Step by Step Guide and Checklist for the
Online Review Class of Topnotch CAT Reviewers (for April 2026 sched only)

Summary of steps/procedures to comply. Details and instructions are discussed in our checklist/guidelines.

READ ALL INSTRUCTIONS!

Enrollment and Payment

1. **READ ALL** the details/instructions/checklist/guidelines, about the CAT program, review and exam, requirements, and instructions.
2. Payment of fees *(Refer to page 5 of this document for the fees. For payment channels, contact head of Topnotch)*
3. Online Registration *(Refer to page 3 of this document, page 2 for the technical requirements)*
4. Submission of other requirements *(Refer to page 3 of this document)*
5. Send a screenshot or scanned copy or pictured copy of the acknowledgement/confirmation below in this page to Topnotch via email rml.admin@rmlicaros.page

Immediately after enrollment and payment

6. Join the FB group chat setup for reviewees/examinees *(contact head of Topnotch)*
7. Familiarize with the contents of shared Google Drive folders (online materials). Familiarize with the use of Google Drive and the contents of each folder.
8. Watch the orientation recorded videos and instruction videos in the shared Google Drive folders.
9. Study and prepare for the exam.

Communication channels/contact person for each concern:

- lesson-related/lecture materials-related concern, contact head of topnotch or instructors through FB group chat
- schedules, enrollment, requirements, google meet/google drive concerns, other matters related to review and exam, FB message or text head of Topnotch (include your name)
- membership/certification concerns (NIAT,MICB,RCA,CAT), contact NIAT Phils.

ACKNOWLEDGEMENT/CONFIRMATION

Immediately after enrollment, send a screenshot or scanned copy or pictured copy of this acknowledgement/confirmation to Topnotch via email rml.admin@rmlicaros.page

PLEASE READ CAREFULLY AND FOLLOW INSTRUCTIONS. This document serves as guide and checklist for the online review class requirements, format of review and exam, and the enrollment steps and requirements to be submitted. (Print this page, fill-out and sign on the required information below, and submit to Topnotch upon enrollment/registration.)		
Last Name, First Name M.I.		☐ **CAT Part 1 (CB)** ☐ **CAT Part 2 (RCA)** ☐ **CAT Part 3 payroll & tax**
Mobile Number/s:	**Email Address (Gmail):**	
I have read the guidelines and have understood all the instructions and requirements, and the details of the review and exam. I have understood and am fully aware of the schedule in which I have enrolled in for the review and exam, and any deviation from the instructions and schedules will be my responsibility and will not be the responsibility of Topnotch. Non-compliance of instructions and requirements, non-attendance of the indicated schedules of review and exam may result to being dropped from the program and forfeiture of the fees paid.		Review schedule: _____ Exam schedule: _____ _____ Participant's Signature over Printed Name
ALWAYS INCLUDE YOUR NAME when inquiring/texting **For questions or clarifications, contact Topnotch at 0917-8827111** **Or PM thru FB to Ralph Michael Licaros**		

TOPNOTCH CAT Reviewers

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What you need: (General Requirements for the Review) **PLEASE READ CAREFULLY AND FOLLOW INSTRUCTIONS.**

1. Functioning Google Mail (Gmail) Account

- If you don't have one, please create a Gmail account.
- If you have a Gmail but it's not functioning, then please create a functioning account.
- If you have a functioning Gmail account, then that's good.
- Provide the Gmail Account to Topnotch (or indicate in your registration data). To avoid confusion, use only 1 Gmail account or have a primary Gmail account for submission to Topnotch and NIAT.
- The Gmail account will be used for all communications and access to resources.

2. Desktop or Laptop or Tablet or Mobile Phone, and the required program/apps

- For the review, any of the following can be used: desktop, laptop, tablet or mobile phone.
- For the exam, DESKTOP OR LAPTOP IS REQUIRED during the 3-hour exam of each level. (Tablet or mobile phone may be used but examinees will have great difficulty in taking the 3-hour exam.)
- Advisable/preferrable web browser: latest version/update of Google Chrome or Mozilla Firefox. (Other browsers may also be used but certain configuration will not be available. Some materials and features may NOT appear correctly in other browsers.)
- Apps required to be installed for those using tablets and mobile phones: (1) Google Drive, (2) GMail, (3) Google Chrome.
- Learn the basics of these tools or apps using the gadget that you will use during the online review classes and online exam. (desktop/laptop/tablet/mobile phone)

3. Internet Connection (DSL or Mobile Data)

- Please take note that the quality of mobile data/internet connection is beyond the control of Topnotch, and therefore should NOT be inquired with us.

