

# APPLICATION PROCESS - AMENDMENT

## User's Manual

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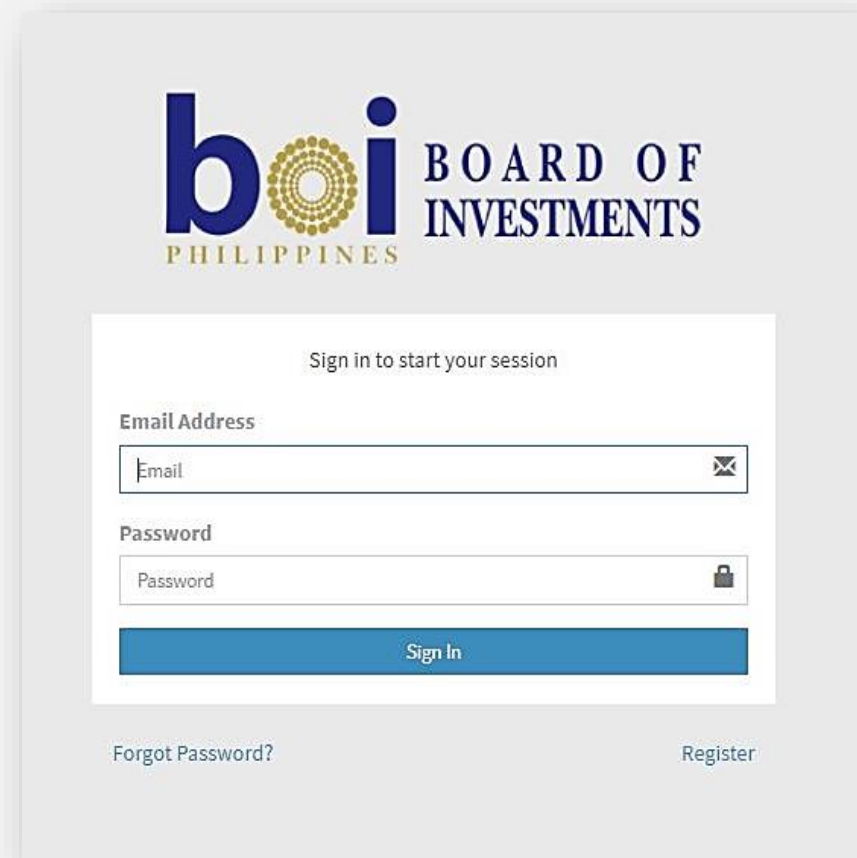
# Viewing Application

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# Step 1

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Log in using the email and password you have registered with.



The image shows a login form for the Board of Investments Philippines. At the top is the logo with 'boi' in blue and gold, and 'BOARD OF INVESTMENTS PHILIPPINES' in blue. Below the logo is the text 'Sign in to start your session'. The form contains two input fields: 'Email Address' with a placeholder 'Email' and an envelope icon, and 'Password' with a placeholder 'Password' and a lock icon. A blue 'Sign In' button is positioned below the password field. At the bottom left is a link for 'Forgot Password?' and at the bottom right is a link for 'Register'.

**boi** BOARD OF INVESTMENTS  
PHILIPPINES

Sign in to start your session

Email Address  
Email

Password  
Password

Sign In

[Forgot Password?](#) [Register](#)

# Step 2

Click on the **Registration Forms** link on the navigation on the left. Then Click the **Applicable Registration** on the list for new application.

The screenshot displays a web application interface. On the left is a dark navigation sidebar with the following items: 'My Applications', 'My Compliances', 'APPLICATION FORMS', and 'Registration Forms' (which is selected and has a red box around it). Below 'Registration Forms' is a list of categories: 'Agri Fishery', 'Energy', 'Manufacturing', 'Micro', 'Small', 'Infrastructure', and 'Housing'. The main content area has two buttons at the top: 'COMPLIANCE Forms' (orange) and 'VIEW Accreditation' (teal). Below these is a section titled 'Applications / Compliances For Action' containing a table with the following data:

Control No.	Received	App Type	Enterprise	Forwarded by	Action Taken	Remarks	P
80	1 year, 3 months ago	Online Application under Retail Trade Liberalization Act of 2000	Deja Brew	LD Account Officer	Return to Applicant		
61	1 year,	Establishment	Deja Brew	AM Account	Return to		

# Step 3

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Click on the **Amend** button.



