



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF INTERNAL REVENUE**  
National Office Building  
Quezon City

No. 095-2023

## CERTIFICATE OF REGISTRATION

TO ALL WHOM IT MAY CONCERN:

THIS IS TO CERTIFY THAT **Institute of Corporate Directors, Inc.**, duly accredited by the Philippine Council for NGO Certification (PCNC), with address at 14<sup>th</sup> Floor Trident Tower Cond., H.V. Dela Costa St., Salcedo Village, Makati City 1227 did on August 9, 2023, register as a donee institution in accordance with the provisions of Revenue Regulations No. 13-98 dated December 8, 1998, and donation/s received shall entitle the donor/s to FULL or LIMITED DEDUCTION pursuant to Section 34(H)(1) or (2), and EXEMPTION FROM DONOR'S TAX pursuant to Section 101 (A)(2)<sup>1</sup> of the National Internal Revenue Code of 1997, as amended, subject to the representations and commitments set forth in the application for accreditation filed with the Philippine Council for NGO Certification (PCNC), the provisions of applicable rules and regulations of the Bureau of Internal Revenue and the terms and conditions set forth on the reverse side hereof.

This Certificate of Registration shall be valid until January 10, 2024 unless sooner revoked by this Office for violation of any provisions of Revenue Regulations No. 13-98, or upon withdrawal of the Certificate of Accreditation by PCNC.

In Testimony Whereof, I have hereunto set my hand at Quezon City, Philippines this Aug 9, 2023.



  
**LARRY M. BARCELO**  
Assistant Commissioner  
Legal Service  
00011998

K-1 /230822

<sup>1</sup> As renumbered by RA No. 10963 or TRAIN Law



**TERMS AND CONDITIONS  
OF THIS CERTIFICATE OF REGISTRATION**

- (1) Any change or amendment in the charter or by-laws of the registrant should be communicated immediately to the Law and Legislative Division of the Bureau of Internal Revenue.
- (1) Any donee institution which violates any provision of Revenue Regulations No. 13-98 may be disqualified either by suspension or cancellation of the right to avail of the privileges granted under Section 34(H)(1) or (2) and Section 101(A)(2)<sup>2</sup> of the Tax Code of 1997, as amended, in addition to any administrative or criminal penalties provided for by laws or regulations.
- (2) Books of accounts and other accounting records of the donee institution and its actual operations for any taxable year (fiscal or calendar) shall be subject to annual verification by the Commissioner of Internal Revenue or his duly authorized representatives.
- (3) Administrative expenses should not exceed 30% of the donations for the year.
- (4) The donee institution shall file its income tax return/annual information return on or before the 15<sup>th</sup> day of the 4<sup>th</sup> month after the close of its taxable year at the RDO where its place of business is located, together with the following:
  1. A list of the donations and income received during the year, showing the name, address of the donors; the sources of income; the amount or market value of each donation and items of income and the disposition thereof;
  2. A list of the activities and/or projects undertaken by the institution and the cost of each undertaking indicating in particular where and how the donations has been utilized;
  3. A list of projects, their corresponding costs; the amount "set aside" and the status of funds balances at the end of the year;
  4. A declaration that the utilization requirements under Section 2(c) and 8 of these Regulations have been sufficiently complied with;
  5. A declaration that no part of the net income of the accredited non-stock, non-profit corporation /NGO inures to the benefit of any private stockholder or individual; and
  6. A declaration of the status of project implementation.
- (6) Notwithstanding the exemption of donee institution under Section 30 of the Tax Code of 1997, as amended, its income of whatever kind and character from any of its properties, real or personal, or from any activity conducted for profit, regardless of the disposition made of such income, shall be subject to tax imposed under the Tax Code of 1997, as amended.

---

<sup>2</sup> Ibid