Review and Exam Summarized Information

Exam Format and Schedule • **ONLINE CAT EXAM:** Date and Time schedule of the online exam should be strictly followed. All examinees will take the online exam at the same schedule on the designated date and time. • Instructions and Guidelines for the online CAT exam are discussed in a separate document. Please prepare for the necessary technical requirements.	**ONLINE CAT EXAM** **Exam Schedule – April 26, 2026 Sun** **Time schedule of exams:** • **CB – 8:00 am to 11:00 am** • **RCA – 11:00 am to 2:00 pm** • **Part 3 – 2:00 pm to 5:00 pm**
Review Format and Schedule • The **ONLINE REVIEW CLASS** will be in the following formats: Recorded Video Discussions (available for a period of time) *Live Online Discussions (not available at the moment)* • There will be NO face-to-face interactions (both for review and exam).	**Review Schedule (month of April)** **for April 26 exam** **1. Recorded Video Discussions (available from April 1 to April 24)** **2. NO Live Online Discussions for the month of April 2026**

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Processes for Enrollment, Payment, Review and Exam **PLEASE READ CAREFULLY AND FOLLOW INSTRUCTIONS.**

Enrollment/Registration **Enrollment for April 2026 review/exam schedule is until April 19.**

1. Online Registration
   - Go to www.topnotchcatreviewers.com | Click on the post: "PROTECTED: TOPNOTCH OFFICIAL REGISTRATION DATABASE".
   - The post is password protected. To inquire for the password, please text and include your name: 0917-8827111.
   - After getting the password, READ ALL THE INSTRUCTIONS FIRST, then click on the online registration link.
   - READ AND FOLLOW INSTRUCTIONS AND DATA FORMATS. Accomplish and submit the online registration immediately.

2. Submission of documents/requirements: Method 1: through the Online Registration Form in the instructions above.
   Method 2: send via e-mail to **rml.admin@rmlicaros.page** (submit immediately after the online reg)
   subject of email should be: Online – month/year – Last Name First Name
   [example: Online – April 2026 – Licaros Ralph Michael]

   a) CAT Exam Application Form
      - get a copy of the form by downloading from Topnotch website
      - fill-up the electronic form; or print a copy, fill-out, and scan or take a picture using phone
      - take note of the correct file name format when sending [CAEF-LastName-FirstName-MI] [example: CAEF-Licaros-Ralph]

   b) ONLY ONE OF ANY of the documents listed (whichever is applicable) - soft copy, or scanned copy, or picture taken using phone
      - for undergraduate students – school ID or school registration
      - for recent graduates (within 6 months after graduation date of bachelor's degree) – diploma or transcript of record or any proof of having graduated
      - for professionals and graduates (more than 6 months graduated from bachelor's degree) – company ID or (resume/CV or diploma/TOR if unemployed)

   c) One (1) copy ID Picture any size - soft copy, or scanned copy, or picture taken using phone

Payment
- Accounts of Topnotch: BDO, BPI, GCash. Coordinate with Topnotch for the account details where payment will be remitted.
- Bank deposit to BDO or BPI.
- Online transfer from any bank or e-wallet and transfer to BDO or BPI or GCash account of Topnotch. Service charges should be shouldered/paid by the enrollee/reviewee. (Service charges SHOULD NOT BE deducted from the program fees).
- GCash (please inquire with Topnotch for the details). Service charges should be shouldered/paid by the enrollee/reviewee. (Service charges SHOULD NOT BE deducted from the program fees).
- For payment matters and submission of proof of payment, please coordinate with Topnotch.

Lecture Materials and Recorded Video Discussions
- The links to the online resources will be sent to your respective emails (Gmail) after complying with ALL instructions and requirements. (Online registrations, submission of requirements and payments, other instructions)
- Online resources included: manual/lecture materials, supplement materials, recorded video discussions, and other relevant files for the review.

