



NATIONAL TAX RESEARCH CENTER

Freedom of Information Program

Access information
from the
GOVERNMENT

www.foi.gov.ph/requests?agency=NTRC



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Name of Agency: **National Tax Research Center (NTRC)**

Address: **8th Floor, EDPC Building, BSP Complex, Roxas Blvd. cor. P. Ocampo St., Malate, Manila 1004**

Contact Details: **(+632) 5322-4401 loc. 1003**

Email Address: **info@ntrc.gov.ph**

MODE OF REQUESTS

Electronic Request



STEP 1

Go to www.foi.gov.ph in your browser.



STEP 2

Click the **Sign Up** button and provide all the required fields. **Attach a valid ID.**

Make a Request



STEP 3

Once logged in, you will be directed to your **Dashboard**. The Dashboard contains all the FOI requests of the account owner. Click the **Make a Request** button and select the **NTRC**. Accomplish all fields, then click **Send My Request**.

Send my Request



STEP 4

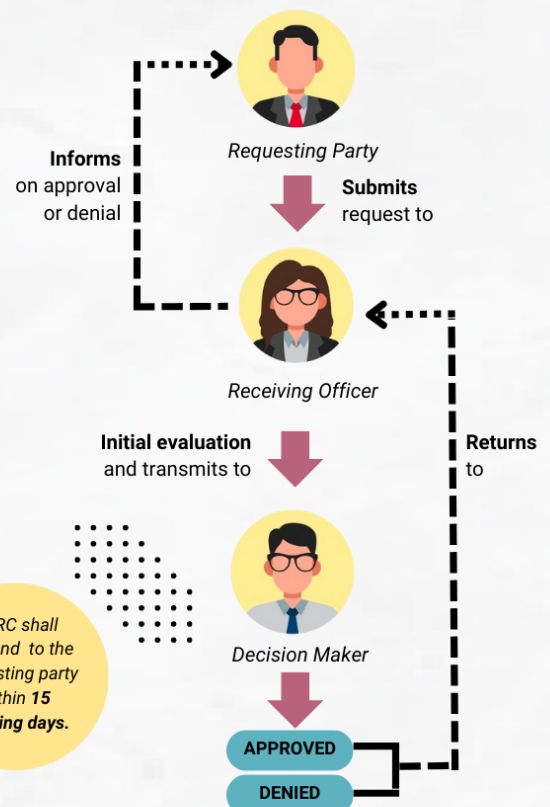
The NTRC will evaluate your request and will notify you within **15 working days**.



STEP 5

The NTRC will prepare the information for release, which will be sent to you depending on the receipt of preference.

Standard Request



NTRC shall respond to the requesting party within 15 working days.

Appeals Mechanism

In case of denial of a request for information, the requesting party may appeal to the NTRC Central Appeals and Review Committee. The appeal shall be in writing, emailed to info@ntrc.gov.ph, and shall be filed within 15 calendar days from the notice of denial or from lapse of the period to respond to the request. The appeal shall be decided within 30 working days from receipt of the appeal.