

PAYMENT REQUEST FORM

Date Requested: February 7, 2023

Date Needed: ASAP

If the request is above P5p 1,000.00, cheque will be released

Mode of Payment: Cash

Check

Payee: SOLISTAR MUSIC INC.

Department: Human Resources

Amount: P 17,500.00

Expense Type:

Purpose: Payment for Soustar (Event Coverage) DTC. Thanksgiving

Remarks:

Attachment (if applicable):

- _____ Signed Agreement (signed by executives and consultant)
- _____ TIN IDs and Valid Gov't ID to 1 g SSS, PAG-IBIG, PASSPORT, DRIVERS LICENSE (for new consultants)
- _____ Billing statement for the applicable month.
- _____ CGR / BIR 2303 FORM
- _____ Receipts/Notarial Copies

BANK ACCOUNT DETAILS FOR DIRECT DEPOSIT

Bank: BPI

Branch: Concepcion, Marikina

Account Number: 3171036509

REQUESTED BY:

LYRA JOY RARA
Name Over Signature/ Date

APPROVED BY:

ATTY. JAYCE LAMSEN
(Human Resource Head)

For incomplete attachment

APPROVED BY:

EXECUTIVE OFFICER:

Note: Accounting Payables Process is 3 working days upon receipt of original Payment Request Form & complete supporting documents.

Please attach approved quotation(s) or any proof to support your request. This form will only be used for NON P.O Item(s) such as contracts & permits payments.

FOR ACCOUNTING ONLY

Processed by:	Processed by:	Verified By:	Approved by:
Name Over Signature/ Date	Name Over Signature/ Date	Name Over Signature/ Date	Name Over Signature/ Date

Document No.: AFD20161017-001 v.3

clgwr



#26 Velvet St., Bonita Homes,
Concepcion Dos, Marikina City 1811
www.soupstar.ph

February 2, 2023

ATTENTION:

MR. JOHN GABRIEL VILLA
Junior Accounts Specialist – Events
Beyond the Box

Dear Mr. Villa:

Please find below our quotation for the documentation services required for your company's Thanksgiving party on February 17 at Wack Wack Golf and Country Club (6pm to 10pm):

Details	Price
Photo and Video services <ul style="list-style-type: none">- 1 photographer- 1 videographer/photographer- 1 videographer- Video of event highlights (in gdrive)- Raw files of photos (in gdrive)	Php 17,500.00

Notes:

- Client to provide shotlist
- Meals of documentation team c/o client
- Price is subject to 12% VAT
- All add on costs are subject to 15% mark-up and 12% VAT.
- This quotation is valid only for 30 days from date of submission.

CANCELLATION CLAUSE:

Should requirements be cancelled for any reason (not by fault of production), client agrees to pay the production's incurred costs as of date of cancellation or 50% of the contract price, whichever is higher.

We look forward to working with you. Let us know if you have any questions or clarifications.

Thank you very much!



#26 Velvet St., Bonita Homes,
Concepcion Dos, Marikina City 1811
www.soupstar.ph

Sincerely Yours,

DARWIN HERNANDEZ
PRESIDENT,
SOUPSTAR MUSIC

REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANIHAN NG RENTAS INTERNAS
REVENUE REGION NO. 07
REVENUE DISTRICT NO. 45

BIR Form No. **2303**
Revised July 1997

02RC0000771179

CERTIFICATE OF REGISTRATION

TIN 009-189-262-000	NAME SOUPSTAR MUSIC, INC.	REGISTRATION DATE 03/12/2008
REGISTERED ADDRESS 26 VELVET ST., BONITA HOMES CONCEPCION II CITY OF MARIKINA 1811		

REGISTERED ACTIVITY(IES)

TAX TYPE TAX	REGISTRATION FEE
TAXES TAX	WITHHOLDING TAX - COMPENSATION
VALUE ADDED TAX	
WITHHOLDING TAX - EXPANDED/OTH	
TAXPAYER NAME SOUPSTAR MUSIC, INC.	LINE OF BUSINESS / INDUSTRY 9214 DRAMATIC ARTS, MUSIC, OTHER ARTS ACTIVITIES

****Transfer-In from RDO 038; 11/17/2016**

REMINDER:

PLS. CONFORM WITH THE ABOVE TAX TYPES WITH OR WITHOUT OPERATION TO AVOID PENALTIES

INCOME TAX		CORP/PART/MSDT	
1000	1000	1000	1000
1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
1st Quarter	2nd Quarter	3rd Quarter	4th Quarter

WITHHOLDING TAX - EXPANDED
1000 10th day of the following month
1000 Annual Information Return - March 01
WITHHOLDING TAX - COMPENSATION
1000 10th day of the following month
1000 Annual Information Return - January 31
PERCENTAGE TAX
1000 10th day of the following month

WITHIN 30 DAYS FROM REGISTRATION DATE THE FOLLOWING SHOULD BE ACCOMPLISHED:
* BOOKS OF ACCOUNTS
* AUTHORITY TO PRINT INVOICES/RECEIPT
RENEWAL OF ANNUAL REGISTRATION FEE ON OR BEFORE JANUARY 31 USING BIR FORM DEGS
IMMEDIATELY INFORM THIS DISTRICT OFFICE IN CASE OF TRANSFER/ CESSATION OF REGISTRATION AND OTHER CONCERNS BY FILING FORM 1905



RDO DDO SEAL

07 DEC 2016

THEREBY CERTIFY THAT THE ABOVE NAMED PERSON IS REGISTERED AS INDICATED ABOVE, UNDER THE PROVISIONS OF THE NATIONAL INTERNAL REVENUE CODE, AS AMENDED.

Mari Za. Rabago-Luy
MARI ZA. RABAGO-LUY

REVENUE DISTRICT OFFICE, RDO NO. 45, MARIKINA CITY

THIS CERTIFICATE MUST BE EXHIBITED CONSPICUOUSLY IN THE PLACE OF BUSINESS

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