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Summarized Information about the Review

ONLINE REVIEW CLASS FOR APRIL 26 EXAM	**Recorded Video Discussions**
Description	Video recordings of discussions by instructors of Topnotch, which can be watched through/shared by Topnotch through Google Drive using desktop, laptop, tablet or mobile phone. The videos will be available for a period of time and can be watched by students on their own pacing and own schedule.
Technical Requirements	1. Functioning Gmail Account 2. Desktop or Laptop or Tablet or Mobile Phone • Google Drive Website/Google Chrome web browser for desktop or laptop • Google Drive App for tablets/mobile phones 3. Mobile Data or Internet Connection *Refer to previous sections of this guide for the complete details of these requirements*
Schedule	**Available through Google Drive anytime from April 1 to April 24.** **NO Live Online Discussions for the month of April 2026**
How to Access	The video recordings will automatically be shared to your account/sent to your Gmail and Google Drive through the Gmail Account that you have provided to Topnotch.
Lesson-related queries	For lesson-related queries, send your questions/details via e-mail to instructor and Topnotch team.

Summarized Information about the Exam

Exam Batch for	April 26 Online Reviewees/Examinees (April 2026 Batch)
Exam Schedule	April 26, 2026 Sunday CAT part 1 (CB) - 8:00am to 11:00am (3 hours) CAT part 2 (RCA) - 11:00am to 2:00pm (3 hours) CAT part 3 - 2:00pm to 5:00pm (3 hours)
Exam Type/Info	**Online Exam through StudyOnDemand (in-house online learning platform used by NIAT)** Multiple Choice of 50-60 items Each question has a time limit of 3-5 minutes each Maximum of 3 hours for the whole exam (for each level)
Technical Requirements (Per NIAT)	1. PC Desktop or Laptop *(as per instructions of NIAT, use desktop or laptop computer is advisable/preferable)* 2. Stable Internet Connection *(this is beyond the control of Topnotch or NIAT, please make sure to prepare for back-up mobile data prior to the exam schedule and to ensure you are able to the exam on the scheduled date and time)* 3. Browser (Recommended Browsers: Google Chrome or Mozilla Firefox) 4. Email Account (should be the e-mail account provided/submitted to Topnotch or NIAT)
Instructions from NIAT	NIAT will send the exam instructions through the email accounts you have provided during registration. ALL EXAM RELATED CONCERNS SHOULD BE DIRECTLY COORDINATED WITH NIAT and include/cc Topnotch in the email. Read carefully and follow all instructions from NIAT upon receipt of the information. NIAT will send the official results of your examination to your individual email 1 to 2 weeks after the scheduled exam.
ALWAYS INCLUDE YOUR NAME when inquiring/texting **For questions or clarifications, contact Topnotch at 0917-8827111** **Or PM thru FB to Ralph Michael Licaros**	

! ! ! Special Rates Applicable for January to June 2026 Schedules only ! ! !

PROGRAM FEES PER LEVEL/PART	Student rate	Graduate rate	Professional rate
REVIEW AND (REGULAR) EXAM	~~4,000php~~ **3,500php**	~~6,000php~~ **5,500php**	~~9,000php~~ **8,500php**
Forfeited Exam (previously enrolled, but did not take the exam)	~~4,000php~~ **3,500php**	~~6,000php~~ **5,500php**	~~9,000php~~ **8,500php**
Retake Exam with Sit-in Review	~~2,000php~~ **1,500php**	~~3,000php~~ **2,500php**	~~3,500php~~ **3,000php**
Retake Exam only (without Review)	1,000php	1,500php	2,000php

Student rate - for undergraduate (bachelor's degree) students and recent graduates of bachelor's degree within six (6) months after graduation date

Graduate rate - graduates who are more than six (6) months graduate of bachelor's degree, but less than three years graduate. (unfinished bachelor's degree who are already working are included in this category)

Professional rate - professionals who are more than three years graduate of bachelor's degree

REVIEW AND (REGULAR) EXAM

Fees are inclusive of review fee, exam fee, and lecture materials. Membership/Certification Fees are paid separately after passing the exams.

For those who would not be attending the review (will be taking the exam only), the same program fees will apply.

Forfeited Exam

Forfeited Exam is applicable for those who were enrolled with Topnotch in their previous review and exam schedule, but DID NOT TAKE THE EXAM/ABSENT in their scheduled exam date, and will be enrolling again on the available review and exam schedule of Topnotch.

NOTE: Outstanding balances from previous enrolled schedule should be paid before enrolling. Those who still have outstanding balances from their previous/forfeited schedule will not be allowed to enroll again.

RETAKE EXAM

Retake Exam is applicable only for those who previously took the exam in their scheduled review and exam date, but was not able to pass the exam/obtained a grade of "FAILED".

The regular review and exam rates will apply for those who took their review and exam with other accredited providers (not with Topnotch), and obtained a grade of "FAILED" on their exam, and would be enrolling for retake exam on the available exam schedule of Topnotch.

