

# APPLICATION PROCESS - CANCELLATION

## User's Manual

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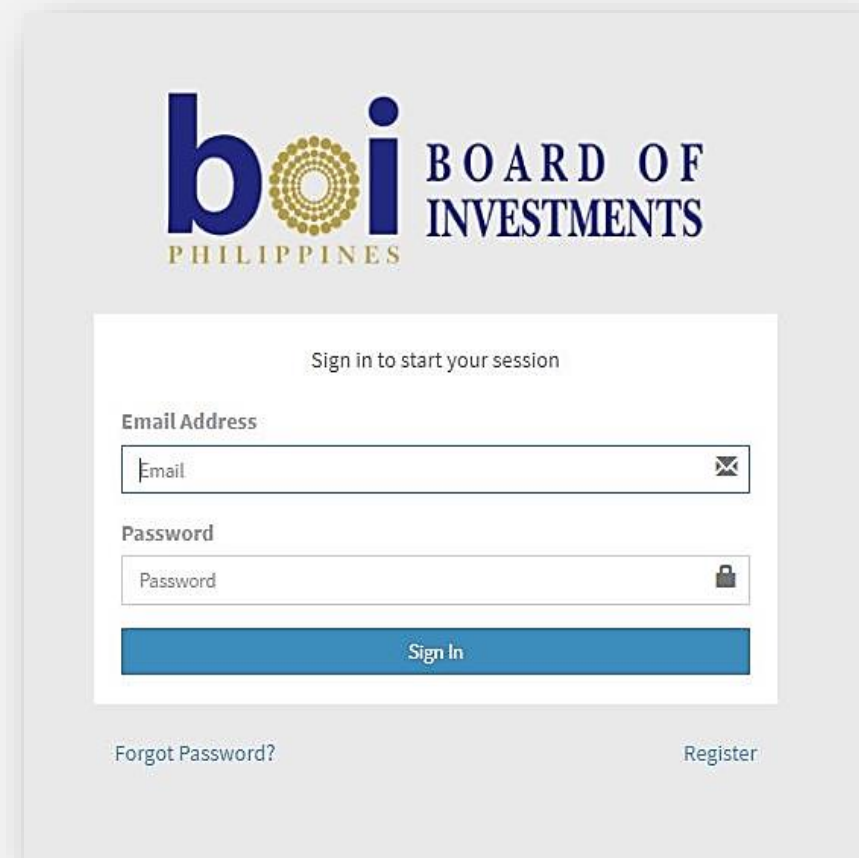
# Viewing Application

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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 highlighted with a red box). 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 **Cancel** 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 certificate entry is shown with the text "Certificate no: 2021-004". To the right of this text are three buttons: "History", "Amend", and "Cancel". The "Cancel" button is highlighted with a red rectangular box. Below the certificate number, there is a green checkmark icon, the text "Certificate no: 2021-004 (Control no: 927)", and a date "New approved on Mar 08, 2021".

# Step 4

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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.

Application for Cancellation of Agriculture / Tourism / Services / Manufacturing Sectors for Micro Enterprise Projects

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

### Upload Required Documents

Upload supporting documents by dragging files to this page or by clicking the Add Files button.

**NOTES:**

- Maximum filesize is 100MB.
- Split files that are greater than 100MB and upload them separately.
- Accepted file types are pdf, jpg, jpeg, png, doc, docx, xls, xlsx.
- An asterisk (\*) indicates that the item is required.
- The Finalize application button will only be enabled once the required documents are complete.

Supporting Documents

Letter Request\*

No attachments yet.

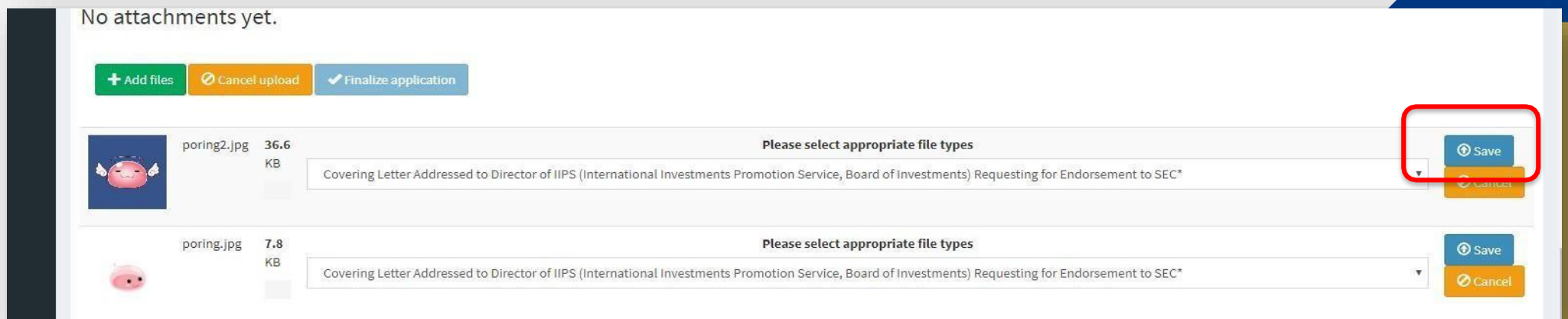
# Step 5

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 includes a file icon, the filename, size, and a dropdown menu for selecting a requirement. The first entry is "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\*". A red box highlights the "Save" button for this entry. The second entry is "poring.jpg" (7.8 KB) with the same requirement, and its "Save" button is also visible.

