

Annex "A"

(Date)

Sir/Madam:

Greetings!

One of the sources of revenue envisioned by this Office to achieve its annual collection goal is the collection of taxes from real property transactions such as capital gains, documentary stamp, estate, donors and withholding taxes. The basis of such computation of taxes is the approved zonal valuation of the Bureau of Internal Revenue (BIR) under Section 6(E) of the National Internal Revenue Code of 1997, as amended.

After more than _____ years of using the ____ revision of zonal values of real properties within the city/municipality/province of _____ which took effect on _____, it is deemed necessary for the BIR to update it.

As member of the Sub-Technical Committee on Real Property Valuation (STCRPV) pursuant to Department Order No. _____ dated _____, you are hereby requested to attend a meeting on _____ at _____ relative to the revision/updating of the zonal values of real properties within your locality.

Failure to attend the said meeting and submit your recommended values within ten (10) calendar days after the concluding STCRPV meeting will mean your concurrence to the final values that will be recommended by the other members of the Committee or the BIR, as the case may be.

Hoping for your active participation in this endeavor.

Revenue District Officer
Chairman, STCRPV

Conforme:

(Signature of Addressee)

(Name in Print)

(Date Received)