

# APPLICATION PROCESS – ANNUAL EXPORT PERFORMANCE REPORT OF FOREIGN EXPORT ENTERPRISES

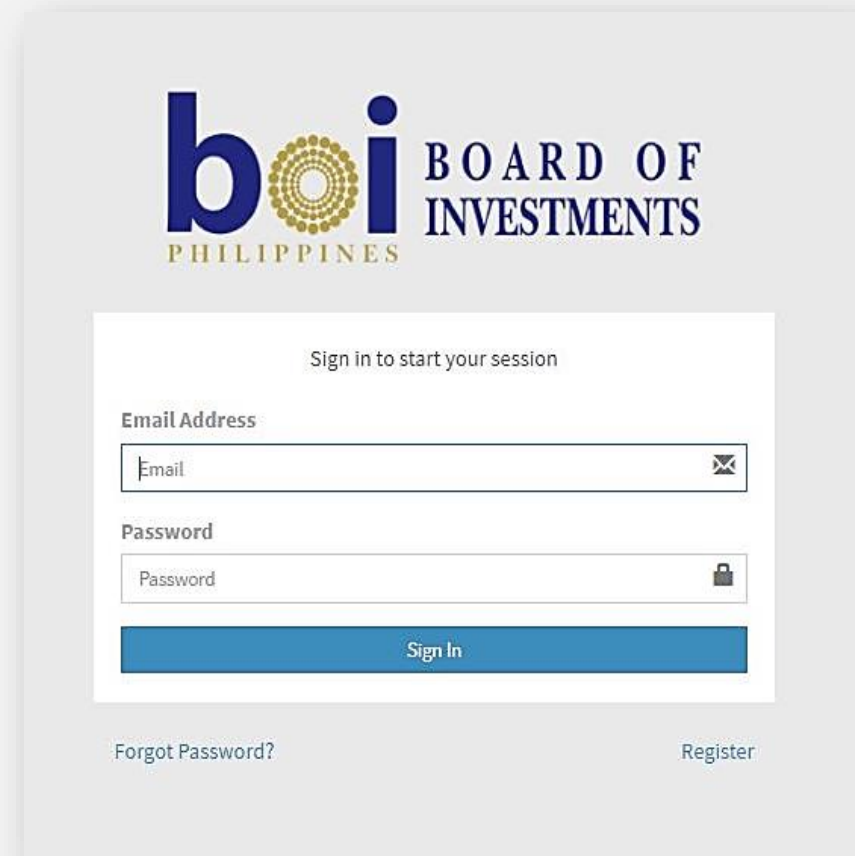
## User's Manual

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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 fields. At the bottom, there are links for 'Forgot Password?' and 'Register'.

boi BOARD OF INVESTMENTS PHILIPPINES

Sign in to start your session

Email Address

Email

Password

Password

Sign In

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

# Step 2

Scroll down to **Reportorial Requirements**.

My Dashboard

Home / Dashboard

CREATE New inquiry

VIEW Registration Forms

VIEW Incentive Forms

COMPLIANCE Forms

VIEW Accreditation Forms

ENDORSEMENT Forms

Applications / Compliances For Action

| Control No.             | Received | App Type | Enterprise | Forwarded by | Action Taken | Remarks | Preview | Action |
|-------------------------|----------|----------|------------|--------------|--------------|---------|---------|--------|
| Your worklist is empty. |          |          |            |              |              |         |         |        |

Inquiries

| Control No.                     | Received On | Type | Project | Forwarded by | Action Taken | Remarks | Preview | Action |
|---------------------------------|-------------|------|---------|--------------|--------------|---------|---------|--------|
| No inquiry requires your action |             |      |         |              |              |         |         |        |

Reportorial Requirements

| Control No. | Application Type | CR No. / Endorsement No. | Submission Year | Status | Deadline | Actions |
|-------------|------------------|--------------------------|-----------------|--------|----------|---------|
|-------------|------------------|--------------------------|-----------------|--------|----------|---------|

Upcoming Events

| Title                | Date |
|----------------------|------|
| No events to display |      |

# Step 2.1

For submission of reports, click **Submit** either what reports you will be submitting.

