

## **GUIDELINES FOR THE RENEWAL OF CTT CERTIFICATES AND ID CARD ISSUED IN YEAR 2020**

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

1. The Application for Renewal must be submitted **ON OR BEFORE DECEMBER 31, 2025**. Certificates issued before 2020 may still avail of the amnesty until December 31, 2025.

Requirements for renewal:

- 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 thru any of the following:

### **GCASH**

Account Number: 0995 674 5519 or 0995 106 3467

Account Name: Omar Erasmo Ampongan

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

### **Maya**

Account Number: 0995 106 3467

Account Name: Omar Erasmo Ampongan

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

### **Metrobank**

Acct Number: 508-7-50850668-2

Account Name: PACTT Inc.

2. Submission of the Application for Renewal:

- a. Visit the link: <https://forms.gle/wntSZqZKEq81c8or9>
- 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) years from the date of issuance 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