

### Republic of the Philippines Department of Environment and Natural Resources

Visayas Avenue, Diliman, 1100 Quezon City Tel. Nos. (632) 929-6626 to 69, (632) 929-6252 929-6620; 929-6633 to 35; 929-7041 to 43

Website: www.denr.gov.ph

### **MEMORANDUM**

FOR/TO

**Heads of Attached Agencies** 

(PCSD, NWRB, NAMRIA, LLDA)

The Bureau Directors

(BMB, FMB, LMB, ERDB, EMB, MGB)

The Director

Foreign Assisted and Special Projects Service

FROM

The Undersecretary

Policy, Planning and International Affairs

SUBJECT

CALL FOR PROPOSAL FOR NATIONAL PRIORITY PLAN (NPP) 2021

DATE

OCT 07 2020

This has reference to the attached letter of Secretary Karl Kendrick T. Chua, Acting Socioeconomic Planning and National Economic and Development Authority (NEDA), requesting for the Department to submit new or ongoing programs/projects/activities (PPAs) for possible inclusion to the 2021 National Priority Plan (NPP).

The inclusion of PPAs in NPP shall entitle the private sector donors/donations to full tax deduction, in accordance with the provision of section 34 (H)(2)(a) of the National Internal Revenue Code of 1887. The receipt of donations from private sector is one mode of mobilizing private sector participation in national development, and financing of the government's expenditure thrusts, thereby freeing public resources for other development activities.

Should your Office be interested and have PPAs that expect donations from private sector, please accomplish NPP Form 1 including the required documents to the Policy and Planning Service, <u>not later than 12 October 2020</u> for review and endorsement to NEDA. Attached, for your guidance and reference are the following documents:

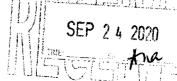
- 1. 2020 National Priority Plan
- 2. NEDA Circular No. 01-2009: Guidelines for the Formulation and Issuance of Certification of Inclusion of PAPs in the NPP
- 3. List of documents to be submitted
- 4. NPP Forms

For your consideration and appropriate action.

ATTY. JUNAS R. LEONES

MEMO NO. 2020 - 491





### REPUBLIC OF THE PHILIPPINES

### NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

**FOR** 

: Secretary William D. Dar, DA

Secretary John R. Castriciones, DAR Secretary Roy A. Cimatu, DENR

Secretary Leonor Magtolis Briones, DepEd

Secretary Alfonso G. Cusi, DOE
Secretary Francisco Duque III, DOH
Secretary Menardo I. Guevarra, DOJ
Secretary Silvestre H. Bello III, DOLE
Secretary Fortunato T. dela Pena, DOST
Secretary Bernadette Romulo-Puyat, DOT

Secretary Mark A. Villar, DPWH

Secretary Rolando Joselito D. Bautista, DSWD Secretary Eduardo D. Del Rosario, DHSUD

Secretary Noel K. Felongco, NAPC

Executive Director Emmanuel M. de Guzman, CCC

Chairperson Danilo Delapuz Lim, MMDA

Chairperson Arsenio Lizaso, NCCA Chairperson Allen A. Capuyan, NCIP Chairperson Ryan R. Enriquez, NYC Chairperson William I. Ramirez, PSC

Chairperson J. Prospero E. De Vera III, CHED Director General Isidro S. Lapena, TESDA

**FROM** 

: KARL KENDRICK T. CHUA

**Acting Socioeconomic Planning Secretary** 

**SUBJECT** 

Call for proposals for the 2021 National Priority Plan

DATE

21 September 2020

This refers to the National Priority Plan (NPP) that is issued by the National Economic and Development Authority (NEDA) annually which lists programs, projects and activities (PPAs) that qualify for donor's tax exemption and income tax deduction<sup>1</sup>.

Call for proposals for the 2021 National Priority Plan

Page 1 of 2



<sup>&</sup>lt;sup>1</sup> By virtue of the National Internal Revenue Code of 1997 (NIRC) and BIR-NEDA Regulations No. 1-81, the NEDA is tasked to formulate and implement the NPP. The inclusion of PPAs in the NPP shall entitle private sector

The PPAs included in the NPP belong to sectors such as education, health, youth and sports development, human settlements, science and culture, and economic development. The receipt of donations by the authorized donee institution<sup>2</sup> is one mode of mobilizing private sector participation in national development and financing the government's expenditure thrusts. As a result, public resources are freed up for other development activities.

