



Republic of the Philippines  
**Tourism Infrastructure and Enterprise Zone Authority**  
**OFFICE OF THE CORPORATE SECRETARY**  
MAKATI

**SECRETARY'S CERTIFICATE**

EXCERPT FROM THE MINUTES OF THE MEETING BY THE BOARD OF DIRECTORS OF THE TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY ON 1 AUGUST 2017 IN MAKATI CITY, PHILIPPINES:

The Board approved to amend the Travel Tax Guidelines for reduced rate by including the illegitimate children below 21 years old and persons with disability even if 21 years old and above.

*"The following shall be entitled to the reduced rates of PhP400.00 for first class passage and PhP300.00 for business/economy class passage, if travelling to the OFWs worksite. A RTTC (TIEZA Form No. 355) shall be issued upon presentation of original passport and after compliance with the requirements enumerated hereunder:*

<i>Persons Entitled</i>	<i>Documentary Requirements</i>
<i>Legitimate spouse of an OFW</i>	<i>Original copy of the OFW's OEC, E-receipt or Balik-Manggagawa form, or POEA certified true copy thereof, or such other documents as may be allowed by laws/rules;</i>  <i>Original PSA-authenticated copy of their marriage contract or Report of Marriage from the Philippine Embassy; and</i>  <i>Airline Ticket, if already issued</i>

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<i>Legitimate and Illegitimate children of OFWs who are:</i>	<i>Original copy of the OFW's OEC, E-receipt or Balik- Manggagawa form of the worker, POEA certified true copy thereof, or such other documents as may be allowed by laws/rules;</i>
<i>Unmarried and travelling before their 21<sup>st</sup> birthday; and</i>	<i>Original or PSA – authenticated copy of their Birth Certificate or Report of Birth from the Philippine Embassy; and</i>  <i>Airline ticket, if already issued</i>
<i>Children of OFWs with disabilities even above 21 years of age</i>	<i>Original copy of the OFW's OEC, E- receipt or Balik- Manggagawa form of the worker, POEA certified true copy thereof, or such other documents as may be allowed by laws/rules;</i>  <i>Original or PSA – authenticated copy of their Birth Certificate or Report of Birth from the Philippine Embassy;</i>  <i>Airline ticket, if already issued; and</i>  <i>Original PWD ID card issued by offices established by the National Council on Disability Affairs (NCDA)</i>

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*For children born abroad to parents at least one of whom is a Filipino citizen, the parent's original marriage contract, in the absence of a PSA – authenticated birth certificate, or Report of Birth from the Philippine Embassy.*

*If the OEC or E- receipt of the OFW is more than one (1) year from the date of issuance, any of the following shall be presented together with the OEC:*

- a. A certification of work from the employer establishing the OFW's period of employment; or*
- b. A copy of the employment contract showing that the contract is still valid or enforced.*

*No carrier, charter, shipping company or their agents shall grant the reduced rate to any passenger unless the original RTTC issued by the TIEZA is submitted upon purchase request of the carrier's ticket.*

*Said certificate shall be made available to TIEZA – authorized personnel upon examination of the books and other records on travel tax. Photocopies or other copies of these certificates are deemed null and void.*

*The full tax rate shall be assessed against the carrier, chartered, or shipping company concerned in cases of violation of these Rules."*

This is to certify that the foregoing is an accurate excerpt from the Minutes of Meeting adopted by the Board of Directors of the Tourism Infrastructure and Enterprise Zone Authority on 3 November 2017 in Makati City

  
**ATTY. AL CONRAD B. ESPALDON**  
*Corporate Secretary*

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**SUBSCRIBED AND SWORN**, to before me this 3 November 2017 in Makati City Metro Manila, Philippines; affiant Atty. Al Conrad B. Espaldon, exhibited to me his Integrated Bar of the Philippines Identification Card No. 011502 with Lifetime Membership.

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Series of 2017

**ATTY. REI ALESSANDRO L. DIAZ**  
Notary Public - Makati City  
PTR No. 3005781/01-03-2017, Mandaluyong City  
IBP Lifetime No. 07464, Roll No. 55690  
Appt. No. M-89, Commission Expires on 12-31-18  
MCLE Compliance No. V-011913  
Ground Floor L & H Building  
2310 Chino Roces, Makati City

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