

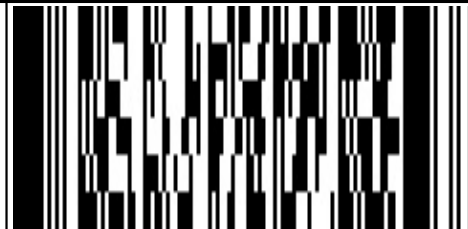


BIR Form No.

2316

September 2021(ENCS)

Certificate of Compensation Payment/Tax Withheld



For Compensation Payment With or Without Tax Withheld

Fill in all applicable spaces. Mark all appropriate boxes with an "X".

<p>1 For the Year (YYYY) 2025</p> <p style="text-align: center;">Part I - Employee Information</p> <p>3 TIN 399 - 087 - 900 - 0000</p> <p>4 Employee's Name (Last Name, First Name, Middle Name) CYNTHIA JOY LOPEZ 5 RDO Code 081</p> <p>6 Registered Address 6A ZIP Code </p> <p>6B Local Home Address 6C ZIP Code </p> <p>6D Foreign Address </p> <p>7 Date of Birth (MM/DD/YYYY) 12 / 10 / 2000 8 Contact Number </p> <p>9 Statutory Minimum Wage rate per day </p> <p>10 Statutory Minimum Wage rate per month </p> <p>11 <input type="checkbox"/> Minimum Wage Earner (MWE) whose compensation is exempt from withholding tax and not subject to income tax</p> <p style="text-align: center;">Part II - Employer Information (Present)</p> <p>12 TIN 010 - 837 - 248 - 0000</p> <p>13 Employer's Name WIPRO INSURANCE SOLUTIONS LLC, PHILIPPINES BRANCH</p> <p>14 Registered Address LOT 7, CORNER ARCHBISHOP REYES CEBU IT TOWER 1, CEBU BUSINESS PARK, MINDANAO ST. LUZ, CEBU 14A ZIP Code 3000</p> <p>15 Type of Employer <input checked="" type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer</p> <p style="text-align: center;">Part III - Employer Information (Previous)</p> <p>16 TIN - - - 0000</p> <p>17 Employer's Name </p> <p>18 Registered Address 18A ZIP Code </p> <p style="text-align: center;">Part IVA - Summary</p> <table style="width:100%; border-collapse: collapse;"> <tr><td>19 Gross Compensation Income from Present Employer (Sum of Items 38 and 52)</td><td style="text-align: right; border: 1px solid black; padding: 2px;">17,332.78</td></tr> <tr><td>20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38)</td><td style="text-align: right; border: 1px solid black; padding: 2px;">5,854.49</td></tr> <tr><td>21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52)</td><td style="text-align: right; border: 1px solid black; padding: 2px;">11,478.29</td></tr> <tr><td>22 Add: Taxable Compensation Income from Previous Employer, if applicable</td><td style="text-align: right; border: 1px solid black; padding: 2px;">0.00</td></tr> <tr><td>23 Gross Taxable Compensation Income (Sum of Items 21 and 22)</td><td style="text-align: right; border: 1px solid black; padding: 2px;">11,478.29</td></tr> <tr><td>24 Tax Due</td><td style="text-align: right; border: 1px solid black; padding: 2px;">0.00</td></tr> <tr><td>25 Amount of Taxes Withheld</td><td style="text-align: right; border: 1px solid black; padding: 2px;">0.00</td></tr> <tr><td>25A Present Employer</td><td style="text-align: right; border: 1px solid black; padding: 2px;">0.00</td></tr> <tr><td>25B Previous Employer, if applicable</td><td style="text-align: right; border: 1px solid black; padding: 2px;">0.00</td></tr> <tr><td>26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)</td><td style="text-align: right; border: 1px solid black; padding: 2px;">0.00</td></tr> <tr><td>27 5% Tax Credit (PERA Act of 2008)</td><td style="text-align: right; border: 1px solid black; padding: 2px;">0.00</td></tr> <tr><td>28 Total Taxes Withheld (Sum of Items 26 and 27)</td><td style="text-align: right; border: 1px solid black; padding: 2px;">0.00</td></tr> </table>	19 Gross Compensation Income from Present Employer (Sum of Items 38 and 52)	17,332.78	20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38)	5,854.49	21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52)	11,478.29	22 Add: Taxable Compensation Income from Previous Employer, if applicable	0.00	23 Gross Taxable Compensation Income (Sum of Items 21 and 22)	11,478.29	24 Tax Due	0.00	25 Amount of Taxes Withheld	0.00	25A Present Employer	0.00	25B Previous Employer, if applicable	0.00	26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)	0.00	27 5% Tax Credit (PERA Act of 2008)	0.00	28 Total Taxes Withheld (Sum of Items 26 and 27)	0.00	<p>2 For the Period From (MM/DD) 01 / 01 To (MM/DD) 01 / 20</p> <p style="text-align: center;">Part IV-B Details of Compensation Income & Tax Withheld from Present Employer</p> <p>A. NON-TAXABLE/EXEMPT COMPENSATION INCOME</p> <table style="width:100%; border-collapse: collapse;"> <thead> <tr><th style="width:80%;"></th><th style="text-align: right; width:20%;">Amount</th></tr> </thead> <tbody> <tr><td>29 Basic Salary (including the exempt P250,000 & below or the Statutory Minimum Wage of the MWE)</td><td style="text-align: right; border: 1px solid black; padding: 2px;">0.00</td></tr> <tr><td>30 Holiday Pay (MWE)</td><td style="text-align: right; border: 1px solid black; padding: 2px;">0.00</td></tr> <tr><td>31 Overtime Pay (MWE)</td><td style="text-align: right; border: 1px solid black; padding: 2px;">0.00</td></tr> <tr><td>32 Night Shift Differential (MWE)</td><td style="text-align: right; border: 