NATIONAL ADMINISTRATIVE REGISTER · MARCH 6, 1991

MERCHANICS OF IMPLEMENTATION ON ASSESSMENT AND COLLECTION OF 1990 PENALTIES ON UNUTILIZED AWARDS

GTEB MEMORANDUM ORDER NO. 91-03, March 06, 1991

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The initial Assessment Advice on 1990 Unutilized Awards will be set out by April 24, 1991. The Board in its meetings of February 21 and 28, 1991 respectively, approved and confirmed the following mechanics of Implementation on Assessment and Collection of 1990 Penalties on Unutilized Awards submitted by the Secretariat:

1. The notices shall be distributed to the firms through the One-Stop-Action Center (OSAC) of the GTEB Secretariat.

2. After five (5) days, the unclaimed notices shall be sent through the mail.

3. The firm shall be advised to reconcile records within 15 working days and to file its appeal until the end of another 15 days grace period. The Secretariat will no longer entertain requests thereafter and the assessment becomes final.

> Schedule:
> Distribution of Notices – starting April 24, 1991
> Reconciliation Period – May 2-22, 1991
> Appeals can be filed until June 12, 1991

Please be guided accordingly.

Adopted: 6 Mar. 1991

(SGD.) THELMA K. JOVER
Deputy Director

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