

REVENUE MEMORANDUM ORDER NO. 72-99 issued September 15, 1999 prescribes the use of the E-mail facility in the transmission of the following rollout-related documents: a) memo announcing rollouts; b) status report per capability (pre-rollout and post-rollout); c) Notice of Meeting; d) Minutes of Meeting; e) Accomplishment/ Rollout Status Report; and f) Rollout Schedule.