In this regard, we would like to invite your agency to submit PPA/s for inclusion in the 2021 NPP, which could be (a) new or ongoing PPA/s, and (b) PPA/s listed in the 2020 NPP, to NEDA **no later than October 15, 2020**. Attached for your guidance and reference are the following documents:

- 1. 2020 NPP
- 2. List of documents to be submitted
- 3. NPP forms to be submitted
- 4. NEDA Circular No. 01-2009: Guidelines for the Formulation and Issuance of Certification of Inclusion of PAPs in the NPP

For further information or clarifications, your staff may coordinate with Ms. Dulce B. Paloma or Mr. Kenneth Casey M. Tapnio of the NEDA-Social Development Staff through e-mail: DBPaloma@neda.gov.ph or KMTapnio@neda.gov.ph.

Thank you.

Very truly yours,

Acting Socioeconomic Planning Secretary

donors and donations to the PPAs to full donor's tax exemption and income tax deduction from his/her/its gross taxable income, respectively, in accordance with the provision of section 34(H)(2)(a) of the NIRC of 1997.

<sup>&</sup>lt;sup>2</sup> Per NEDA Circular 2009-01 Section A(1), authorized donee institution is a department, bureau, commission, agency, office, or instrumentality of the national government authorized by law or its charter to accept donations or a local government unit (LGU), which proposes the inclusion of PPAs in the NPP.



### NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

#12 St. J. Escriva Drive, Ortigas Center, Pasig City

NEDA NPP FORM 1 Application for inclusion/Reinclusion in the National Priority Plan (NPP)
Proposed new inclusions in the National Priority Plan (NPP) pursuant to section 34 paragraph H(2)(a) of the National Internal Revenue Code, as amended

1. PROPONENT AGENCY OR LOCAL GO	WERNMENT UNIT (LGU):				
2. PROGRAM/PROJECT/ACTIVITY TITL	€				
3. SECTOR:					
□Education □Health □Yo	outh and Sports Development	an Settlements	OScience OCulture Ofice	onomic Development	
4. PROGRAM/PROJECT/ACTIVITY DES					
					····
	PROGRAM/PROJECT/ACTIVITY WHERE PR			extra sheet/s (r naedeo)  Possible Private Donor	•
Compone	nt Activity/ies	Specific Don	ation/s Expected/or Needed	POSIDIE PITALE DURA	<u>*</u>
6. PROGRAM/PROJECT/ACTIVITY'S G				<u> </u>	
Regional (please specify) Provincial (please specify) City/Municipal (please specify) PROGRAM/PROJECT/ACTIVITY'S DX					***************************************
8. INSTITUTIONAL ARRANGEMENTS:  9. PROGRAM/PROJECT/ACTIVITY'S PI	JNDING SOURCE AND ESTIMATED TOTAL (	COST: Pinase check	sonlicable source/s of funds. Its soe	acific source and indicative amount	
A Local Funds	Specific Source	Cost (Php)	B. Foreign-Assisted Funds	Specific Source	Cost (Php)
☐ Government Funds		1.45	☐ Foreign Loan		
☐ Domestic Loans			☐ Grant-in-aid		
Others (please specify)			☐ Others (please specify)		
GRAND TOTAL:	Total	<u> </u>		Total	
10. JUSTIFICATION/S FOR INCLUSION	VOR REINCLUSION IN THE NPP:				
APPROVED BY:			Contact Person:		
			Designation:		
****			Buresu/Division/Section/Unit:		·····
Sig	nature Over Printed Name		Office Phone Number/s:		<del></del>
	Head of Agency		Office Fax Number:		
			Small Aridease		

### Required Documents for Inclusion/Reinclusion in the 2021 NPP

### BASIC Requirements for PPAs Proposed for Inclusion/or Reinclusion in the 2021 NPP

- 1. Letter of request signed by the head of the proponent agency addressed to the NEDA Secretary;
- 2. Fully accomplished NEDA NPP Form 1 Application for NPP Inclusion/Reinclusion (Annex A)

