Step by Step Guide and Checklist for the
Online Review Class of Topnotch CAT Reviewers (for Dec 2026 schedule)

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 4/5 of this document for the fees. For payment channels, contact head of Topnotch)*
3. Online Registration *(Refer to page 2 of this document)*
4. Submission of other requirements via email *(Refer to page 2 of this document)*
5. **AND send a screenshot or scanned copy or picture 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, text head of Topnotch (include your name)
  or PM thru FB to Topnotch CAT Reviewers ii or Topnotch CAT Reviewers iii
- 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 with 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 Topnotch CAT Reviewers ii or Topnotch CAT Reviewers iii**	

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Processes for Enrollment, Payment, Review and Exam

PLEASE READ CAREFULLY AND FOLLOW INSTRUCTIONS.

Enrollment/Registration **Enrollment for Dec 2026 review/exam schedule is until December 13.**

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:
   send via e-mail to **rml.admin@rmlicaros.page** (submit immediately after completing the online registration)
   subject of email should be: Online – month/year – Last Name First Name
   [example: Online – Dec 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

   d) Proof of payment

   e) Filled out and signed acknowledgement form. (Page 1 of this document/guide)

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) within 48 hours after complying with ALL instructions, requirements and payments. (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.

ALWAYS INCLUDE YOUR NAME when inquiring/texting
For questions or clarifications, contact Topnotch at 0917-8827111
Or PM thru FB to Topnotch CAT Reviewers ii or Topnotch CAT Reviewers iii

TOPNOTCH CAT Reviewers

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Summarized Information about the Review (Access to Online Videos/Materials)	
ONLINE REVIEW FOR DECEMBER 20 EXAM	• **Available through Google Drive anytime from December 1 to December 18.** • Video recordings of discussions by instructors of Topnotch, which can be accessed 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. • Lecture materials, exercises and supplement files can be downloaded (in the "downloadable files" folder. Videos are NOT downloadable.
How to Access	The video recordings and lecture files will be shared to your account/sent to your Gmail and Google Drive through the Gmail Account that you have provided to Topnotch within 48 hours after complete submission of requirements and payment of fees.
Technical Requirements	1. Functioning Gmail Account (or Gmail based accounts) 2. Desktop or Laptop or Tablet or Mobile Phone • Google Drive Website/Google Chrome web browser for desktop or laptop • Google Drive App and Google Chrome App for tablets/mobile phones 3. Mobile Data or Internet Connection
Lesson-related queries	For lesson-related queries, send your questions/details via e-mail or PM to Topnotch.

Summarized Information about the 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.		
EXAM SCHEDULE DECEMBER 20, 2026 SUNDAY	Dec 2026 Online Review/Exam Batch 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 time/date are on Philippine Time GMT+8 **Topnotch will send an announcement if there are any changes in the schedule. These are the default schedule if there are no changes in the schedule.
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)* Tablet or mobile phone may be used; however, taking the 3-hour exam on these devices may be difficult. They are recommended only as backup devices. 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 Topnotch CAT Reviewers ii or Topnotch CAT Reviewers iii**		

TOPNOTCH CAT Reviewers | THE INSTITUTE OF CERTIFIED BOOK-KEEPERS | REGISTERED COST ACCOUNTANT | **RCA CAT** CERTIFIED ACCOUNTING TECHNICIAN

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PROGRAM FEES PER LEVEL/PART

Program Fees below are for EACH LEVEL OR PART.
NOT FOR ALL 3 LEVELS/PARTS.

	Student rate	Graduate rate	Professional rate
REVIEW AND (REGULAR) EXAM	~~4,000php~~ **3,500php**	~~6,000php~~ **5,500php**	~~9,000php~~ **8,000php**
Forfeited Exam (previously enrolled, but did not take the exam)	~~4,000php~~ **3,500php**	~~6,000php~~ **5,500php**	~~9,000php~~ **8,000php**
Retake Exam (with access to materials)	~~2,000php~~ **1,500php**	~~3,000php~~ **2,500php**	~~3,500php~~ **3,000php**

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 access to review videos and materials, and exam fee.

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

Membership/Certification Fees are paid separately after passing the exams.

RETAKE EXAM
Retake Exam is applicable only for those who previously took the exam with Topnotch 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.

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.

Contact Details of Topnotch CAT Reviewers

Ralph Michael Licaros, 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

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PROGRAM FEES if taking multiple levels/parts

FOR THOSE WHO WILL TAKE ALL (3) THREE EXAMS/LEVELS SIMULTANEOUSLY IN ONE SCHEDULE	Student rate	Graduate rate	Professional rate
	~~12,000php~~ **9,500php**	~~18,000php~~ **15,500php**	~~27,000php~~ **22,500php**

To avail of the 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.**
- 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 SIMULTANEOUSLY IN ONE SCHEDULE	Student rate	Graduate rate	Professional rate
	~~8,000php~~ **6,500php**	~~12,000php~~ **10,500php**	~~18,000php~~ **15,000php**

To avail of the 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.**
- 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, 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