1px solid black; padding: 2px;">0.00</td></tr> <tr><td>33 Hazard Pay (MWE)</td><td style="text-align: right; border: 1px solid black; padding: 2px;">0.00</td></tr> <tr><td>34 13th Month Pay and Other Benefits (maximum of P90,000)</td><td style="text-align: right; border: 1px solid black; padding: 2px;">2,010.96</td></tr> <tr><td>35 De Minimis Benefits</td><td style="text-align: right; border: 1px solid black; padding: 2px;">1,121.21</td></tr> <tr><td>36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)</td><td style="text-align: right; border: 1px solid black; padding: 2px;">1,366.57</td></tr> <tr><td>37 Salaries and Other Forms of Compensation</td><td style="text-align: right; border: 1px solid black; padding: 2px;">1,355.75</td></tr> <tr><td>38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)</td><td style="text-align: right; border: 1px solid black; padding: 2px;">5,854.49</td></tr> </tbody> </table> <p>B. TAXABLE COMPENSATION INCOME REGULAR</p> <table style="width:100%; border-collapse: collapse;"> <tbody> <tr><td>39 Basic Salary</td><td style="text-align: right; border: 1px solid black; padding: 2px;">8,364.89</td></tr> <tr><td>40 Representation</td><td style="text-align: right; border: 1px solid black; padding: 2px;">0.00</td></tr> <tr><td>41 Transportation</td><td style="text-align: right; border: 1px solid black; padding: 2px;">0.00</td></tr> <tr><td>42 Cost of Living Allowance (COLA)</td><td style="text-align: right; border: 1px solid black; padding: 2px;">0.00</td></tr> <tr><td>43 Fixed Housing Allowance</td><td style="text-align: right; border: 1px solid black; padding: 2px;">0.00</td></tr> <tr><td>44 Others (specify)</td><td style="text-align: right; border: 1px solid black; padding: 2px;">0.00</td></tr> <tr><td style="padding-left: 20px;">44A </td><td style="text-align: right; border: 1px solid black; padding: 2px;">0.00</td></tr> <tr><td style="padding-left: 20px;">44B </td><td style="text-align: right; border: 1px solid black; padding: 2px;">0.00</td></tr> </tbody> </table> <p style="text-align: center;">SUPPLEMENTARY</p> <table style="width:100%; border-collapse: collapse;"> <tbody> <tr><td>45 Commission</td><td style="text-align: right; border: 1px solid black; padding: 2px;">0.00</td></tr> <tr><td>46 Profit Sharing</td><td style="text-align: right; border: 1px solid black; padding: 2px;">0.00</td></tr> <tr><td>47 Fees Including Director's Fees</td><td style="text-align: right; border: 1px solid black; padding: 2px;">0.00</td></tr> <tr><td>48 Taxable 13th Month Benefits</td><td style="text-align: right; border: 1px solid black; padding: 2px;">0.00</td></tr> <tr><td>49 Hazard Pay</td><td style="text-align: right; border: 1px solid black; padding: 2px;">0.00</td></tr> <tr><td>50 Overtime Pay</td><td style="text-align: right; border: 1px solid black; padding: 2px;">0.00</td></tr> <tr><td>51 Others (specify)</td><td style="text-align: right; border: 1px solid black; padding: 2px;">0.00</td></tr> <tr><td style="padding-left: 20px;">51A Salaries and other form of compensation </td><td style="text-align: right; border: 1px solid black; padding: 2px;">3,113.40</td></tr> <tr><td style="padding-left: 20px;">51B </td><td style="text-align: right; border: 1px solid black; padding: 2px;">0.00</td></tr> <tr><td>52 Total Taxable Compensation Income (Sum of Items 39 to 51B)</td><td style="text-align: right; border: 1px solid black; padding: 2px;">11,478.29</td></tr> </tbody> </table>		Amount	29 Basic Salary (including the exempt P250,000 & below or the Statutory Minimum Wage of the MWE)	0.00	30 Holiday Pay (MWE)	0.00	31 Overtime Pay (MWE)	0.00	32 Night Shift Differential (MWE)	0.00	33 Hazard Pay (MWE)	0.00	34 13th Month Pay and Other Benefits (maximum of P90,000)	2,010.96	35 De Minimis Benefits	1,121.21	36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)	1,366.57	37 Salaries and Other Forms of Compensation	1,355.75	38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)	5,854.49	39 Basic Salary	8,364.89	40 Representation	0.00	41 Transportation	0.00	42 Cost of Living Allowance (COLA)	0.00	43 Fixed Housing Allowance	0.00	44 Others (specify)	0.00	44A 	0.00	44B 	0.00	45 Commission	0.00	46 Profit Sharing	0.00	47 Fees Including Director's Fees	0.00	48 Taxable 13th Month Benefits	0.00	49 Hazard Pay	0.00	50 Overtime Pay	0.00	51 Others (specify)	0.00	51A Salaries and other form of compensation 	3,113.40	51B 	0.00	52 Total Taxable Compensation Income (Sum of Items 39 to 51B)	11,478.29
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I/We declare, under the penalties of perjury that this certificate has been made in good faith, verified by me/us, and to the best of my/our knowledge and belief, is true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof. Further, I/we give my/our consent to the processing of my/our information as contemplated under the "Data Privacy Act of 2012 (R.A. No. 10173) for legitimate and lawful purposes.

