

DATE : \_\_\_\_\_

To : Organization and Human Capital Development Group  
24/7 Customer Philippines, Inc.  
8/F Insular Life Building  
6781 Ayala Ave. Makati City

### **CERTIFICATION**

This is to certify that I, Mr. / Ms. \_\_\_\_\_ of legal age, \_\_\_\_\_ with  
(Name) (Status)  
postal address at \_\_\_\_\_ and presently  
working at 24/7 Customer Philippines Inc. as \_\_\_\_\_ with TIN \_\_\_\_\_ certify  
that I was not able to submit the required Certificate of Income Tax on Compensation (BIR Form No.  
2316) from my previous employer due to:

Please check reason:

\_\_\_\_\_ No previous employer for 2013

\_\_\_\_\_ Certificate of Income Tax Withheld on Compensation (BIR Form No. 2316) is not yet available  
from my previous employer

I further certify that whatever taxes due from me as a result of my failure to submit the above documents  
to 24/7 Customer Philippines, Inc. will be borne by me and I will pay directly to the Bureau of Internal  
Revenue (BIR) upon filing of my Income Tax Return (ITR) for the year 2013.

\_\_\_\_\_  
Signed