

**MEMORANDUM CIRCULAR No. 2017-003  
Series of 2017**

**TO : ALL BOARD OF INVESTMENTS (BOI) REGISTERED ENTERPRISES AND ALL CONCERNED**

**SUBJECT : IMPLEMENTATION OF THE REVISED BOI FORM S-1 (ANNUAL REPORT) AND GUIDELINES FOR SUBMISSION OF REPORTING REQUIREMENTS**

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**WHEREAS**, paragraph 7 of Article 7 (Powers and Duties of the Board) of Executive Order (E.O) No. 226, otherwise known as the Omnibus Investments Code of 1987, as amended, provides that the Board has the power to *“periodically check and verify the compliance by registered enterprises with the relevant provisions of this Code, with the rules and regulations promulgated under this Code and with the terms and conditions of registration”*;

**WHEREAS**, Rule XI of the Implementing Rules and Regulations (IRR) of E.O. No. 226 requires the submission of the following reports, among others, within the prescribed period by every registered enterprise for each preferred area of investment: Income tax returns, Audited annual financial statements, Quarterly production and sales report, and Form S-1 (Annual Report);

**WHEREAS**, in addition to the documents required under Rule XI of the IRR of E.O. No. 226, the Board required the submission of Form S1-2 (Semestral Report) by BOI registered enterprises as reflected in the terms and conditions of registration;

**WHEREAS**, there is a need to update and streamline the reporting requirements of BOI-registered enterprises for efficient and more effective monitoring of their compliance to the terms and conditions of registration;

**NOW THEREFORE**, in order to effectively carry out the intent and purposes of E.O. No. 226, as amended, the Board, in its meeting of **01 February 2017**, by virtue of **Board Resolution No. 3-05, Series of 2017**, with a quorum duly present, approved the following:

1. The revised BOI Form S-1 shall be effective for year 2016 reporting and onwards. All BOI-registered enterprises are enjoined to use the **attached BOI Form S-1**. The BOI Form S-1 shall be notarized and the submission thereof shall be both in hard and soft copies (Excel Format) within the prescribed period as follows:

For Calendar Year - 30th of April of every year  
For Fiscal Year - Four (4) months after the end of fiscal year

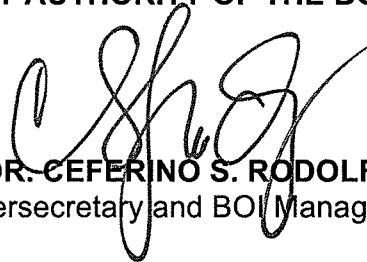
The BOI Form S-1 is accessible and downloadable in the BOI website at [www.boi.gov.ph](http://www.boi.gov.ph)

2. The Audited Financial Statements and Income Tax Return shall be scanned and submitted in a Compact Disc (CD); and
3. BOI-registered enterprises are NO longer required to submit BOI Form S1-2 (Semestral Reports).

This Circular shall take effect immediately upon publication in a newspaper of general circulation and three (3) copies thereof shall be filed with the Office of the National Administrative Register (ONAR), University of the Philippines (UP) Law Center, Diliman, Quezon City pursuant to Presidential Memorandum Circular No. 11 dated 09 October 1992.

Done in Makati City, this \_\_\_ day of February 2017.

**BY AUTHORITY OF THE BOARD**



**DR. CEFERINO S. RODOLFO**  
Undersecretary and BOI Managing Head

**SECRETARY'S CERTIFICATE**

This is to certify that Memorandum Circular No. 2017-\_\_\_ has been approved by the BOI through **Board Resolution Resolution No. 3-05**, Series of 2017.



**Atty. MARJORIE O. RAMOS-SAMANIEGO**  
Board Secretary

**BOI FORM S-1**  
**ANNUAL REPORT ON ACTUAL OPERATIONS**  
**For Calendar/Fiscal Year ending \_\_\_\_\_**

**Guidelines :**

- 1 Deadline of submission for this report shall be as follows:  
     For Calendar Year - 30th of April  
     For Fiscal Year - Four (4) months after the end of fiscal year
- 2 The information provided in this report shall be accurate and precise and reflect the real data pertaining to the enterprise and its registered project.
- 3 This report shall be submitted both in soft (Excel format) and hard copies. Only one hard copy is required for submission, which should be notarized and signed by the enterprise's authorized signatory.
- 4 The enterprise shall submit one report for each registered project.
- 5 For Mass Housing Projects, please fill-out the portion "Compliance for Mass Housing Projects".
- 6 For projects that have not yet commenced operations, kindly fill out information as may be applicable.
- 7 The Audited Financial Statements and Income Tax Return, duly stamped by the Bureau of Internal Revenue, should be submitted in scanned copy saved in a CD.