### Additional required documents

### For PPAs proposed for REINCLUSION in the 2021 NPP

- 3a. Fully accomplished NEDA NPP Form 2 Monitoring Form which contains report of donations received (Annex B) for PPAs with received donation/s from the date of issuance of Certification of Inclusion to the 2020 NPP to 30 September 2020 OR
- 3b. Status report on the PPA if the proposed PPA for reinclusion has NOT received any donation from the date of issuance of Certification of Inclusion to the 2020 NPP to 30 September 2020

The status report should include the following:

- significant accomplishments of the PPA;
- reason/s and/or difficulties encountered in encouraging private sector donations to the PPA; and
- initial actions taken and/or plan of action to be undertaken to encourage private sector donations if reconsidered for reinclusion, among others.

### For attached agencies

4. The appropriate endorsement by the head of the department

### For PPAs for inclusion or reinclusion with region-specific coverage

5. RDC Endorsement Letter

### Clearance from the EMB-DENR, where applicable

- 6a. Environmental Compliance Certificate (ECC) for environmentally critical projects and/or projects located in an environmentally critical area;

  OR
- 6b. Certificate of Non-Coverage for projects not covered by the Philippine Environmental Impact Statement (EIS) System.



### Republic of the Philippines NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

NEDA sa Pasig. 12 Saint Josemaria Escrivá Drive, Ortigas Center, Pasig City 1605 P.O. Box 419, Greenhills • Tels. 631-0945 to 64 http://www.neda.gov.ph

NEDA CIRCULAR No. 81 - 7179
4 August 2009

Tel

All Concerned

SCHOOL ST

Guidelines for the Formulation of, and Issuance of Certification of

Inclusion of Programs, Projects and Activities in, the National

**Priority Plan** 

Paramet to Section 34(H)(2)(a) of the National Internal Revenue Code, hereunder are the substance of Lertification of and issuance of Certification of the Section of Projects and Activities (PPAs) in the National Priority Plan (NPP). These substances and the supplemental to the BIR-NEDA Regulations No. 1-81.

### A. Shiffing Pulnelples

internal Revenue Code empowers NEDA to determine which donations to see and activities (PPA) will entitle the donor to full tax deductibility. In the second projects, and activities, NEDA shall be guided by the following:

- It is the private sector by the government from the private sector is one mode of medical private sector participation in national development, and the financing of evernment expenditures. It increases the government's resources to the extent that donations received are used according to the government's expenditure thrusts, thereby freeing public resources for other developmental activities.
- 2. However, the receipt of donations is not without cost to the government since donate are allowed to claim tax deductions on such donations. The nature and form of the donations could also delimit the government's use of the donated resources.
- 3. Distributions to the PPA in the National Priority Plan (NPP) shall be eligible to the PPA in the National Priority Plan (NPP) shall be eligible

### B. Scote and Coverage of the National Priority Plan (NPP)

The NPP shall be a list of PPAs in education, health, youth and sports in the property the activities as appropriate for each project to guide both the diame and the donor in making donations. It shall also specify the authorized done institutions for each project. The authorized donee institution is a distillation in the commission, agency, office, or instrumentality of the national distillation authorized by law or its charter to accept donations or a local security unit (LGU), which proposes the inclusion of PPAs in the NPP. The

authorized donce institution shall also be known as the proponent government agency or local government unit prior to the approval and inclusion of the PPAs in the NPP.

- Revenue-generating facilities/projects of the government shall be excluded from the NPP.
- 3. Donations may be in the form of real or personal property, whether tangible or intangible, or mixed, wherever situated, except personal services. Donations consisting of technologically obsolete or fully depreciated equipment, supplies and materials, shall not be eligible.
- 4. Priority shall be accorded to projects which rely largely on donations for maintenance and survival and where Government cannot advance funding due to resource constraints; or those which are necessary for emergency, relief and rehabilitation purposes.