The screenshot displays a user interface for managing certificates. At the top right, there is a green button labeled '+ Create New Application'. Below this, a horizontal bar contains the text 'Certificate no: 2021-004' on the left and a menu on the right with options: 'History', 'Amend', and 'Cancel'. The 'Amend' button is highlighted with a red rectangular box. Below the bar, a card shows a green checkmark icon, the text 'Certificate no: 2021-004 (Control no: 927)', and a date 'New approved on Mar 08, 2021'.

# Step 4

Fill in the application form's fields. Then click on **Proceed**.

**NOTE:** You may now update the details of your registration. If you also want to update the Compliance to Terms and Conditions, just click 'next' and in Step 9, upload the Letter Requesting Amendment and indicate the terms and conditions that you want to be amended. To know more about the Terms and Conditions, go to 'My Compliances' navigation.

## Application for Agriculture / Tourism / Services / Manufacturing Sectors for Micro Enterprise Projects

Registration Forms / MIS / Agriculture / Tourism / Services / Manufacturing Sectors for Micro Enterprise Projects

### Application Form

Previous	Step 1 Proponent	Step 2 Stockholder Profile	Step 3 Raw Material Cost / Job Generation	Step 4 Project Timetable and Cost	Step 5 Equipments	Step 6 Upload Documents	Next
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#### APPLICATION INFORMATION

Application Type: Amendment

#### PROPONENT

Name of Entity\*

Deja Brew

Extension

(e.g.) formerly My Old Enterprise Name

#### OFFICE ADDRESS

Country

Philippines

# Step 5



Then click **proceed**.

Application Form

Previous Step 1 Proponent Step 2 Stockholder Profile Step 3 Raw Material Cost / Job Generation Step 4 Project Timetable and Cost Step 5 Equipments Step 6 Upload Documents Next

LIST OF MACHINERY / EQUIPMENT

For New and Expansion Projects

DESCRIPTION / TYPE OF MACHINE	STATUS	COUNTRY SOURCE	END USE	NO OF UNITS	UNIT COST (PHP)	TOTAL COST (PHP)	+ Add
Elevator	For Acquisition	Philippines	Main Lobby	1	1,000,000.00	1,000,000.00	 
						1000000.00	

Previous Proceed

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# Step 6

Click the **Add files** button to select the files to be submitted to satisfy the necessary requirements.

**NOTE:** Read the instructions carefully. Restrictions are in place to facilitate a smooth submission of requirements.

**DULY AUTHENTICATED CERTIFICATION FROM THE PRINCIPAL OFFICERS OF THE FOREIGN ENTITY SHOULD CONTAIN THE FOLLOWING:**

Regional Headquarters (RHQ)

1. The RHQ shall be limited to acting as a supervisory, communications and coordinating center for its subsidiaries, affiliates and branches in the region;
2. The RHQ will not derive any income from sources within the Philippines and will not participate in any manner in the management of any subsidiary or branch office it might have in the Philippines nor shall it solicit or market goods and services whether on behalf of its mother company or its branches, affiliates, subsidiaries or any other company;
3. The authorized Resident Agent in the Philippines and his residence or office address empowered to accept service of summons and process in all legal proceedings against the company and all of notices affecting the same.
4. The RHQ shall notify the Board of Investments and the Securities and Exchange Commission of any decision to close down or suspend operations of its headquarters at least fifteen (15) days before the same is effected

- Covering Letter Addressed to Director of IIPS (International Investments Promotion Service, Board of Investments) Requesting for Endorsement to SEC\*
- Screenshot of System Generated SEC Company Registration\*
- Certification from the Philippine Consulate/Embassy, or from the Philippine Commercial Office or duly authenticated certification from the Department of Trade and Industry or its equivalent office 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.\*
- Duly Authenticated Certification from Principal Officer 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 Regional or Area Headquarters (RHQ) / Regional Operating Headquarters (ROHQ) in the Philippines with specified qualifying services\*

No attachments yet.

