviewed By

Documents Filed By

 Signature over Printed Name w/ Date

 Signature over Printed Name w/ Date