Retake Exam only (without Review)

The following fees are applicable for those who will retake their failed exam without attending the review classes again; and have previously taken the review and exam schedules with Topnotch; and will enroll their retake exam on the available exam schedule of Topnotch.

Fees are only for the retake exam. (Review fee and lecture materials are not included in the fees.)

Retake Exam with Sit-in Review

The following fees are applicable for those who will retake their failed exam and will be attending the review classes again as a sit-in; and have previously taken the review and exam schedules with Topnotch; and will enroll their retake exam on the available exam schedule of Topnotch.

Contact Details of Topnotch CAT Reviewers

Ralph Michael Licaros, MIPA, AFA, MAAT, MBA, CPA, CAT, RCA, MICB

Head, Topnotch CAT Reviewers
Accredited Review Provider, NIAT Phils.
0917-8827111 (always include name when inquiring)
rmlicaros_cat@yahoo.com

Visit us Online - www.catreviewers.com
Webpage - www.topnotchcatreviewers.com
FB Acct#2 - www.facebook.com/catreviewers.topnotch
FB Acct#3 - www.facebook.com/topnotch.reviewers

TOPNOTCH CAT Reviewers

! ! ! Special Rates Applicable for January to June 2026 Schedules only ! ! !

FOR THOSE WHO WILL TAKE ALL (3) THREE EXAMS/LEVELS	Student rate	Graduate rate	Professional rate
CAT part 1 REVIEW AND (REGULAR) EXAM	~~4,000php~~ **3,000php**	~~6,000php~~ **5,000php**	~~9,000php~~ **7,500php**
CAT part 2 REVIEW AND (REGULAR) EXAM	~~4,000php~~ **3,000php**	~~6,000php~~ **5,000php**	~~9,000php~~ **7,500php**
CAT part 3 REVIEW AND (REGULAR) EXAM	~~4,000php~~ **2,500php**	~~6,000php~~ **4,500php**	~~9,000php~~ **7,000php**
SPECIAL TOTAL AMOUNT DUE FOR ALL 3 EXAMS/LEVELS	~~12,000php~~ **8,500php**	~~18,000php~~ **14,500php**	~~27,000php~~ **22,000php**

To avail of the SUPER SPECIAL RATE for taking ALL 3 exams/levels:

- **Examinee must register/enroll for the review and exam of ALL 3 exams/levels in the SAME MONTH/SCHEDULE and must take ALL 3 exam levels on the designated exam date of the schedule.**
- Special total amount due for ALL 3 exams/levels must be paid upon registration/enrollment.
- Applicable only for First-time Examinees (Regular Review/Exam). NOT APPLICABLE to retakers.

FOR THOSE WHO WILL TAKE ANY (2) TWO EXAMS/LEVELS	Student rate	Graduate rate	Professional rate
REVIEW AND (REGULAR) EXAM for the 1st of any 2 levels	~~4,000php~~ **3,000php**	~~6,000php~~ **5,000php**	~~9,000php~~ **8,000php**
REVIEW AND (REGULAR) EXAM for the 2nd of any 2 levels	~~4,000php~~ **3,000php**	~~6,000php~~ **5,000php**	~~9,000php~~ **8,000php**
SPECIAL TOTAL AMOUNT DUE FOR ANY 2 EXAMS/LEVELS	~~8,000php~~ **6,000php**	~~12,000php~~ **10,000php**	~~18,000php~~ **16,000php**

To avail of the SUPER SPECIAL RATE for taking ANY 2 exams/levels:

- **Examinee must register/enroll for the review and exam of ANY 2 exams/levels in the SAME MONTH/SCHEDULE and must take the 2 exam levels on the designated exam date of the schedule.**
- Special total amount due for ANY 2 exams/levels must be paid upon registration/enrollment.
- Applicable only for First-time Examinees / Regular Review/Exam. NOT APPLICABLE to retakers.

Contact Details of Topnotch CAT Reviewers	**Ralph Michael Licaros, MIPA, AFA, MAAT, MBA, CPA, CAT, RCA, MICB**	
	Head, Topnotch CAT Reviewers Accredited Review Provider, NIAT Phils. 0917-8827111 (always include name when inquiring) rmlicaros_cat@yahoo.com	**Visit us Online -** www.catreviewers.com Webpage - www.topnotchcatreviewers.com FB Acct#2 - www.facebook.com/catreviewers.topnotch FB Acct#3 - www.facebook.com/topnotch.reviewers