



GUIDELINES FOR THE RENEWAL OF CTT CERTIFICATION

To renew the PACTT Membership as **Certified Tax Technician**, the following procedure/instructions shall be observed:

1. The Application for Renewal must be submitted before the lapse of five (5) years from issuance of the certificate, upon compliance of the following requirements

- a. Attendance in at least two (2) seminars hosted by the PACTT (excluding the seminar attended prior to his/her examination).
- b. Paid Membership Fee of P700 thru any of the following:

Metrobank

Acct Number: 508-7-50850668-2

Account Name: PACTT Inc.

PayMaya/GCASH

Account Number: 0995 674 5519 or 0995 106 3467

Account Name: Omar Erasmo Ampongan

*In the message box, please indicate "**Membership Renewal**"*

BPI

Account Number: 9549133581

Account Name: Omar Erasmo Ampongan

- c. Due to the pandemic, **Certified Tax Technicians** whose certificate of PACTT membership were issued in 2016 shall be allowed to apply for renewal until June 30, 2022

2. Submission of the Application for Renewal:

- a. Visit the link: <https://forms.gle/ANggYxojZNpzbJED6>
- b. Fill-in the required information.
- c. For confirmation of record, kindly attach at the end of the google form the scanned copies of your clear **photo**, **proof of payment**, **CTT ID card**, and **Certificates of Attendance** in the seminars.
- d. Once completed, click the submit button and wait for the confirmation e-mail to be sent to the email address you have provided in the google form. You may receive a text message or email if there are clarificatory questions regarding your registration.

3. Renewal of your membership with PACTT does not include renewal of membership with Royal Institution Singapore (RIS) because the latter shall be strictly applied to the RIS.

4. Diploma in Taxation (DIT) is valid for five (5) and is not renewable.

IMPORTANT: Please review and make sure that the information you entered in the google form are correct. You cannot Undo or Edit the form once you click the Submit button.