



GUIDELINES FOR THE RENEWAL OF CTT CERTIFICATIONS ISSUED IN 2019 (EXPIRATION: 2024)

The following procedure/instructions shall be observed in the renewal of PACTT Membership as Certified Tax Technician:

1. The Application for Renewal must be submitted ON OR BEFORE the following dates:
 - a. Certifications that will expire from January 1 to June 30, 2024 must submit applications not later than **June 30, 2024**. Late registrants shall not be entertained.
Ex. The CTT certification of John will expire March 10, 2024, he may file application for renewal anytime from January 1 to June 30, 2024.
 - b. Certifications that will expire from July 1 to December 31, 2024 must submit applications on or before December 31, 2024. Late registrants shall not be entertained.
Ex. The CTT certification of Peter will expire August 30, 2024, he may file application for renewal anytime from January 1 to December 31, 2024.
2. 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 P750 on or before the date of expiration thru any of the following:
GCASH Account Number: 0995 106 3467 or 0995 674 5519
Account Name: Omar Erasmo Ampongan
MAYA Account Number: 0995 106 3467
Account Name: Omar Erasmo Ampongan
In the message box, please indicate "Membership Renewal 2024"
BPI Account Number: 9549133581
Account Name: Omar Erasmo Ampongan
3. SUBMISSION OF THE APPLICATION FOR RENEWAL:
 - a. Visit the link: <https://forms.gle/DqEGPCgpic2HsWUX9>
 - b. Fill-in the required information.
 - c. For confirmation of record, attach at the end of the google form the scanned copies of the applicant's-
 - Clear photo
 - Proof of payment
 - CTT ID card, and
 - Certificates of Attendance in the seminar/s
 - d. Once completed, click the submit button and wait for the confirmation e-mail to be sent to the email address he/she had provided in the google form. The applicant may receive a text message or email if there are clarificatory questions regarding his/her registration. Prompt reply is necessary.
4. Renewal of membership with PACTT does not include renewal of membership with Royal Institution Singapore (RIS) because the latter shall be strictly applied to the RIS.
5. 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.