**NOTICE OF VIOLATION**

\_\_\_\_\_\_\_\_\_\_\_\_

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dear Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_,**

As per verified report/s of our authorized inspector/s, the following were found to be non-compliant with the NTA rules and regulations and/or memorandum circulars, to wit:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Specific Nature/Act of Non-Compliance** | **Specific NTA Rules Violated** | **Provision/s of Rules or Form Violated** | **Date, Time and Place of Inspection/ Monitoring & Name of Inspector/s** | **Name of Witness/es** |
|  | * Local Trading Rules * Export/Import/Transshipment Rules * Manufacturing Rules * Supervision/Monitoring/Inspection Form | Regulation No.: \_\_\_\_\_\_\_\_\_  Rule/Section No.: \_\_\_\_\_\_\_\_\_  Form No.: \_\_\_\_\_\_\_\_\_ | Date: (MM/DD/YYYY)  \_\_\_\_\_\_\_\_\_\_\_\_  Time: (13:00 Military)  \_\_\_\_\_\_\_\_\_\_\_\_  Place:(Brgy./Mun./Prov.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of Inspector/s:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

In view of the foregoing, you are hereby required to submit within seventy (72) hours from receipt of this notice to file your sworn explanation/compliance with supporting documents, if any, why no administrative penalty/fine shall be imposed for the subject violation/s.

For your information and immediate compliance.

Thank you.

Very truly yours,

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Name and Signature)

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept./Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

cc: The Authorized Inspector/s

**Important: This Notice of Violation must be accomplished and sent to the addressee, both personally and by electronic mail, within 24 hour or next working day from the time of receipt of the supervision/monitoring/inspection form/s duly signed by the inspector/s.**