**I. BASIC INFORMATION**

<b>COMPANY DETAILS</b>			
Name of Enterprise:			
Office Address:			
Telephone No.:	E-mail:	Fax No.:	
Plant Address:			
Telephone No.:	Fax No.:		
TIN:	Date:	VAT No.:	Date:
Representative to BOI:		Position:	
Telephone No.:	Mobile:	Fax:	Email:

**II. COMPANY PERFORMANCE FOR THE YEAR**

Current Assets		-
Non-Current Assets		-
Property, Plant and Equipment	-	
Stock Investments	-	
<b>Total Assets</b>		-
<b>Total Liabilities</b>		-
Retained Earnings		-
Retained Earnings intended for reinvestment	-	
Additional Paid-In		-
<b>Total Stockholders' Equity</b>		-
<b>Debt-Equity Ratio</b>		(formula)

<b>EQUITY PROFILE</b>			
<b>Authorized Capital (P):</b>			
Equity by Nationality	% Nationality	Subscribed (P)	Paid-up (P)
Filipino			
Foreign			
(pls. indicate nationality)			
<b>Major Stockholders</b>			
Name	Nationality	Subscribe (P)	Paid-Up (P)

Gross Income	-
Training expense	-
Research and Development expense	-
Logistics Expense	-
Rental Expense under Capital Expenditure	-
Total Expense	-
Taxable Income	-
NOLCO	-

<b>TAXES PAID FOR THE YEAR</b>		
<b>Total taxes paid other than income tax during ITH period</b>		-
documentary stamps	-	
withholding taxes on employees' salaries and wages	-	
annual registration	-	
real estate taxes	-	
business taxes/permits	-	
occupation taxes	-	
taxes on importation	-	
<b>Taxes paid on importation (raw materials, supplies, and capital equipment)</b>		
<b>Total VAT paid</b>		-
<b>Total VAT Paid for Raw Materials</b>	-	

<b>DUTIES PAID FOR THE YEAR</b>	-
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III. BOI - REGISTERED PROJECT PROFILE

Registration No. / Date	
Registered Activity	
Registered Capacity	
Export Commitment (if applicable)	
Date of Actual Start of Commercial Operation	
Actual Start of Commercial Operation (for RE projects)	Date: Certification No. _____
Status of Operation	<input type="checkbox"/> Pre-Operating <input type="checkbox"/> Operating <input type="checkbox"/> Stopped Operation Date: _____

Project Cost (per STC)	-
Actual Investment Cost (for the year)	-
Actual Aggregate Investment Cost (from date of registration)	
Expenses for Infrastructure Works	-
Environmental Compliance Certificate / Certificate of Non-Coverage	<input type="checkbox"/> Not yet submitted <input type="checkbox"/> Submitted Date: _____
Tree Planting (please indicate)	<input type="checkbox"/> Not yet submitted <input type="checkbox"/> Submitted Date: _____
Corporate Social Responsibility (please indicate)	<input type="checkbox"/> Not yet submitted <input type="checkbox"/> Submitted Date: _____
Certification based on internationally recognized standards (please indicate type of certificate)	<input type="checkbox"/> Not yet submitted <input type="checkbox"/> Submitted Date: _____
Certification of Compliance (for power projects)	<input type="checkbox"/> Not yet submitted <input type="checkbox"/> Submitted Date: _____
License to Operate/Food and Drugs Administration (FDA) Certification (if applicable)	<input type="checkbox"/> Not yet submitted <input type="checkbox"/> Submitted Date: _____
Undertaking that the incentives availed shall translate to the benefit of the end-users (if applicable)	<input type="checkbox"/> Not yet submitted <input type="checkbox"/> Submitted Date: _____
Proof of Financial Close (if applicable)	<input type="checkbox"/> Not yet submitted <input type="checkbox"/> Submitted Date: _____
Certificate of Good Standing from Mines and Geosciences Bureau (for mining projects)	<input type="checkbox"/> Not yet submitted <input type="checkbox"/> Submitted Date: _____
Self-accomplished good governance scorecard	<input type="checkbox"/> Not yet submitted <input type="checkbox"/> Submitted Date: _____

<b>Reportorial Requirements:</b>	
AFS	(date received by BIR/date of EFPS)
ITR	(date received by BIR/date of EFPS)

**IV. LABOR GENERATION AND FOREIGN EXCHANGE INFLOWS AND OUTFLOWS FOR THE YEAR**

		No. of personnel hired for the year	Aggregate number of employees	Annual Payroll of the aggregate number of employees
Filipino	Management			(P)
	Administrative/Sales			
	Direct Labor			
	Indirect Labor			
Expatriate (specify)				(\$)
<b>Total Labor Expense</b>				-