### C. Procedure for the Preparation of the National Priority Plan

- 1. All concerned agencies and political subdivisions of the government shall submit the duly accomplished NEDA Form 1 to NEDA, for PPAs proposed to be included in the NPP not later than the 15<sup>th</sup> day of October of the year immediately preceding the taxable year when deductions for donations are to be claimed.
- NEDA Form 1 shall be evaluated to determine that it is complete in form and substance.
- 3. In case where NEDA Form 1 is not properly accomplished, NEDA shall return the NEDA Form 1 and inform the concerned agency in writing about the revisions which have to be made not later than five (5) days from receipt thereof.
- The NPP shall be reviewed and revised annually not later than December 31 of each year to reflect changes on the projects included in the current Plan as well as new developments.
- 5. PPAs are to be deleted from the list (i) when these can no longer be considered priority in relation to the established development thrusts and objectives; or (ii) when they have been completed.
- 6. Whenever a program or project or any of its activities is to be deleted, the proponent agency shall be informed in writing, copy furnished the Bureau of Internal Revenue (BIR), about the reason/s and the date of effectivity for the deletion.
- 7. The Director-General shall approve the NPP not later than the 31<sup>st</sup> of January of each taxable year.
- 8. Additional PPAs certified by the Director-General as priorities shall form part of the NPP at any time during the taxable year.

### D. Burndon the the Insuance of the Certification of Inclusion in the NPP

- L Confidential of inclusion in the NPP may be issued for:
  - 2PA that is included in the NPP but has not yet received any donation; and.
  - PPA that is included in the NPP and to which donation has been made galor to inclusion; Provided that the immediately following item no. 2 has been complied with.
- 2. Requests for certification shall be submitted to NEDA Central Office for certification not later than 31 December of the taxable year when donations were made no that approved tax deductions could be claimed during the succeeding yells at the time of filing of income tax returns.
- 3. The proponent government agency shall submit to NEDA the following
  - (1): Letter of request by the proponent agency/LGU addressed to the NEDA Director-General:
  - (fi) Deed of Donation, if donation/s is/are already made:
  - The appropriate endorsement by the head of the department in the case of attached agencies:
  - (iv) Clearance from the EMB-DENR, where applicable; and,
  - Other necessary documents as may be required.
- 4. MEDA shall officially accept and evaluate request only when the documentary requirements are complete. In case the documents submitted are incomplete, the shall return and inform the proponent agency/LGU in writing about the same not later than ten (10) calendar days from the receipt thereof.
- 5. The request shall be evaluated within a period of thirty (30) working days from date of official acceptance.
- For PPAs with donations, the donee shall submit to NEDA a copy of the written impaction the status of donations within three (3) months from date of receipt of dentition.
- The PAs that are included in the NPP but has yet to receive any donation, the distribution half provide NEDA a status report on the PPA for the purpose provided in the C. Paragraph 4 of this Circular.

### R. Marketeal Committee on the National Priority Plan

A Positional Committee on the NPP (TC-NPP) shall be created in NEDA to (a) According recommend, review and update the NPP; and, (b) evaluate requests for application of inclusion in the NPP. The TC-NPP shall have the following chargestion:

Deputy Director-General - Chairperson
Director, National Planning and Policy Staff - Vice-Chairperson
Director. Agriculture Staff - Member
Director. Information Technology
Coordination Staff - Member

Director, Infrastructure Staff - Member
Director, Legal Staff - Member
Director, Management Staff - Member
Director, Regional Development Coordination Staff - Member
Director, Social Development Staff - Member
Director, Trade, Industry and Utilities Staff - Member

The Chairperson shall be designated by the Director-General. The concerned members may designate their respective alternate in the TC-NPP.

- 2. The TC-NPP shall be supported by the Legal Staff as the Secretariat
- The TC-NPP shall meet every third week of the month or as often as may be necessary.

### F. Role of Staffs

- 1. Secretariat The Legal Staff as the Secretariat shall have the following functions for the NPP Preparation and Requests for Certification:
  - a. Officially accept requests for inclusion in the NPP when documents submitted by proponent agencies are complete;
  - b. Refer such requests to the concerned sector staff or regional office for LGU/region-specific proposals, for evaluation upon receipt of complete documents:
  - c. Endorse sector staff's/regional office's evaluation to TCC-NPP for deliberation:
  - d. Transmit TCC-NPP recommendations on requests evaluated to the Director-General;
  - e. Include the PPAs approved by the Director-General in the NPP;
  - f. Prepare the certification to be signed by the Director-General that a PPA has been approved for inclusion in the NPP:
  - g. Assist the TCC-NPP in the annual review and revision of the NPP; and.
  - h. Serve as repository of documents related to NPP:
  - i. Inform proponent agencies/LGUs on the status of their requests;
- 2. Sector Staffs/Regional Offices The sector staffs and the regional offices for LGU/region-specific proposals shall perform the following roles:
  - a. Evaluate proposals referred to by the Secretariat;

- Facilitate the concerned RDC endorsement of LGU/region specific proposals;
- Provide technical assistance in the annual review and revision of the NPP;
- **Coordinate** with the Secretariat, other sector staffs/regional offices, and proponent agencies as needed on matters pertaining to the NPP or request far inclusion and/or certification.

