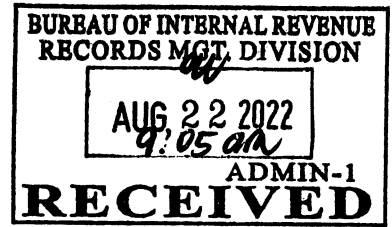




REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF INTERNAL REVENUE  
Quezon City



August 18, 2022

REVENUE MEMORANDUM CIRCULAR NO. 122-2022

**SUBJECT** : Updating of Registration Information Record of Taxpayers Who Will Enroll in the Bureau's Online Registration and Update System

**TO** : All Internal Revenue Officers, Employees and Others Concerned

One of the objectives of the Bureau's Digital Transformation Roadmap in 2022-2023 is to deliver a convenient, accessible and fast registration for taxpayers. In this regard, the Bureau will be launching an Online Registration and Update System (ORUS) that will allow taxpayers to register, update and transact registration-related transactions online. In preparation for the implementation of the ORUS, this Circular is issued to advise all clients of the Bureau to update their registration records to be able to enroll in the said system.

All taxpayers who intend to transact online with the Bureau thru the ORUS, once available, and those who are currently transacting manually for their registration-related transactions, shall update their registration records, such as **e-mail address** and **contact information** using the **S1905 – Registration Update Sheet (RUS)** herein attached as Annex "A". The RUS is available at the Client Support Section (CSS) of the Revenue District Office (RDO) and the Bureau's Official Website ([www.bir.gov.ph](http://www.bir.gov.ph)) under the Advisory Section.

The designated e-mail address should be the taxpayer's official e-mail address. This shall be used in serving BIR orders, notices, letters and other processes/communications to the taxpayers.

Registered taxpayers shall update their Head Office registration first before updating their branches. In case of employees, employers shall inform their employees regarding this requirement. The RUS may be submitted via e-mail thru the list, herein attached as Annex "B", to the concerned RDO where the taxpayer is registered.

All internal revenue officials and employees are hereby enjoined to give this Circular as wide a publicity as possible.

*Lilia C. Guillermo*  
**LILIA CATRIS GUILLERMO**  
Commissioner of Internal Revenue

**000746**