

Instructions in filling up the enrollment form:

1. Please accomplish this form clearly and completely.
2. Entries may be typewritten or in legible handwriting.
3. Erasures or corrections must be duly initialed by the signatory to this form.
4. Indicate in the portion provided the preferred mode of enrollment.
5. If by fax, send the accomplished form to fax no. (02) 526-0076. Otherwise, log on to the CENTER website at <http://taxcredit.dof.gov.ph> to fill up online form.
6. This form is not for sale and may be reproduced.

Definition of terms:

1. Claimant – is any of the following:
 - 1.1 Company filing applications for tax credits in the CENTER
 - 1.2 Company with pending tax credit applications with the CENTER
 - 1.3 The original grantee of TCCs issued by the CENTER
2. Claimant–Supplier or Claimant–Buyer – is a claimant as defined in item # 1 who may also be a supplier or buyer of other claimant-companies applying for tax credits.
3. TCC transferee – a company who is the recipient of a TCC by virtue of a transfer agreement; a claimant-supplier or a claimant-buyer may also be TCC transferee.
4. Postal address – is the mailing address (other than the office address) recognized by the Philippine postal system for posts, parcels, shipments, etc.
5. Authorized representative to sign documents – is an official or employee of the company who is duly authorized to sign for and in behalf of the claimant any document filed or submitted in the CENTER for tax credit purposes.
6. Authorized representative to liaise with the CENTER – is an employee of the company or broker of the claimant who is duly authorized to followup, inquire, communicate, and appear before the CENTER for tax credit purposes.
7. Authorized representative to access and communicate with the CENTER through its website – is an employee of the claimant who is authorized to access and communicate through the CENTER’s website using the user name and password which will be provided by this Office.
8. Broker – is a company or an individual which may also be known as a consultant or agent who is not an employee of the claimant. Their relationship is based on a contract which requires the rendering of services by the broker which may consist of consultation, preparation of requisite documents, filing and lodging applications, signing of follow-up letters, communications, position papers, and other tasks such as liaison work, delivery/pick up documents, and engaging in other legal transactions with the CENTER for tax credit purposes.

Note: Items 5, 6, and 7 refer to the persons authorized by the company by virtue of the secretary’s certificate submitted by the company to the CENTER.