+ Add files

Cancel upload

Finalize application





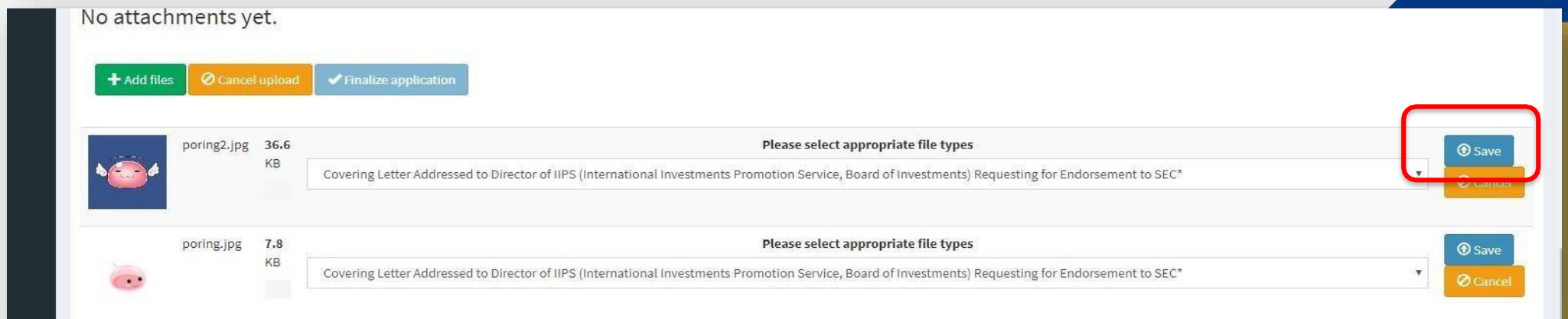
# Step 7

Once the files to be uploaded are selected; they will appear on the lower part of the page. Select the type of requirement that the file satisfies then click the **Save** button.

## NOTES:

- Multiple files may be selected to satisfy a particular requirement.
- You may remove a file by clicking the **Cancel** button alongside the Save button. Alternatively, you may remove all files by clicking the **Cancel upload** button next to the Add files button.

If you want to leave the site and continue at a later time, you may do so (instructions will be shown later). All previously uploaded files will be shown under the **previously uploaded files** section



The screenshot displays a web interface for file uploads. At the top, it says "No attachments yet." Below this are three buttons: "+ Add files" (green), "Cancel upload" (orange), and "Finalize application" (blue). The main area shows two file entries. Each entry consists of a file icon, a filename and size, a requirement dropdown menu, and a "Save" button. The first entry is for "poring2.jpg" (36.6 KB) with a requirement of "Covering Letter Addressed to Director of IIPS (International Investments Promotion Service, Board of Investments) Requesting for Endorsement to SEC\*". The second entry is for "poring.jpg" (7.8 KB) with the same requirement. A red box highlights the "Save" button for the first file entry.

No attachments yet.

+ Add files Cancel upload Finalize application





File Name	Size	Requirement	Action
poring2.jpg	36.6 KB	Covering Letter Addressed to Director of IIPS (International Investments Promotion Service, Board of Investments) Requesting for Endorsement to SEC*	Save
poring.jpg	7.8 KB	Covering Letter Addressed to Director of IIPS (International Investments Promotion Service, Board of Investments) Requesting for Endorsement to SEC*	Save

# Step 8

Wait for the upload to finish.

You uploaded 4 attachments.

[+ Add files](#) [Cancel upload](#) [Finalize application](#)

	poring2.jpg 36.6 KB	Please select appropriate file types	<a href="#">Delete</a>
<p>Covering Letter Addressed to Director of IIPS (International Investments Promotion Service, Board of Investments) Requesting for Endorsement to SEC*</p>			
	poring.jpg 7.8 KB	Please select appropriate file types	<a href="#">Delete</a>
<p>Screenshot of System Generated SEC Company Registration*</p>			
	poring2.jpg 36.6 KB	Please select appropriate file types	<a href="#">Delete</a>
<p>Certification from the Philippine Consulate/Embassy, or from the Philippine Commercial Office or duly authenticated certification from the Department of Trade and Industry or its equivalent</p>			
	poring.jpg 7.8 KB	Please select appropriate file types	<a href="#">Delete</a>
<p>Duly Authenticated Certification from Principal Officer of the Foreign Entity to the Effect that the said Foreign Entity has been authorized by its Board of Directors or Governing Body to Establi</p>			

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# Step 9

Click on the **Finalize application** button to submit the requirements.

## NOTES:

- You may delete files uploaded to the server by clicking on the **Delete** button.
- The **Finalize application** button will not be clickable until all requirements have been satisfied.

