



July 15, 2026

**Dear Sir/Madam:**

**Congratulations!**

We are pleased to inform you that you have successfully passed the nationwide **Certified Tax Technician (CTT) Examination** conducted by the **Philippine Association of Certified Tax Technicians (PACTT), Inc.** last June 2026.

You are now eligible to become a member of the **Philippine Association of Certified Tax Technicians (PACTT), Inc.**

To complete your **PACTT Membership Registration**, please register **from August 1, 2026 to September 30, 2026. No extension of the registration period shall be granted.**

**Please read all instructions and the Terms and Conditions carefully before making any payment or submitting your registration.**

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## **REGISTRATION PROCEDURE**

### **1. Registration Fee**

The **Membership Registration Fee** is **₱750.00**.

Payment may be made through any of the following official accounts:

#### **GCash**

- 0995 674 5519 – Omar Erasmo Ampongan
- 0995 106 3467 – Omar Erasmo Ampongan
- 0927 554 8065 – Marylyn Ampongan

#### **Maya**

- 0995 106 3467 – Omar Erasmo Ampongan
- 0927 554 8065 – Marylyn Ampongan

#### **BPI**

**Account No.:** 9549 133 581

**Account Name:** Omar Erasmo Ampongan

## Metrobank

**Account No.:** 508-7-50850668-2

**Account Name:** PACTT, Inc.

*Please upload a clear copy of your proof of payment when completing the online registration form.*

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## 2. Registration Period

Registration is open **from August 1, 2026 to September 30, 2026.**

Applications submitted after **September 30, 2026** shall be subject to a **Late Registration Fee of ₱500.00.**

Applicants who fail to register **on or before December 31, 2027** shall **forfeit their privilege to become a member of the Philippine Association of Certified Tax Technicians (PACTT), Inc.**

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## 3. Optional International Certification (Royal Institution Singapore)

Applicants who are **college graduates** may also apply for the **Royal Institution Singapore (RIS) International Certification** (optional).

| <u>Applicant</u> | <u>PACTT Fee</u> | <u>RIS Fee</u>             | <u>Total</u> | <u>Additional Requirements</u>                          |
|------------------|------------------|----------------------------|--------------|---------------------------------------------------------|
| Non-CPA          | ₱750             | ₱1,150<br>(Tax Assistant)  | ₱1,900       | College Graduate                                        |
| CPA              | ₱750             | ₱1,600<br>(Tax Specialist) | ₱2,350       | College Graduate, One-page Résumé, Copy of Valid PRC ID |

**Note:** Separate registration schedules for the PACTT Membership and the RIS International Certification **will not be accommodated**, except for applicants who are still undergraduate students.

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## 4. Processing and Delivery

Upon submission of your complete application, PACTT will process your:

- Certificate of Membership

- Rating
- Identification Card
- Sling Bag

Processing and delivery may take approximately **two (2) to four (4) months** from the date your application is verified as complete.

Applications shall be processed on a **first-come, first-served basis**.

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## 5. Delivery Reminder

The courier will contact you using your registered mobile number to coordinate the delivery of your package. Please ensure that your contact information and delivery address are accurate and respond promptly to avoid delays or the return of your package.

If your package is **unclaimed** or is **returned to PACTT by the courier** due to unsuccessful delivery, the applicant shall be responsible for the applicable **re-delivery fee** before the package can be shipped again.

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## 6. Benefits of PACTT Membership

Your **PACTT Membership** shall remain valid for **five (5) years** from the date of issuance.

During its validity, you shall be entitled to:

- Attend PACTT online seminars free of charge, subject only to minimal fees for training materials and administrative expenses;
- Continuously enhance your knowledge and professional competence in taxation;
- Enjoy other benefits and privileges that may be granted by PACTT from time to time.

