January 15, 2024

Board of Directors

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Dear **Sir/Ma'am,**

Warm greetings from the Cooperative Development Authority!

In adherence with the Department of Finance and Department of Trade and Industry Joint Administrative Order (JAO) No. 001-2023, which took effect on 15 April 2023, prescribing the guidelines on the implementation of Sections 305, 306, 307, and 308 of the National Internal Revenue Code of 1997, as amended by Republic Act (RA) No. 11534, otherwise known as the Corporate Recovery and Tax Incentives for Enterprises (CREATE) Act, for cooperatives registered with the Cooperative Development Authority (CDA).

Rule III, Section 1 (a) to (c) of the same, provide that a machine readable format of the reports of all registered cooperatives entitled to incentives shall be submitted to the Authority where the latter shall submit the consolidated reports to the Fiscal Incentives Review Board (FIRB) and Bureau of Internal Revenue (BIR), within the prescribed period.

In this regard, you are hereby directed to fill-up the necessary requirement under the JAO through this link https://forms.gle/qgpKf8iwRRpWDiRT9

Deadline for submission is on or before January 22, 2024.

Further, we wish to remind you that as per Rule IV, Section 3 of the penalty provision of the said JAO which provides that any government official or employee who fails, without justifiable reason, to provide or furnish the required tax incentives report or other data or information within the prescribed period as required under the said Rule shall be penalized, after due process, by a fine equivalent to the official's or employee's basic salary for a period of one (1) month to six (6) months or by suspension from government service for not more than one (1) year, or both, in addition to any criminal and administrative penalties imposable under existing laws.

Anticipating your usual cooperation and timely compliance on this directive.

Very truly yours,

ATTY. EMILIO D. ESCUETA III
OIC-Regional Director

Excellence, Commitment, Integrity and TEamwork

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