



September 17, 2020

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 online examination which was given by the association last August 23, 2020.

In applying for the Diploma (**from October 15 to December 15, 2020 only**), kindly observe the following procedure/instructions:

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

In case you register after the given period, you shall be subject to a **fine of P500**. Moreover, your privilege to acquire Diploma shall be forfeited after **December 31, 2021**.

2. Pay a fee of P700 thru our GCASH # 0995 674 5519, Name: Omar Erasmo Ampongan. Upon deposit of the fee, please send thru email the scanned proof of payment with your name written in it (together with the DIT-02 and photo) to [diploma.in.tax@gmail.com](mailto:diploma.in.tax@gmail.com). In your email message, kindly use the subject "**DIT-ONLINE EXAM AUGUST 2020**".
3. In case you are willing to acquire International Certification from Royal Institution Singapore (RIS) (this is optional), the amount of 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 your 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 of your application with us. The processing of applications will be done 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 is 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 One Hundred (P1,100) 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.**

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✉ [diploma.in.tax@gmail.com](mailto:diploma.in.tax@gmail.com) 🌐

[www.philtaxtech.com](http://www.philtaxtech.com)