<b>B. EXCHANGE INFLOWS AND OUTFLOWS (if applicable)</b>	
<b>Foreign Exchange Inflows</b>	
Export Earnings	-
<b>Foreign Exchange Outflows</b>	
Acquisition of Equipment	-
Purchase of Spare parts	-
Purchase of Raw Materials and Supplies	-
Remittances	-
Others	-

**V. PRODUCTION AND PERFORMANCE DATA FOR THE REGISTERED PROJECT FOR THE YEAR**

<b>A. NET VALUE ADDED</b>	
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<b>B. PERFORMANCE DATA</b>	
<b>Total Production</b>	
Volume	
Value	
<b>Total Sales</b>	
<b>Domestic Sales</b>	
Volume	
Value	
<b>Export Sales</b>	
<b>Direct</b>	
Volume	
Value	
<b>Indirect</b>	
Volume	
Value	
<b>Constructive</b>	
Volume	
Value	
<b>Export Market</b>	

<b>C. COST OF SALES</b>	
Cost of Goods Manufactured/Sold (engaged in manufacturing)	
Cost of Raw Materials sourced from micro and small enterprises (if applicable)	
Cost of Raw Materials locally sourced	

<b>D. COST OF SERVICE</b>	
Cost of Service (engaged in trading/other services)	
Cost of service sourced from micro and small enterprises (if applicable)	

<b>E. NET PROFIT FROM REGISTERED PROJECT</b>	
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**VI. COMPLIANCE FOR MASS HOUSING PROJECTS**

<b>A. Profile of Horizontal/Vertical Project</b>	
HLURB Certificate of Registration No./Date	
License to Sell No./Date	

<b>B. Compliance of Registered Project</b>	
Percentage of Completion of Registered Project (%)	

**C. Compliance on 20% Socialized Housing Requirement (based on submitted documents)**

<b>1. Name of Socialized Housing Project</b>	
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<b>2. Project Location</b>	
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<b>3. Approach Applied (Please check)</b>	<p>Horizontal</p> <p><input type="checkbox"/> 20% of Land Area</p> <p><input type="checkbox"/> 20% of Project Cost</p> <p>Vertical</p> <p><input type="checkbox"/> Investment Scheme (20% of saleable area)</p> <p><input type="checkbox"/> Direct Participation</p> <p><input type="checkbox"/> 30% of 20% of Building Construction Cost</p> <p><input type="checkbox"/> 40% of Income Tax Holiday Incentive Claimed</p>
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<b>4. Proof of Compliance (Please check if submitted)</b>	<p>Horizontal</p> <p><input type="checkbox"/> HLURB Certificate of Registration No. _____</p> <p><input type="checkbox"/> License to Sell No. _____</p> <p><input type="checkbox"/> Engineer's Affidavit</p> <p><input type="checkbox"/> Project Development Plan</p> <p><input type="checkbox"/> Development Permit</p> <p><input type="checkbox"/> Verified Survey Return</p> <p><input type="checkbox"/> Memorandum of Agreement with LGU or Developer's</p> <p><input type="checkbox"/> Subsidiary (indicating amount of firm's participation)</p> <p><input type="checkbox"/> Philippine Contractors Accreditation Board (PCAB) License</p> <p><input type="checkbox"/> Others, pls. specify _____</p> <p>Vertical</p> <p><input type="checkbox"/> HLURB Certificate of Registration No. _____</p> <p><input type="checkbox"/> License to Sell No. _____</p> <p><input type="checkbox"/> Engineer's Affidavit</p> <p><input type="checkbox"/> Project Development Plan</p> <p><input type="checkbox"/> Development Permit</p> <p><input type="checkbox"/> Verified Survey Return</p> <p><input type="checkbox"/> Memorandum of Agreement with Accredited NGO's</p> <p><input type="checkbox"/> Philippine Contractors Accreditation Board (PCAB) License</p> <p><input type="checkbox"/> Certificate of Donation</p> <p>Amount _____ Official Receipt No. _____</p> <p><input type="checkbox"/> Others, pls. specify _____</p>
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<b>5. Socialized Housing Units (SHU) Completion Status</b>	
a. Total Number of SHU units for compliance	
b. No. of actual units constructed	
c. Size per unit in sq. m.	
d. Construction cost per unit	
e. Percentage of completion to date (b/a)	



## CERTIFICATION

I, \_\_\_\_\_, of legal age, \_\_\_\_\_ (status), with address at \_\_\_\_\_, after having been sworn in accordance with law, hereby state that:

1. I am occupying the position of \_\_\_\_\_ in \_\_\_\_\_ with business address at \_\_\_\_\_
2. I have caused the preparation of the annual report on actual operations.
3. I have read and understood the contents thereof and that all information therein are true and correct.

Done in \_\_\_\_\_ on \_\_\_\_\_.

\_\_\_\_\_  
Name/Signature