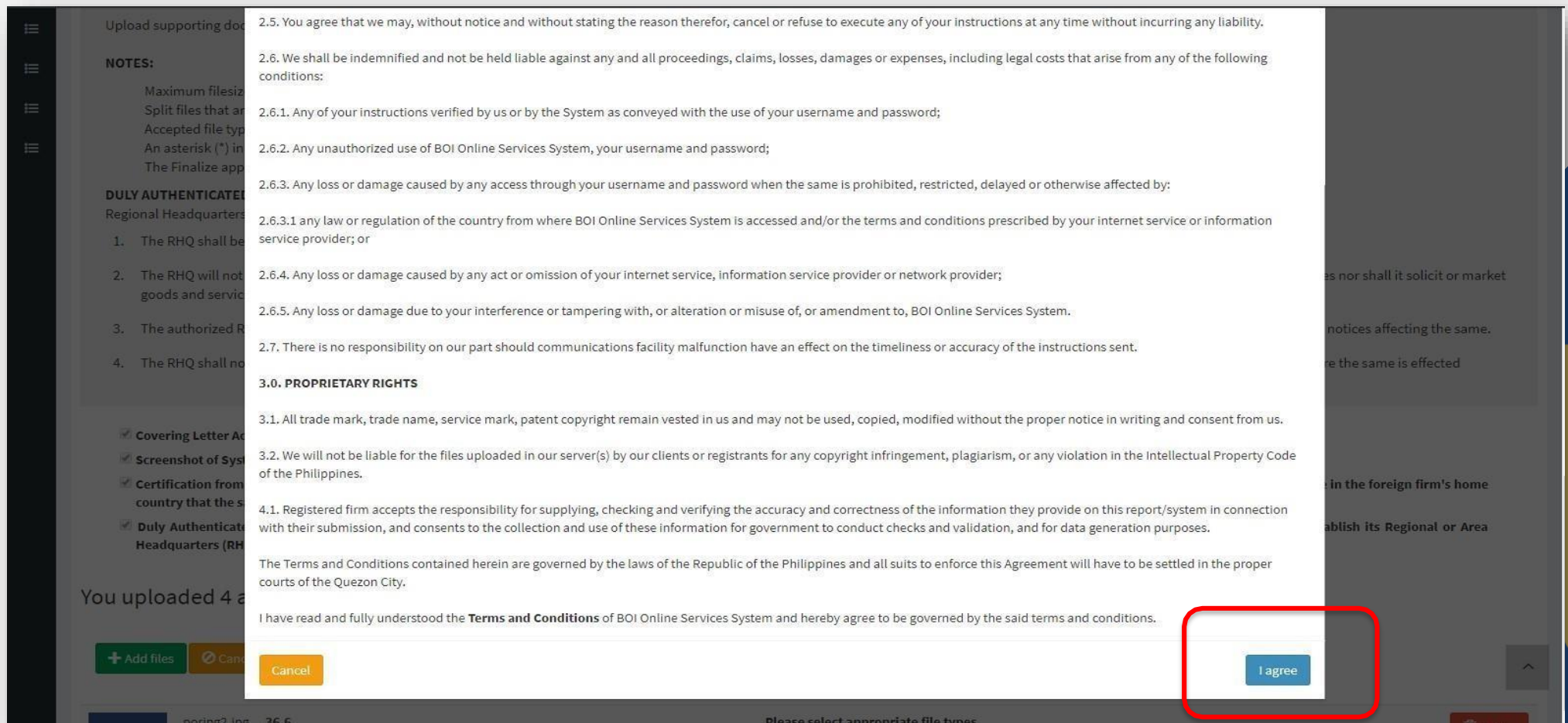
The screenshot displays a file upload interface. At the top, it states "You uploaded 4 attachments." Below this, there are three buttons: "+ Add files" (green), "Cancel upload" (orange), and "Finalize application" (blue). The "Finalize application" button is highlighted with a red rectangular box. Below the buttons, there are four rows of file uploads. Each row includes a file icon, the filename and size, a dropdown menu for file type selection, and a "Delete" button. The file types are: "Covering Letter Addressed to Director of IIPS (International Investments Promotion Service, Board of Investments) Requesting for Endorsement to SEC\*", "Screenshot of System Generated SEC Company Registration\*", "Certification from the Philippine Consulate/Embassy, or from the Philippine Commercial Office or duly authenticated certification from the Department of Trade and Industry or its equivalent", and "Duly Authenticated Certification from Principal Officer of the Foreign Entity to the Effect that the said Foreign Entity has been authorized by its Board of Directors or Governing Body to Establi".

