

# Model Format for Charitable Institution Tax Exemption

**To:** The Commissioner  
Bureau of Internal Revenue  
[Office Address]

**Date:** [Insert Date]

**Subject:** Application for Tax Exemption as a Charitable Institution

## Institution Details

<b>Name of Institution</b>	[Insert Institution Name]
<b>Registration Number</b>	[Insert SEC/DTI Registration Number]
<b>Address</b>	[Insert Official Address]
<b>Contact Details</b>	[Insert Contact Number and Email]
<b>Date of Establishment</b>	[Insert Date]

## Declaration

We hereby declare that **[Institution Name]** is registered and operates exclusively for charitable purposes as defined under relevant laws and regulations. Our institution undertakes activities and programs that serve public welfare and benefit. We seek to apply for tax exemption under pertinent provisions of the Tax Code and other applicable laws.

## Supporting Documents

The following documents are attached in support of this application:

- Certified True Copy of SEC/DTI Registration
- Articles of Incorporation and By-Laws
- Audited Financial Statements (last 3 years)
- List of Programs and Activities
- Board Resolution authorizing this application
- Other supporting documents as required

In view of the above, we respectfully request for the issuance of a Certificate of Tax Exemption for our charitable institution.

Respectfully yours,

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**[Name of Head/Authorized  
Signatory]**

[Position]

[Institution Name]

Received by:

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**[For BIR Use Only]**

### **Important Notes**

- Ensure all information is accurate and up to date to avoid delays in processing.
- Attach only certified true copies of all required documents.
- Tax exemption is subject to periodic review and renewal as required by law.
- Institutions must comply with all regulatory and statutory obligations to maintain exemption status.
- This sample format may be modified to fit specific requirements issued by the BIR or relevant authorities.