



ACKNOWLEDGEMENT

Part of your obligation as employee of Concentrix Philippines (the "Company") is to submit your BIR form 2316 (current calendar year) from your previous employer as part of your pre-employment requirements.

Your deadline for the submission of your BIR form 2316 (current calendar year) is **15 days from your date of hire.**

Why do you need to submit your BIR form 2316 (current calendar year)?

Because Employees and Employers have a Legal obligation to BIR

Employees are required to submit BIR form 2316 (current calendar year) to their respective employers upon being hired.

The law in turn requires that current employers to consolidate the total earnings/income of their employees for the taxable year and compute/deduct the correct tax liability.

If you fail to submit your BIR form 2316 (current calendar year) you are legally obligated to consolidate your income and settle your tax obligation directly to BIR.

PLEASE COPY AND PASTE THE OPTION THAT APPLIES TO YOU IN THE COMMENTS SECTION:

- ☐ I have no other employer this year, prior to joining Concentrix Philippines
- ☐ I submitted a copy of my BIR Form 2316 already on (indicate date)
- ☐ I understand that I have to submit my BIR form 2316 (current calendar year) within fifteen (15) from date of hire.

I confirm that I have read, understood, and agree to the provisions of this document, and is executed with my full knowledge.