**Attendance in at least two (2) PACTT-sponsored seminars during the five-year membership period is required for membership renewal.**

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### TERMS AND CONDITIONS

#### 1. Eligibility

- 1.1. The applicant confirms that he/she has successfully passed the Certified Tax Technician (CTT) Examination and is qualified for PACTT membership.
- 1.2. The applicant certifies that all information and supporting documents submitted are true, complete, and accurate.
- 1.3. PACTT reserves the right to verify all submitted information and supporting documents.

#### 2. Registration

- 2.1. Registration shall be considered complete only upon submission of the online registration form together with all required documents.
- 2.2. Incomplete, inaccurate, or fraudulent applications may be denied without prior notice.
- 2.3. Once the registration form has been submitted, the information provided can no longer be modified unless authorized by PACTT.

#### 3. Membership Registration Fee

- 3.1. The prescribed **Membership Registration Fee of ₱750.00** must be paid within the official registration period.

3.2. **All registration fees are final. Payments are strictly non-refundable and non-transferable under any circumstances**, including but not limited to withdrawal of the application, failure to complete the registration requirements, submission of incomplete or incorrect information, failure to claim the membership package within the prescribed period, or disqualification.

3.3. Registration fees cannot be transferred, assigned, credited, or applied to another applicant, another registration period, examination, seminar, or any other PACTT program or activity.

3.4. Payment of the membership registration fee does not automatically guarantee membership. Membership remains subject to verification and compliance with all PACTT requirements.

#### **4. Registration Deadline**

4.1. Applicants must complete their registration on or before **September 30, 2026**.

4.2. Applications submitted after the deadline shall be subject to the prescribed **Late Registration Fee**.

4.3. Failure to register on or before **December 31, 2027** shall result in the permanent forfeiture of the privilege to become a PACTT member.

#### **5. Processing and Delivery**

5.1. Processing shall commence only after PACTT has verified the completeness of the application and payment.

5.2. Processing and delivery may take approximately **two (2) to four (4) months**.

5.3. PACTT shall not be responsible for delays caused by incomplete addresses, unavailable recipients, courier issues, force majeure, or other circumstances beyond its reasonable control.

#### **6. Membership Renewal**

The applicant acknowledges that **PACTT Membership is valid for five (5) years** from the date of issuance and may be renewed upon compliance with the renewal requirements and policies prescribed by PACTT.

The applicant further acknowledges that attendance in **at least two (2) PACTT-sponsored seminars** during the five-year validity period is a requirement for membership renewal.

#### **7. Data Privacy**

The applicant authorizes PACTT to collect, process, store, and use personal information solely for membership registration, documentation, record-keeping, delivery, and other official administrative purposes in accordance with applicable data privacy laws.

#### **8. Media Authorization**

The applicant authorizes PACTT to use photographs or videos taken during official PACTT activities, which may include the applicant's image, for documentation, promotional, educational, and informational purposes without additional compensation.

#### **9. Amendments**

PACTT reserves the right to amend or modify these Terms and Conditions whenever necessary. Any amendments shall become effective immediately upon publication through official PACTT communication channels.

#### **10. Acceptance**

By **making payment and submitting the online registration**, the applicant confirms that he/she has:

- Read and fully understood all registration instructions;
  - Read, understood, and agreed to these Terms and Conditions;
  - Acknowledged that the registration fee is **strictly non-refundable and non-transferable**; and
  - Agreed to comply with all policies and requirements of the Philippine Association of Certified Tax Technicians (PACTT), Inc.
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## **IMPORTANT**

Please read all instructions and the Terms and Conditions carefully before making any payment.

By proceeding with your payment and submitting your registration, you acknowledge that you have fully read, understood, and agreed to all the terms, conditions, policies, and procedures stated above.

If you have read and understood all instructions and the Terms and Conditions, you may proceed with your registration by clicking the link below:

<https://forms.gle/aWrPSV6tdEX9BWDL8>

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Very truly yours,

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

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 certtaxtech@gmail.com

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