



## Secretariat to the Task Force on Fees and Charges

### 1. Request for Technical Assistance in the Determination of the Rate of Fees and Charges

As the Secretariat to the Task Force on Fees and Charges, the National Tax Research Center (NTRC) monitors the compliance of national government agencies (NGAs) and government-owned and/or -controlled corporations (GOCCs) performing governmental functions for a fee to pertinent issuances on fees and charges. It also provides technical assistance, upon request, to NGAs and GOCCs in revising their existing fees and/or imposition of new fees.

<b>Office or Division:</b>	Special Research and Technical Services Branch (SRTSB)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2G - Government to Government	
<b>Who may avail:</b>	NGAs and GOCCs performing governmental functions for a fee	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter request signed by the head of the office or his/her authorized representative indicating the following (1 electronic/physical copy): <ul style="list-style-type: none"> <li>a. The request for technical assistance;</li> <li>b. The legal basis and/or authority of the requesting NGA/GOCC from law or issuance to impose and collect fees and charges; and</li> <li>c. Short statement on the socio-economic impact of the imposition/revision of fee.</li> </ul>		Prepared by the Client
2. Workflow/procedures involved in the delivery of service (1 electronic/physical copy)  For those revising their existing fees, include the current schedule of fees proposed to be revised with the date of the last imposition and/or revision.		Prepared by the Client

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits a request to NTRC for technical assistance through the fees and charges helpdesk system, through email, or by walk-in.	<p>1. Receives the request for technical assistance and checks the attached documents.</p> <p>1.1 If the documents are complete, sets a meeting with the Revision of Fees Committee (Committee).</p> <p>1.2 If not complete, advises the client to submit all necessary documents to expedite the evaluation of the request.</p>	None	10 Minutes	Chief SRTSB
2. Meets with the Secretariat (through face-to-face meetings or any online platform, e.g., Google Meet/Zoom). Apprises the Secretariat about the fee to be imposed/ revised.	2. Meets (face-to-face or online platform) with the Committee to explain the template for calculating the costs involved in the provision of service and assists the Committee in	None	4 Working Days	Chief SRTSB



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	accomplishing the same.			
3. Presents the accomplished template to the Secretariat (through face-to-face meetings or any online platform).	3. Reviews, evaluates, and finalizes the rates of fees and charges (face-to-face meeting or online platform).	None	4 Working Days	Chief SRTSB
	4. Releases/ transmits through the fees and charges helpdesk system the estimated actual costs and recommended rate of a fee to requesting NGA/GOCC and provides a copy to NTRC for record purposes.	None	10 Minutes	Chief SRTSB
<b>TOTAL:</b>		<b>None</b>	<b>8 Working Days, 20 Minutes</b>	