File Name	Size	File Type	Action
poring2.jpg	36.6 KB	Please select appropriate file types	Delete
poring.jpg	7.8 KB	Please select appropriate file types	Delete
poring2.jpg	36.6 KB	Please select appropriate file types	Delete
poring.jpg	7.8 KB	Please select appropriate file types	Delete

# Step 10

Click on the **I agree** button to finalize your application for processing.

**NOTE:** You may click on the **Cancel** button to close the Terms and Conditions without submitting the requirements.



Upload supporting documents

**NOTES:**

- Maximum file size
- Split files that are
- Accepted file types
- An asterisk (\*) in
- The Finalize app

**DULY AUTHENTICATED**

Regional Headquarters

1. The RHQ shall be
2. The RHQ will not
3. The authorized R
4. The RHQ shall no

✓ Covering Letter Ac

✓ Screenshot of Sys

✓ Certification from

✓ Duly Authenticat

Headquarters (RH

You uploaded 4 a

+ Add files

Cancel

Cancel

2.5. You agree that we may, without notice and without stating the reason therefor, cancel or refuse to execute any of your instructions at any time without incurring any liability.

2.6. We shall be indemnified and not be held liable against any and all proceedings, claims, losses, damages or expenses, including legal costs that arise from any of the following conditions:

2.6.1. Any of your instructions verified by us or by the System as conveyed with the use of your username and password;

2.6.2. Any unauthorized use of BOI Online Services System, your username and password;

2.6.3. Any loss or damage caused by any access through your username and password when the same is prohibited, restricted, delayed or otherwise affected by:

2.6.3.1 any law or regulation of the country from where BOI Online Services System is accessed and/or the terms and conditions prescribed by your internet service or information service provider; or

2.6.4. Any loss or damage caused by any act or omission of your internet service, information service provider or network provider;

2.6.5. Any loss or damage due to your interference or tampering with, or alteration or misuse of, or amendment to, BOI Online Services System.

2.7. There is no responsibility on our part should communications facility malfunction have an effect on the timeliness or accuracy of the instructions sent.

**3.0. PROPRIETARY RIGHTS**

3.1. All trade mark, trade name, service mark, patent copyright remain vested in us and may not be used, copied, modified without the proper notice in writing and consent from us.

3.2. We will not be liable for the files uploaded in our server(s) by our clients or registrants for any copyright infringement, plagiarism, or any violation in the Intellectual Property Code of the Philippines.

4.1. Registered firm accepts the responsibility for supplying, checking and verifying the accuracy and correctness of the information they provide on this report/system in connection with their submission, and consents to the collection and use of these information for government to conduct checks and validation, and for data generation purposes.

The Terms and Conditions contained herein are governed by the laws of the Republic of the Philippines and all suits to enforce this Agreement will have to be settled in the proper courts of the Quezon City.

I have read and fully understood the **Terms and Conditions** of BOI Online Services System and hereby agree to be governed by the said terms and conditions.

I agree

Please select appropriate file types

# Step 11

Your application will now be submitted for processing. You will be shown the application's details. The application details are also printable. All BOI staff that will process your application will see the same details.

**NOTE:** You will also receive an email to confirm the receipt of your application.

BOSS

View Application

Your application has been received by the BOI Online Services System.

Home / View Application / Establishment of Regional or Area Headquarters (RHQ) in the Philippines

Control Number: 873

Submitted

History Application Details Application Attachments Applicant Details Assessment Download All Application Documents Print Application

APPLICATION INFORMATION

ID :	873	Application No :	--
Application Type :	Establishment of Regional or Area Headquarters (RHQ) in the Philippines	Application Classification :	New
Date Created :	May 28, 2019, 5:25 p.m.	Date Submitted :	May 28, 2019, 5:27 p.m.
Date Delegated :	--	Date Accepted :	--
Date Approved :	--		

GENERAL INFORMATION

Company Name :	NorthPoint Food Inc	Country Of Incorporation :	Philippines
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**Thank you**