### G. Confilment of Departion

All authorized donce institutions are required to furnish NEDA a certificate of donation in the many be prescribed by the BIR, on every donation they receive within the behavior worked:

- For PPAs that are already included in the NPP, the certificate of donation shall be submitted to NEDA within thirty (30) days after the receipt of donation.
- h. Por PPAs that are proposed for inclusion in the NPP and to which donation has already been made, the certificate of donation shall be submitted to NEDA within fifteen (15) days after accomplishment of said certificate.

### H. Allendanants

The Miles secures the right to make future amendments, modifications, revisions or the legislations in these guidelines consistent with existing laws, rules and regulations. However, no such revision, amendment or modification shall be effective unless approved by the Director-General.

### I. Editelleite

This Cheeler shall take effect immediately.

Secretary of Socio-Economic Planning and Director-General

### 2020 National Priority Plan

The National Priority Plan (NPP) is a list of government's priority programs, projects and activities (PPAs) in the areas of education; health; youth and sports development; human settlements; science and culture; and economic development. The National Economic Development Authority (NEDA) issues this list annually as mandated in the National Internal Revenue Code.

Program/Project/Activity (PPAs)	Brief Description	For more information, please visit:	Implementing Agency
Malnutrition Reduction Program (MRP)	The MRP is an expansion of the DOST PINOY (Package for the Improvement of Nutrition of Young Children), a nationwide strategy to address undernutrition among young Filipino children. The MRP involves direct feeding of rice-mongo based complementary foods for 6 months to below 3 years old children, and nutrition education of mothers/caregivers.	www.dost.gov.ph www.fnri.dost.gov.ph	Department of Science and Technology – Food and Nutrition Research Institute (DOST-FNRI)
Science and Technology Academic and Research Based Openly Operated Kiosk (STARBOOKS)	STARBOOKS is a compiled set of digitized science and technology information and knowledge resources stored in a computer and deployed by DOST-STII for use by schools and communities, most especially in remote communities. It is a stand-alone library in a box that can be used even without an internet access.	www.stii.dost.gov.ph	Department of Science and Technology - Science and Technology Information Institute (DOST-STII)
DOSTv: Science for The People	DOSTv is the official weather and science program of the DOST to communicate Science for the people, promote a culture of science and technology (S&T), and encourage the youth to pursue Science, Technology, Engineering, and Mathematics (STEM) careers. It embodies the policy and program thrust of the new DOST administration by strengthening the country's capacity for S&T in terms of infrastructure, absorptive capacity and human resource development.	www.stii.dost.gov.ph	Department of Science and Technology - Science and Technology Information Institute (DOST-STII)

207		0.55	<del></del> 1
Philippine Rural Development Project (PRDP)	Adopt-A-School Program (ASP)	Access to Resources and Innovations in Science Education (ARISE): 21st Century Model Classroom	Program/Project/Activity (PPAs)
The Philippine Rural Development Project (PRDP) is a six-year (6) project designed to establish the government platform for a modern, climate-smart, and market-oriented agri-fishery sector. PRDP collaborates with the LGUs and private sector in providing key infrastructure, facilities, technology, and information that will raise income, productivity, and intentional in the countryside.	The ASP, which was established under Republic Act 8525 or ASP Act of 1998, is a vital program to improve access to quality basic education in the country by strengthening partnerships with private sectors, government sector, non-government sector and local government units. Under the program, partners provide assistance by upgrading and modernizing public elementary and high schools.	The project is a 21st century education support system. It serves as a learning environment that creates learning practices, human support and physical environments that facilitates the development of the 21st century skills of both teachers and learners in the four common cores: Communication, Collaboration, Critical Thinking and Creativity	Brief Description
www.da.gov.ph	www.deped.gov.ph	www.sei.dost.gov.ph	For more information, please visit:
Department of Agriculture (DA)	Department of Education (DepEd)	DOST-Science Education Institute (SEI)	Implementing Agency

### General Guidelines in Acccomplishing NEDA NPP Form 1 Application for Inclusion/Reinclusion in the National Priority Plan (NPP)

### 1. Proponent Agency or Local Government Unit (LGU)

This item provides the name of the department/bureau/commission/agency/ office/ instrumentality of the national government or LGU (in full and abbreviated) with the primary responsibility to carry out/implement the proposed program/project.