## Reportorial Requirements

| Control No. | Application Type   | CR No. / Endorsement No.      | Submission Year | Status  | Deadline                                    | Actions                |
|-------------|--|-------------------------------|-----------------|---------|---|------------------------|
| 415         | Securities and Exchange Commission                             | <a href="#">2021-0033</a>     | 2022            | Pending | 30 days from the Issuance of License Number | <a href="#">Submit</a> |
| 419         | Securities and Exchange Commission                             | <a href="#">2021-0034</a>     | 2022            | Pending | 30 days from the Issuance of License Number | <a href="#">Submit</a> |
| 423         | Securities and Exchange Commission                             | <a href="#">2021-0035</a>     | 2022            | Pending | 30 days from the Issuance of License Number | <a href="#">Submit</a> |
| 424         | Annual Export Performance Report of Foreign Export Enterprises | <a href="#">FIA-0048-2021</a> | 2022            | Pending | May 30, 2021                                | <a href="#">Submit</a> |
| 425         | Annual Export Performance Report of Foreign Export Enterprises | <a href="#">FIA-0048-2021</a> | 2022            | Pending | May 30, 2021                                | <a href="#">Submit</a> |
| 426         | Annual Export Performance Report of Foreign Export Enterprises | <a href="#">FIA-0049-2021</a> | 2022            | Pending | May 30, 2021                                | <a href="#">Submit</a> |
| 427         | Annual Export Performance Report of Foreign Export Enterprises | <a href="#">FIA-0050-2021</a> | 2022            | Pending | May 30, 2021                                | <a href="#">Submit</a> |
| 428         | Annual Export Performance Report of Foreign Export Enterprises | <a href="#">FIA-0051-2021</a> | 2022            | Pending | May 30, 2021                                | <a href="#">Submit</a> |

# Step 3

Fill in the application form's field.

**NOTE:** All type of inquiries provided shall be visible under this menu. Fields with asterisks (\*) are required fields

Annual Export Performance Report of Foreign Export Enterprises - New

Endorsement Forms / ICDB / Annual Export Performance Report of Foreign Export Enterprises - New

Submission Form

Previous **Step 1 Application Form** Step 2 Upload Documents Next

**Registration Details**

|                      |                 |               |               |
|----------------------|-----------------|---------------|---------------|
| DTI Registration No. | 444             | Date Issued : | March 1, 2021 |
| IPA Registration     | CDC Reg No. 444 | Date Issued : | March 1, 2021 |

**Firm Details**

|                                 |                          |                                    |     |
|---------------------------------|--------------------------|------------------------------------|-----|
| Firm Name                       | D Clan Family            |                                    |     |
| Name of Authorized Officer      | Monkey D Luffy           |                                    |     |
| Email                           | charvin.events@gmail.com |                                    |     |
| Gender                          | Male                     |                                    |     |
| Position                        | Pirate                   |                                    |     |
| Product/Activity :              | SAMPLE                   |                                    |     |
| Foreign Equity (At Least 41%) : | 41%                      | Export Commitment (At Least 60%) : | 64% |

# Step 4

Then click submit to save and proceed to next step.

Street

Region  Province

City/Municipality  Barangay

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EQUITY INVESTMENTS

Foreign  %

Local  %

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SALES REPORT

Sales Volume Unit

Domestic Sales  Boat

Export Sales  Boat

Total Sales  Boat

Export Ratio

# Step 5

Last step is uploading of required documents. The list of documents may vary depending on the type of Accreditation.

Click the **Add Files** button to select the files to be submitted.