<p>53 <u>Aseem Roy / Associate Vice President</u> Present Employer/Authorized Agent Signature over Printed Name</p> <p>CONFORME:</p> <p>54 <u>CYNTHIA JOY LOPEZ</u> Employee Signature over Printed Name</p> <p>CTC/Valid ID No. of Employee Place of Issue </p>	<p>Date Signed 01 / 31 / 2025</p> <p>Date Signed / / </p> <p>Date Issued / / Amount paid, if CTC </p>
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To be accomplished under substituted filing

<p>I declare, under the penalties of perjury that the information herein stated are reported under BIR Form No. 1604-C which has been filed with the Bureau of Internal Revenue.</p> <p>55 <u>Aseem Roy / Associate Vice President</u> Present Employer/Authorized Agent Signature over Printed Name (Head of Accounting/Human Resource or Authorized Representative)</p>	<p>I declare, under the penalties of perjury that I am qualified under substituted filing of Income Tax Return (BIR Form No. 1700), since I received purely compensation income from only one employer in the Philippines for the calendar year; that taxes have been correctly withheld by my employer (tax due equals tax withheld); that the BIR Form No. 1604-C filed by my employer to the BIR shall constitute as my income tax return; and that BIR Form No. 2316 shall serve the same purpose as if BIR Form No. 1700 has been filed pursuant to the provisions of Revenue Regulations (RR) No. 3-2002, as amended.</p> <p style="text-align: right;">56 <u> </u> Employee Signature over Printed Name</p>
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