

September 1, 2007

INVITATION TO OUR VALUED CLAIMANTS

In accordance with Office Order No. 034 – 2007 dated August 16, 2007, we are pleased to announce the launching of our “Enrollment Program” which will involve the registration of companies transacting business with the CENTER. This exercise is preparatory to a series of major web and IT enhancement projects which are designed to improve the delivery of services by this Office.

The enrollment program shall enable the OSS-Center to update its database of contact details, authorized officials and representatives, and other relevant data of companies transacting business with us. The dissemination of information to the public is expected to be more effective and efficient with the updated and accurate database.

This project will also allow us to create a web directory of companies exporters, importers, suppliers, service providers, and other stakeholders that will help promote linkages among the private sector.

As your company appears on our record to have transacted or continue to transact with the OSS-Center, we cordially invite you to enroll into our system through the following preferred modes to accelerate the enrollment process:

- a. Online via our website <http://taxcredit.dof.gov.ph>, go to Our Clients Corner and click the Registration link
- b. Submission of enrollment form by fax to (02) 526-0076, (02) 526-1308, and (02) 526-0751

In addition to the enrollment form, you will also be requested to submit the following:

- a. Updated original secretary’s certificate **OR** a confirmation in writing attesting to the validity of your secretary’s certificate already filed with the CENTER if there are no changes in your authorized representative, **AND**

- b. Certified true copy (CTC) of the General Information Sheet (GIS) as submitted to the Securities and Exchange Commission

The above documents must be submitted to the CENTER following your enrollment either online or by fax. Only upon receipt of the original copy of the above can we complete the processing of your enrollment.

Once enrolled, you will be given your own username and password that will enable you to officially communicate online with us through our Office of Special Concerns (OSC). You will also be able to view the status of your claims once we have launched our new and enhanced Claim Tracking System (e-CTS). The verification of claim transactions for certain sectors shall likewise be faster with the introduction of the Online Verification System (VeriBilis). Both these new systems are targeted for completion sometime in 2008.

Enclosed are the enrollment form, office order, proforma secretary's certificate and FAQ for the Enrollment Program. For information, the following personnel shall be coordinating with you regarding enrollment. Should you have queries, please do not hesitate to contact them.

Enrollment Officers	Contact Number	Particulars
Ms. Ana Yalong (Team Leader)	(02) 526-0751	General queries
Ms. Bong Anuma	(02) 526-0842	Company names beginning with A to D
Ms. Suzette Fraxidio	(02) 526-1781	Company names beginning with E to L
Ms. Grace Sembrano	(02) 526-0076	Company names beginning with M to Q
Ms. Merose Tordesillas	(02) 526-1308	Company names beginning with R to Z

We look forward to your cooperation and support on this project.

Very truly yours,

(Sgd) **ERNESTO Q. HIANSEN**
Executive Director