



GUIDELINES FOR THE RENEWAL OF CERTIFIED TAX TECHNICIAN (CTT) CERTIFICATE AND ID CARD

For CTT Certificates and ID Cards Issued in 2021 and prior years.

To renew your **Certified Tax Technician (CTT) Certificate and ID Card** and maintain your membership with the **Philippine Association of Certified Tax Technicians (PACTT), Inc.**, please read and follow the guidelines below before registration.

1. Application Period

Applications for renewal must be submitted **on or before December 31, 2026**.

Amnesty

Period:

CTT Certificates issued **prior to 2020** may also avail of the amnesty program, provided that the renewal application is submitted on or before **December 31, 2026**.

2. Renewal Requirements

Applicants must comply with the following requirements:

A. Seminar Requirement

The applicant must have **enrolled in and attended at least two (2) PACTT seminar semesters** after passing the CTT Examination. The seminar attended prior to taking the CTT Examination shall not be counted toward this requirement.

B. Membership Renewal Fee

Pay the **Membership Renewal Fee of ₱750.00** through any of the following payment channels:

- **GCASH**

0995 674 5519 / 0995 106 3467
Name: Omar Erasmo Ampongan

0927 554 8065
Name: Marylyn Ampongan

- **Maya**

0995 106 3467
Name: Omar Erasmo Ampongan

0927 554 8065
Name: Marylyn Ampongan

- **BPI**

9549 133 581
Name: Omar Erasmo Ampongan

- **Metrobank**

508-7-50850668-2
Name: PACTT, Inc.

Important: Please attach the proof of payment in the Google Form.

3. Documents to be Uploaded

Prepare clear scanned copies of the following:

- Recent ID Photo
 - Proof of Payment
 - Current CTT ID Card
 - Certificates of Attendance for the required PACTT seminars
-

4. Application Process

1. Complete the online Renewal Application Form.
2. Provide all the required information accurately.
3. Upload the required documents.
4. Carefully review your application before submitting.
5. Click **Submit** and wait for the confirmation email to be sent to your registered email address.

If additional information or clarification is needed, PACTT may contact you through your registered email address or mobile number.

5. Important Notes

- Renewal of your **PACTT membership** does **not** include the renewal of your membership with the **Royal Institution Singapore (RIS)**. Renewal of RIS membership must be processed directly with RIS and is subject to its own policies and requirements.
 - The **Diploma in Taxation (DIT)** is valid for **five (5) years** from the date of issuance and **is not renewable**.
-

IMPORTANT REMINDER

- Please ensure that all information provided is complete and accurate before submitting your application.
 - Upload only clear and legible copies of the required documents.
 - **Once the application has been submitted, it can no longer be edited or withdrawn.**
 - Incomplete applications or unclear supporting documents may delay the processing of your renewal.
-

Renewal Application Form

Once you have read the guidelines and prepared all the required documents, you may proceed with your renewal application through the link below:

<https://forms.gle/ZbppoDeK7YeDGDSG8>