No attachments yet.

+ Add files Cancel upload Finalize application

poring2.jpg 36.6 KB Please select appropriate file types  
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 Please select appropriate file types  
Covering Letter Addressed to Director of IIPS (International Investments Promotion Service, Board of Investments) Requesting for Endorsement to SEC\* Save

# Step 6

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 Establish</p>			

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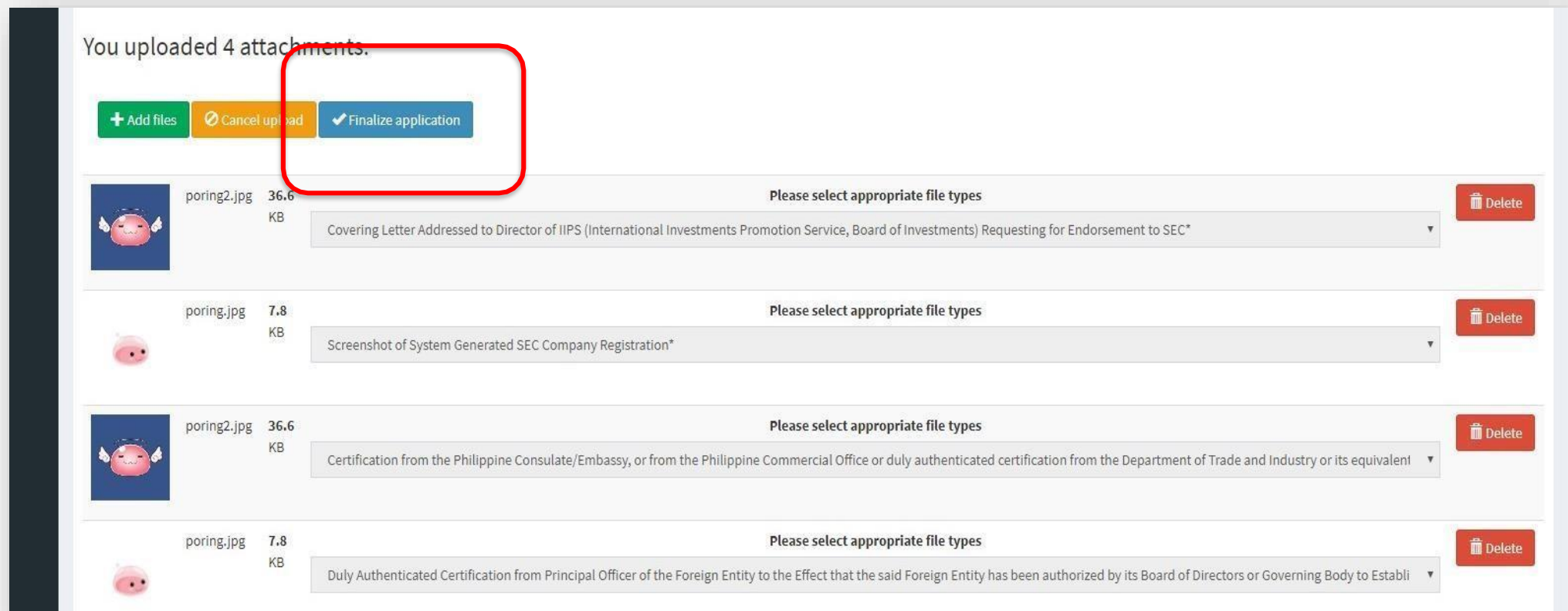


# Step 7

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, each representing an uploaded file. Each row includes a file icon, the filename, the file size in KB, a dropdown menu for selecting file types, and a "Delete" button. The files are:

File Name	File Size	Description
poring2.jpg	36.6 KB	Covering Letter Addressed to Director of IIPS (International Investments Promotion Service, Board of Investments) Requesting for Endorsement to SEC*
poring.jpg	7.8 KB	Screenshot of System Generated SEC Company Registration*
poring2.jpg	36.6 KB	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
poring.jpg	7.8 KB	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

# Step 8

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.

The screenshot shows a Terms and Conditions dialog box overlaid on a web application interface. The dialog box contains the following text:

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.

At the bottom of the dialog box, there are two buttons: "Cancel" (orange) and "I agree" (blue). The "I agree" button is highlighted with a red rectangular border.

The background interface shows a sidebar with a menu icon, a "NOTES:" section with a list of items, and a "DULY AUTHENTICATED" section with a list of items. At the bottom, there is a "You uploaded 4 a" message and a "Please select appropriate file types" prompt.

# Step 9

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.

## View Application

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

[Home](#) / [View Application](#) / [Agriculture / Tourism / Services / Manufacturing Sectors for Micro Enterprise Projects](#)

Control Number: 1167

Submitted

[History](#)

[Application Details](#)

[Application Attachments](#)

[Applicant Details](#)

[Assessment](#)

[Print Application](#)

**Showing details for the application to be cancelled!**

### APPLICATION INFORMATION

ID :	927	Application No :	2021-0004
Application Type :	Agriculture / Tourism / Services / Manufacturing Sectors for Micro Enterprise Projects	Application Classification :	New
Certificate No :	2021-004		

**Thank you**

