

## What are the benefits of undergoing the enrollment program?

Once enrolled, companies will be able to officially send queries, requests, suggestions, comments and other messages via the CENTER website through its Office of Special Concerns (OSC). Communications received through this window is guaranteed quick response and action to their messages.

Companies will also be able to view the status of their claims once the upgrading of the CENTER's Claim Tracking System (CTS) is completed. This is targeted for completion in the first quarter of 2008. Enrolled companies may use their user account and password to access the system.



This new program is preparatory to a series of web and IT projects designed to enhance the delivery of services of the CENTER!

For other concerns or questions, you can visit our office at:

The One-Stop Shop  
Inter-Agency Tax  
Credit and Duty  
Drawback

Center (CENTER)

3/F Dept. of Finance Building  
BSP Complex, Roxas Blvd. Manila



Or our website at:  
<http://taxcredit.dof.gov.ph>

You can also e-mail us at:  
[oss@dof.gov.ph](mailto:oss@dof.gov.ph)



One-Stop Shop  
Inter-Agency Tax Credit  
and Duty Drawback Center  
(CENTER)



## "ENROLLMENT OF COMPANIES TRANSACTING WITH THE CENTER" PRIMER

per Office Order No. 034-2007  
dated August 16, 2007



We are pleased to announce that beginning September 1, 2007, the CENTER will implement an "Enrollment Program" of companies transacting with the CENTER.



## What is the enrollment program all about?

The Enrollment Program entails the submission by companies transacting with the CENTER data about their authorized signatories, representatives, and contact information.



The program aims to establish a faster, more reliable and secure communication exchange, as well as a more efficient flow of transactions, between the private sector and the CENTER. It is also a preparatory exercise for the creation of a web directory of exporters to promote linkages and foster cooperation among the private sector.

## Who are covered by the enrollment program?

The program covers all applicants and holders, whether original grantees or transferees, of tax credit certificates (TCCs) issued by the CENTER.



## When is the period of enrollment?

The enrollment period is from September 1, 2007 and shall proceed on a continuing basis.

## What happens if a company fails to enroll?



In case a company has not yet enrolled, the release of the its TCC, either new issuance or transferred, or TDM, shall be held pending until the said company has enrolled. Processing of pending applications, however, shall not be suspended.

## How does a company enroll?

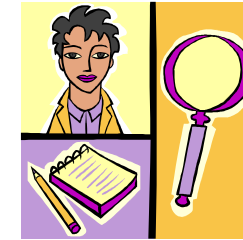
A company may enroll either online at <http://taxcredit.dof.gov.ph/ClientsCorner.asp>, or by sending a duly accomplished Enrolment Form at (02)526-0076. In both cases, the company is required to submit the following:



1. A secretary's certificate as to the company's duly authorized signatories & representatives with respect to transactions with the Center; and
2. Certified true copy of the company's latest General Information Sheet (GIS) as filed with the Securities and Exchange Commission (SEC).

These documents can be submitted directly or through courier to the CENTER.

The enrolment form and sample secretary's certificate shall be sent to the companies via fax & courier, and are also downloadable from the CENTER website.



In case the company already has the herein described secretary's certificate on CENTER's files, the company need not submit a new one, but a confirmation in writing that the same is still valid and in effect.

## Is there a cost to the company if they enroll?

None. The enrollment is free of charge. This project is part of the CENTER's effort to enhance delivery of its services.

## How will the companies know if their enrollment has been accepted?

Companies shall be officially notified via e-mail of whatever action is taken by the CENTER on its enrollment.



They shall be given their own USER ACCOUNT and PASSWORD that will enable them to officially communicate with the CENTER through its website.