

**[REVENUE REGULATIONS NO. 7-2018, February
05, 2018]**

**AMENDING CERTAIN SECTIONS OF REVENUE REGULATIONS NO.
12-99, AS AMENDED BY REVENUE REGULATIONS NO. 18-13,
RELATIVE TO THE DUE PROCESS REQUIREMENT IN THE
ISSUANCE OF A DEFICIENCY TAX ASSESSMENT**

Adopted: 22 January 2018

Date Filed: 05 February 2018

SECTION 1. Scope. - Pursuant to the provisions of Section 244, in relation to Section 245 of the National Internal Revenue Code of 1997 (Tax Code), as amended, these Regulations are hereby promulgated to amend provisions of Revenue Regulations (RR) No. 12-99, as amended by RR No. 18-13.

SECTION 2. Amendment. - Section 3 of RR 12-99, as amended by RR No. 13-18, is hereby amended by adding Section 3.1.1 providing for the preparation of a Notice of Informal Conference, thereby renumbering other provisions thereof, and prescribing other provisions for the assessment of tax liabilities. The pertinent provisions of Section 3 of RR 12-99 shall now read as follows.

**"SECTION. 3. Due Process Requirement in the Issuance of
a Deficiency Tax Assessment.**

3.1 Mode of procedure in the issuance of a deficiency tax assessment:

3.1.1 Notice for Informal Conference. - The Revenue Officer who audited the taxpayer's records shall, among others, state in his report whether or not the taxpayer agrees with his findings that the taxpayer is liable for deficiency tax or taxes. If the taxpayer is not amenable, based on the said Officer's submitted report of investigation, the taxpayer shall be informed, in writing, by the Revenue District Office or by the Special Investigation Division, as the case may be (in the case of Revenue Regional Offices) or by the Chief of Division concerned (in the case of the BIR National Office) of the discrepancy or discrepancies in the taxpayer's payment of his internal revenue taxes, for the purpose of "Informal Conference," in order to afford the taxpayer with an opportunity to present his side of the case.

The Informal Conference shall in no case extend beyond thirty (30) days from receipt of the notice for informal conference. If it is found that the taxpayer is still liable for deficiency tax or taxes after presenting his side, and the