

## **TAX EXEMPTION APPLICATION.**

### **STEPS FOR THE TASK EXEMPTION APPLICATION SYSTEM.**

- 1.) REQUESTING AGENCY(RA): Requesting agency will fill an online application to the tax exemption application system.

NOTE: if application letter is not yet submitted can be deleted or modified

- 2.) OFFICER(FFPD01): officer receive application from requesting agency
  - Verify the application letter
  - Comment
  - Input Application assurance and recommendation
  - Send to director

NOTE: if application letter is not verified, then officer shall comment and send back to requesting agency with what to update.

- 3.) DIRECTOR/COMMISSIONER(DFFP): receive application from the officer
  - Verify the application
  - Comment
  - Send to minister

NOTE: if the application letter not verified, director shall send back to officer with comment for further verification.

- 4.) MINISTER(MSPO-FP): receive application from director for approval or rejection
  - Verify
  - Comment

NOTE: if the application letter is not verified, the minister have to comment then reject the application and send back to director with comment and inputs for further verification.

- System send a notification to officer
- If approved send to officer

- 5.) OFFICER(FFPD01): receive approved application letter
  - Send to requesting agency
- 6.) REQUESTING AGENCY(RA): receive approved letter.