

## DOCUMENTARY REQUIREMENTS FOR SECURING BOI ENDORSEMENT TO SET-UP A REGIONAL OR AREA HEADQUARTERS (RHQ) / REGIONAL OPERATING HEADQUARTERS (ROHQ)

- Covering letter addressed to **Director ANGELICA M. CAYAS**, International Investments Promotion Service, Board of Investments requesting for endorsement to SEC. **(Please state in your letter request the projected employment of the company.)**
- Duly accomplished application form for Registration and License to establish ROHQ/RHQ in the Philippines (SEC form)
- Name verification slip for the company name (SEC office) – The applicant should reserve three names with the following format<sup>1</sup>: 1. Foreign Company Applicant Name; 2. Philippine Trade Name; 3. Consolidation of 1& 2 (e.g. FOREIGN COMPANY APPLICANT NAME UNDER THE NAME OF PHILIPPINE TRADE NAME)
- Duly accomplished BOI Endorsement Application Form.
- Certification from the Philippine Consulate/Embassy, or from the Philippine Commercial Office or **duly authenticated certification** from the equivalent office of the Philippine Department of Trade and Industry in the foreign firm's home country that the said foreign firm is an entity engaged in international trade with affiliates, or branch offices in the Asia Pacific Region and other foreign markets.
- A **duly authenticated and consularized certification** from the principal officers of the foreign entity to the effect that the said foreign entity has been authorized by its Board of directors or governing body to establish its foreign or area headquarters in the Philippines specifying that:

### QUALIFYING SERVICES:

The **REGIONAL OPERATING HEADQUARTERS (ROHQ)** may engage in any of the following *qualifying services*:

- **General administrative and planning;**
- **Business planning and coordination;**
- **Sourcing/procurement of raw materials and components;**
- **Corporate finance advisory services;**
- **Marketing control and sales promotion;**
- **Training and personnel management;**
- **Logistics services;**
- **Research and development services and product development;**
- **Technical support and maintenance;**
- **Data processing and communication; and**
- **Business development**

The activities of the **REGIONAL OR AREA HEADQUARTERS (RHQ)** shall be limited to acting as a **supervisory, communications and coordinating center for its subsidiaries, affiliates and branches in the region.**

- 6. Php 4,545 (filing fee BOI).

### Important Reminders:

- Applicant must have 2 or more affiliates or subsidiaries or branches, and at least 1 affiliate/subsidiary/branch shall be located other than where the foreign company applicant was incorporated.
- All documents must be submitted to BOI-International Investments Promotion Service. In addition to the original documents, please submit 2 sets of photocopies.

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<sup>1</sup> As instructed by SEC during the meeting last 3 Feb. 2017