



December 2, 2019

Dear Sir/Madam:

Congratulations. We are glad to inform you that you have qualified to be issued a DIPLOMA IN TAXATION.

This is based on the result of the examinations which were held last *October 19 & 20, 2019* in the different examination centers in the country.

In applying for the Diploma **(from January 15 to February 29, 2020 only, NO EXTENSION)**, kindly observe the following procedure/instructions:

1. Accomplish the Application Form (DIT-02). The form is downloadable from our website (www.philtaxtech.com).

In case you register after the given period, you shall be subject to a **fine of P500**. Moreover, your privilege to register as member shall be forfeited after **December 31, 2020**.

2. Pay a fee of P700 via bank-to-bank transaction at our Metrobank Checking Account No. 508-7-50800208-0. The account name is Omar Erasmo G. Ampongan. Upon deposit of the fee, please send thru email the scanned deposit slip with your name written in it (together with the DIT-02 and photo) **to the email address below**. In your email message, *kindly use the subject "DIT- (your examination center), Oct 2019."* e.g. **DIT - Makati, Oct 2019**.

3. In case you are willing to acquire International Certification from Royal Institution Singapore (RIS) (this is optional), the total Certification Fee to be deposited shall be:

PACTT	Royal Institution Singapore	Amount to be Deposited
P 700	P 900 (Tax Assistant)	P <u>1,600</u>

We will not entertain separate registration dates for PACTT and RIS.

4. Kindly send to us a separate file of your scanned photo (with name) in order to have a clearer image in your Certificate of Membership and Identification Card.
5. Wait for your Rating, Identification Card, laptop case and Certificate/s. This may take two (2) to four (4) months from sending your application with us. The processing of applications will be made on a "first-come, first-served basis."
6. If your place cannot be reached by the courier, we shall communicate with you thru mobile phone. Please make a prompt reply.
7. Your Diploma in Taxation and certification from RIS are renewable every five (5) years and will entitle you to attend our seminars at a minimal fee (to cover the cost of materials, venue and clerical expenses) anywhere in the Philippines in order to upgrade and continuously update your knowledge in taxation.
8. In case you decide to take another CTT Examination, you shall be required to attend the seminar and pay a Registration Fee of One Thousand (P1,000) Pesos.

We wish you all the best for your future career. I hope you keep succeeding with such flying colors.

Very truly yours,

PHILIPPINE ASSOCIATION OF CERTIFIED TAX TECHNICIANS (PACTT), INC.

☎ +63 (054) 472-9104; 0917 1276589; 0918 4644441

✉ diploma.in.tax@gmail.com

🌐 www.philtaxtech.com