

REPUBLIC OF THE PHILIPPINES )  
\_\_\_\_\_) S.S.

## SWORN AFFIDAVIT

I, **(Full Name), (Civil Status), (Citizenship)**, of legal age and with registered business address at \_\_\_\_\_ after being sworn in accordance with law, do hereby depose and state the following:

1. **(Name of the Registered Business Entity)** or the "Company" is a corporation/partnership/sole proprietorship organized and existing under the laws of the Philippines, and duly registered with **(Name of Investment Promotion Agency)** with Certificate of Registration Number: \_\_\_\_\_ issued on \_\_\_\_\_
2. I am the **owner** of the said company per DTI Certification No. \_\_\_\_\_/ I am the **(position)** and the authorized representative of said company per Board Resolution/Partnership Resolution/ dated \_\_\_\_\_
3. The Company is engaged in **(Primary Registered Business Activity)** with VAT Certification (PEZA Form 97-01/CRTE / CETI Number): \_\_\_\_\_ issued on \_\_\_\_\_, and with the following description:

*(Description of the registered business project or activity)*

4. The Company will procure the following goods or services which are indispensable to the registered project or activity and without which the project or activity cannot be carried out:

*(Specify goods or Services to be procured with a brief description)*

5. The goods or services shall be procured by the Company from **(Name of Supplier)**, a legitimate provider of the above-mentioned goods or services;
6. Of the procured goods or service, **(mark the applicable box)**

[ ] the **entire** goods or services specified shall be directly and exclusively used in the Company's registered business project or activity.

[ ] only a portion, as summarized in the table below, of the goods or services specified shall be directly and exclusively used in the registered business project or activity. In this regard, the Company shall adopt \_\_\_\_\_ **(allocation method used)** to properly determine which goods or services are utilized or to be utilized in the registered business project or activity;

Percentage of goods or services directly and exclusively used in the registered project or activity:

| Service Identification Number | Applicable allocation in percentage of goods or services directly and exclusively used in the registered business project or activity |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
|                               |                                                                                                                                       |
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7. The expected date of utilization of the goods to be procured or the date of performance of services shall be on \_\_\_\_\_ (***date of utilization of goods or performance of service***);
8. I hereby declare under the penalty of perjury that the foregoing attestations are true and correct to the best of my knowledge and belief;
9. This *Sworn Affidavit* is executed in compliance with the requirements under Bureau of Internal Revenue (BIR) Revenue Memorandum Circular (RMC) No. 24-2022.

**IN WITNESS WHEREOF**, I have hereunto affixed my signature this \_\_\_\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Affiant

**SUBSCRIBED AND SWORN** to before me, in \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, YYYY affiant exhibiting to me his/her \_\_\_\_\_ with number \_\_\_\_\_ issued \_\_\_\_\_ as competent proof of identity.

Doc. No. \_\_\_\_\_,  
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Book No. \_\_\_\_\_;  
Series of YYYY.