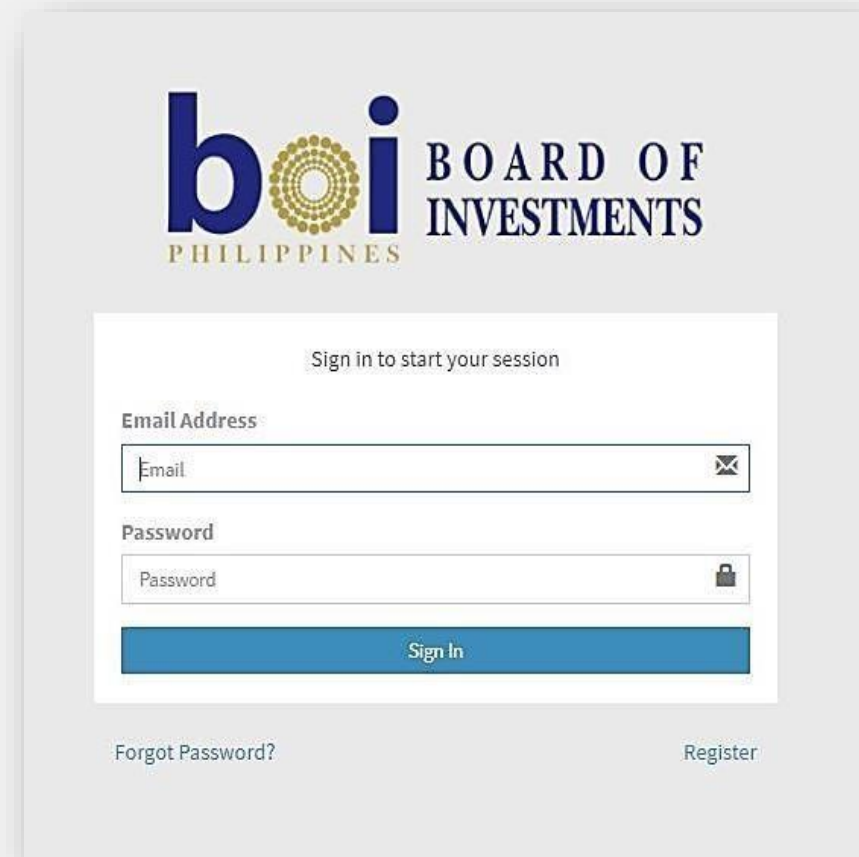


SUBMISSION OF COMPLIANCE TO TERMS AND CONDITIONS

User's Manual

Step 1

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

All your compliance requirements for submission will be shown in the Dashboard. This is only applicable for Registration and Endorsement applications.

For **Registration (Book 1)**, you also need to accomplish the STC Compliance. To upload the STC compliance, click **Upload**.

The screenshot displays a dashboard with a sidebar on the left containing navigation items: My Applications, My Compliances, APPLICATION FORMS (Registration Forms, Accreditation Forms, Incentives, Compliance Forms, Endorsement Forms), USER MANUAL, and Documentations. The main content area is divided into several sections:

- COMPLIANCE Forms**: A header section with a folder icon.
- Accreditation Forms**: A header section with a folder icon and a 'VIEW' button.
- Applications / Compliances For Action**: A table with columns: Control No., Received, App Type, Enterprise, Forwarded by, Action Taken, Remarks, Preview, Action. Below the table, it states "Your worklist is empty."
- Inquiries**: A table with columns: Control No., Received On, Type, Project, Forwarded by, Action Taken, Remarks, Preview, Action. Below the table, it states "No inquiry requires your action."
- Compliance to Terms and Conditions**: A section with a blue banner for **STC Compliance** that reads "You have 12 compliance to STC that requires attachments. Kindly upload it here:" and features a green **Upload** button highlighted with a red box.
- Reportorial Requirements**: A table with columns: Control No., Application Type, CR No. / Endorsement No., Submission Year, Status, Deadline, Actions.

Control No.	Application Type	CR No. / Endorsement No.	Submission Year	Status	Deadline	Actions
1	Annual Report on Actual Operations	2019-001	2020	Pending	April 30, 2020	Submit
2	Audited Financial Statement	2019-001	2020	Pending	Within 1 month from the Date of e-filing to BIR	Submit
3	Income Tax Return	2019-001	2020	Pending	Within 1 month from the Date of e-filing to BIR	Submit

Step 3

Upload the compliance documents by clicking the **Upload** button.

