

ADVISORY

Date: July 14, 2025
To: Valued Clients
Subject: Client Registration Form for Invoice and Official Receipt Processing

Dear Valued Client,

As part of our ongoing efforts to streamline our billing and documentation processes in preparation for the full implementation of online payments, we would like to inform you of an important update regarding client registration.

All new clients who have not yet registered with our Billing Section are required to complete the Client Registration Form prior to July 16, 2025. The completed form may be submitted via email (**billing@mmt.ictsi.com**) or directly to the Billing Section office. This registration is necessary to ensure your information is accurately reflected in our invoices and official receipts.

The Client Registration Form is available at our Billing Lounge and must be completed prior to any transaction.

Please note that payment verification and acceptance of completed client registration forms will only be processed during official billing hours, as outlined below:


BILLING HOURS

- **Mondays – Thursdays:** 07:00 – 20:00
- **Fridays – Saturdays:** 07:00 – 18:00
- **Sundays:** 07:00 – 12:00
- **Holidays:** 07:00 – 17:00

We also encourage you to share this information with your indirect clients and other stakeholders to ensure full compliance with this updated policy.

For any inquiries or assistance, please feel free to contact us:

 **billing@mmt.ictsi.com | marketing@mmt.ictsi.com**

 **(02) 8516-7888 local 111, 114, or 182**

Thank you for your continued partnership and support.

Sincerely,
MMT Management