The screenshot displays a web application interface for submitting an Annual Export Performance Report. The interface is divided into a sidebar and a main content area. The sidebar on the left contains navigation options under three categories: MAIN NAVIGATION (Dashboard), MY ACCOUNT (My Calendar, My Inquiries, My Applications, My Compliances), and APPLICATION FORMS (Registration Forms, Accreditation Forms, Incentives, Compliance Forms, Endorsement Forms). Below these is a USER MANUAL section with a Documentations link. The main content area is titled "Submission for Annual Export Performance Report of Foreign Export Enterprises" and includes a breadcrumb trail: "Application Forms / Annual Export Performance Report of Foreign Export Enterprises". A progress bar shows three steps: "Previous", "Step 1 Application Form" (the current step), and "Step 2 Upload Documents". Below the progress bar, there is a section for uploading documents, which includes instructions: "Upload supporting documents by dragging files to this page or by clicking the Add Files button." and a "NOTES" section with the following text: "Maximum filesize is 100MB. Split files that are greater than 100MB and upload them separately. Accepted filetypes are pdf, jpg, jpeg, png, gif. An asterisk (\*) indicates that the item is required. The Finalize submission button will only be enabled once the required documents are complete." Below the notes, there are three checkboxes: "Evidence of Authorization (if report is executed by an authorized representative)", "Audited Financial Statements\*", and "Income Tax Return\*". At the bottom of the main content area, there is a message "No attachments yet." and three buttons: "+ Add files" (highlighted with a red circle), "Cancel upload", and "Finalize submission".

# Step 6

Click **Save** button for uploading. Once the files to be uploaded are selected, it will appear at the lower part of the page.

**NOTE:** You may also click CANCEL button for removing files you uploaded.

Registration Forms <

Accreditation Forms <

Incentives <

Compliance Forms <

Endorsement Forms <

USER MANUAL

Documentations <

NOTES:

Maximum filesize is 100MB.  
Split files that are greater than 100MB and upload them separately.  
Accepted filetypes are pdf, jpg, jpeg, png, gif.  
An asterisk (\*) indicates that the item is required.  
The Finalize submission button will only be enabled once the required documents are complete.

Evidence of Authorization (if report is executed by an authorized representative)

Audited Financial Statements\*

Income Tax Return\*

No attachments yet.

+ Add files Cancel upload Finalize submission

|   |         |   |                |
|---|---------|---|----------------|
| accreditation_foowearEnt - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy.PNG     | 92.6 KB | Please select appropriate file types<br>Evidence of Authorization (if report is executed by an authorized representat | Save<br>Cancel |
| accreditation_foowearEnt - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy (2).PNG | 92.6 KB | Please select appropriate file types<br>Audited Financial Statements*   | Save<br>Cancel |
| accreditation_foowearEnt - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy.PNG     | 92.6 KB | Please select appropriate file types<br>Income Tax Return*  | Save<br>Cancel |



# Step 7

Click **Finalize submission** to submit the requirements.

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 filetypes are pdf, jpg, jpeg, png, gif.
- An asterisk (\*) indicates that the item is required.
- The Finalize submission button will only be enabled once the required documents are complete.

Evidence of Authorization (if report is executed by an authorized representative)

Audited Financial Statements\*

Income Tax Return\*

You uploaded 3 attachments.

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

|  |  |         |   |        |
|--|--|---------|---|--------|
|  | accreditation_foowearEnt - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy.PNG | 92.6 KB | Please select appropriate file types<br>Evidence of Authorization (if report is executed by an authorized representative) | Delete |
|  | accreditation_foowearEnt - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy (2).PNG                  | 92.6 KB | Please select appropriate file types<br>Audited Financial Statements*   | Delete |
|  | accreditation_foowearEnt - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy.PNG                      | 92.6 KB | Please select appropriate file types<br>Income Tax Return*  | Delete |

# Step 8

Click **I agree** to finalize the application for processing.

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.

# Step 9

Your application is now be submitted for processing. The application details is also printable. All BOI staff that will process your application will see the same details.

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

View Compliance

Your compliance submission has been received by the BOI Online Services System.

Home / View Compliance / Annual Export Performance Report of Foreign Export Enterprises

Compliance Number: 427

Submitted

Compliance Details Assessment Related Application Details Applicant Details

COMPLIANCE INFORMATION

|                    |  |                  |
|--------------------|--|------------------|
| ID :               | 427  | Compliance No :  |
| Application Type : | Annual Export Performance Report of Foreign Export Enterprises |                  |
| Date Added :       | March 20, 2021, 1:10 p.m.                                      | Date Submitted : |
| Date Accepted :    | --   |                  |

**Thank you**

