

ADVISORY ON BIR SUBMISSIONS

PAGE NOS.

**REVENUE REGULATION NO. 16-2021
Further Amending the Pertinent Provisions of
RR No. 2-2006 and No. 11-2013, as amended
by RR No. 2-2015, More Particularly on the
Manner of Submission of Copies of BIR Form
Nos. 2307 and 2316**

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BUREAU OF INTERNAL REVENUE
REVENUE REGULATIONS
NO. 16-2021

Manner of Submission of Copies of BIR Form Nos. 2307 and 2316

All taxpayers, whether or not registered with the Large Taxpayers Service, shall submit copies of BIR Form Nos. 2307 and 2316 to the BIR in the following manner (in lieu of submission of hard copies):

1. Scan the original copies of BIR Form Nos. 2307 and 2316 through a scanning machine or device;
2. Store the soft copies of BIR Form Nos. 2307 and 2316 using the file format and naming conventions prescribed under the available modes or submission facilities of the BIR; and
3. Submit soft copies of BIR Form Nos. 2307 and 2316 in accordance with revenue issuances governing the selected modes or submission facilities of the BIR

Source:
Revenue Regulation No. 16-2021