### 2. Program/Project/Activity (PPA) Title

This section provides the complete name of the PPA being proposed

### 3. Sector

This item indicates the sector under which the PPA is classified. Per BIR-NEDA Revenue Regulation No. 1-81, sectors include: (a) Education; (b) Health; (c) Youth and Sports Development; (d) Human Settlements; (e) Science; (f) Culture); and (g) Economic Development.

### 4. Program/Project/Activity (PPA) Description

The description must be a concise explanation of the objectives, components, project duration, expected outputs, desired outcomes and the contribution of the proposed PPA in addressing the needs, priorities and objectives of the sector. It should also give information if the PPA is only a phase of a bigger, multi-phased, or part of an integrated area development intervention.

### 5. Component Activity/les of the PPA where Private Donations are Expected

This section indicates the list of possible donations per component activity of the PPA and the prospective companies in the private sector where donations can be solicited.

As stated in the NEDA Guidelines, "Donations may be in the form of real or personal property, whether tangible or intangible, or mixed, whether situated, except personal services. Donations consisting of technologically obsolete or fully depreciated equipment, supplies and materials, shall not be eligible."

### 6. Geographical Coverage

This section indicates the proposed PPA's geographical coverage (i.e., national, regional, provincial, city or municipal). It should also specify the specific region, province, city or municipality covered by the PPA.

### 7. Expected Output

This section should clearly indicate the outputs of the PPA in quantitative and/or qualitative terms consistent with its objectives, such as number of beneficiaries (i.e., municipality/ies, barangay/s, household/s, individuals (disaggregated by sex) and (b) number and kind of service/s to be delivered, among others.

### 8. Institutional Arrangements

This section identifies the agency/ies and/or partner/s involved and their responsibilities and accountabilities in the implementation of the PPA.

### 9. Funding Source and Estimated Total Cost

This section indicates the funds per source and the total cost of the PPA expressed in Philippine peso.

### 10. Justification/s for Inclusion in the NPP

This section indicates the need/or bases for the PPA to be included in the NPP.

### Guide in filling we Malia MPP Form 2 Monitoring Fight for the National Priority Plan (NPP)

IMPORTANT MODES: To be accomplished if program, project or activity (PPA) is included in the 20 applied for reinclasism in the 2021 NPP.

### A. Donor

This section provides the name of the private donor institution and/or individual.

### B. Address of the Donor

This section presides the complete address of the private donor institution and/or individual.

### C. Recipient

This section indicates the name of the government institution which received the donation. (e.g. hospital).

### D. Items Donaind

This section indicates the specific form and quantity of donation/s given by the private institution government institution. (e.g., land, vehicle, cash, furniture, medical equipment, etc.). Specific to include the location of the donated land.

### E. Location

This section institution is located.

### F. Value of Distriction

This section indicates the value of the donation in Philippine peso.



## Republic of the Philippines NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

#12 St. J. Escriva Drive, Ortigas Center, Pasig City

# NEDA NPP FORM 2 Monitoring Form for the National Priority Plan (NPP)

Iitle of the Program/Project/Activity (PPA): _	ctivity (PPA):	renog Covered	Implementing Agency:	g Agency:	
list of Private Sector Donors/	lst of Private Sector Donors/Donations (Use additional sheet/s if necessary)	cessary)			
Private Sector Donor	Address of Donor	Recipient	Items Donated	Location	Value of Donation (in PhP)
(A)	(B)	(C)	(D)	(E)	(F)
APPROVED BY:			Contact Person:		
			Designation:		
			Bureau/Division/Section/Unit:		
	Signature Over Printed Name		Office Phone Number/s:		
	Head of Agency		Office Fax Number:		
			Email Address:		