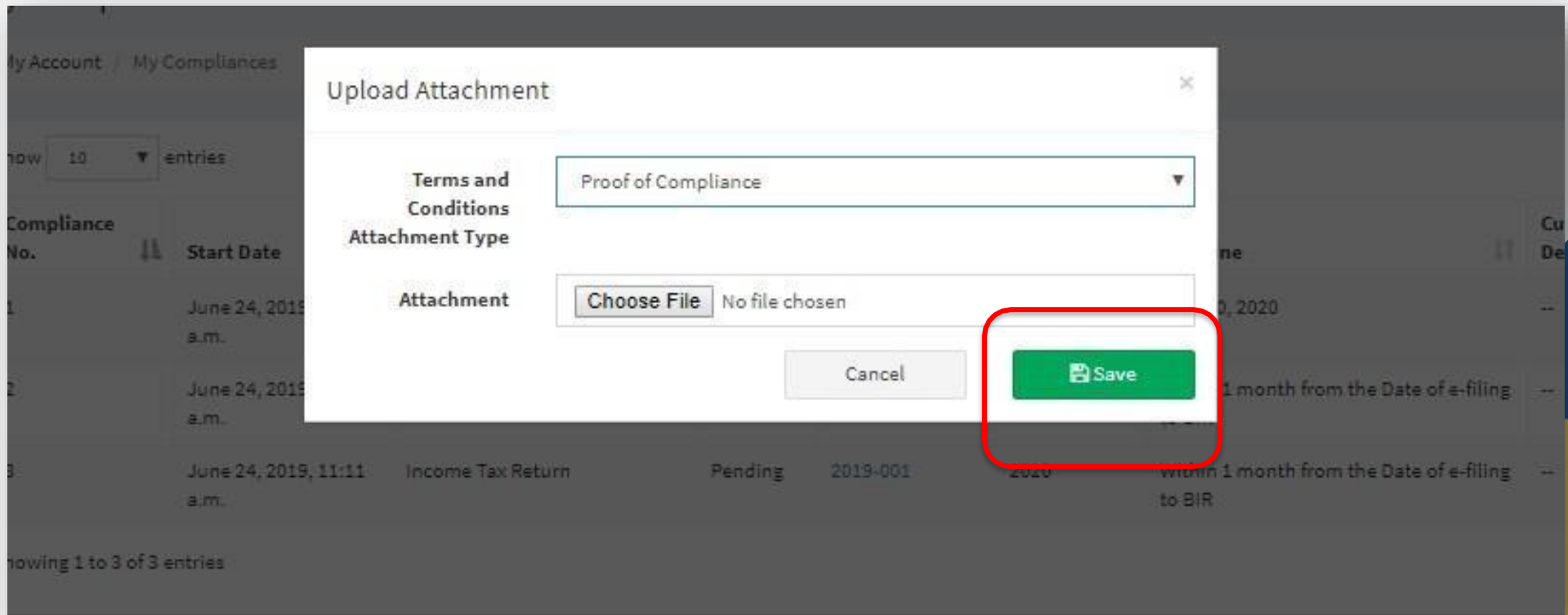
Pending Compliance to Terms and Conditions

Show 10 entries Search:

Application No.	For the Year	Terms and Conditions	Required Documents for Submission		One Time or Annually	Status	Remarks from BOI	
2019-001	2019	Prior to start of commercial operations, the enterprise shall submit a copy of its Environmental Compliance Certificate (ECC) pursuant to P.D. No. 1586 (Philippine Environmental Impact Statement System) or Certificate of Non-Coverage (CNC) issued by the Environmental Management Bureau (EMB) of the Department of Environment and Natural Resources	Attachment	Uploaded Attachments	One-Time	--	--	Upload
			Proof of Compliance					

Step 4

Choose an attachment then click **Save**.



Step 5

Wait for the confirmation from BOI. You will see of the submission is accepted if the status is **Complied**.

The screenshot displays a web application interface with a sidebar on the left and a main content area. The sidebar contains navigation items: My Calendar, My Inquiries, My Applications, My Compliances, APPLICATION FORMS (Registration Forms, Accreditation Forms, Incentives, Compliance Forms, Endorsement Forms), USER MANUAL, and Documentations.

The main content area is divided into two sections. The top section, titled "My Compliances", shows a table of compliance entries. The table has columns for Compliance No., Start Date, Type, Status, For Application, For the Year, Deadline, Current Department, and Actions. Three entries are listed, all with a status of "Pending".

Compliance No.	Start Date	Type	Status	For Application	For the Year	Deadline	Current Department	Actions
1	June 24, 2019, 11:11 a.m.	Annual Report on Actual Operations	Pending	2019-001	2020	April 30, 2020	--	Update
2	June 24, 2019, 11:11 a.m.	Audited Financial Statement	Pending	2019-001	2020	Within 1 month from the Date of e-filing to BIR	--	Update
3	June 24, 2019, 11:11 a.m.	Income Tax Return	Pending	2019-001	2020	Within 1 month from the Date of e-filing to BIR	--	Update

The bottom section, titled "Pending Compliance to Terms and Conditions", shows a table of pending submissions. The table has columns for Application No., For the Year, Terms and Conditions, Required Documents for Submission, One Time or Annually, Status, Remarks from BOI, and Actions. One entry is listed for application 2019-001 for the year 2019.

Application No.	For the Year	Terms and Conditions	Required Documents for Submission	One Time or Annually	Status	Remarks from BOI	Actions				
2019-001	2019	Prior to start of commercial operations, the enterprise shall submit a copy of its Environmental Compliance Certificate (ECC) pursuant to P.D. No. 1586 (Philippine Environmental Impact Statement) or Certificate of Non-Coverage (CNC) issued by the Environmental Management Bureau	<table border="1"><thead><tr><th>Attachment</th><th>Uploaded Attachments</th></tr></thead><tbody><tr><td>Proof of Compliance</td><td>Preview </td></tr></tbody></table>	Attachment	Uploaded Attachments	Proof of Compliance	Preview	One-Time	--	--	Upload
Attachment	Uploaded Attachments										
Proof of Compliance	Preview										

Thank you

