

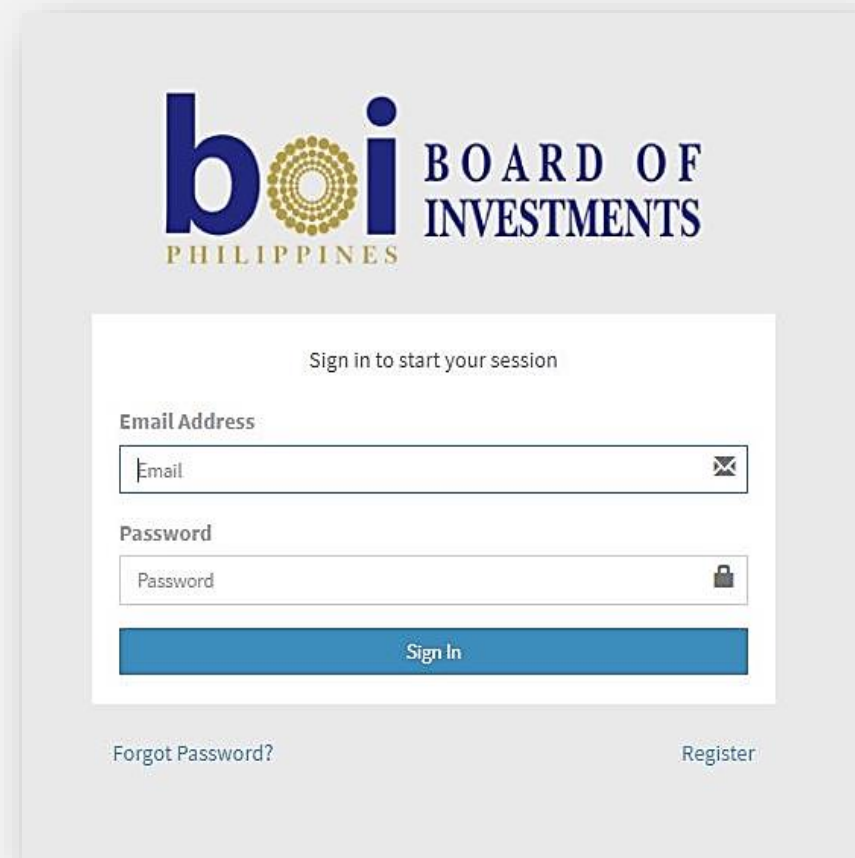
REGISTRATION PROCESS - CONVERSION TO REGIONAL OPERATING HEADQUARTERS (ROHQ) IN THE PHILIPPINES APPLICATIONS

User's Manual

Viewing Application

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 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

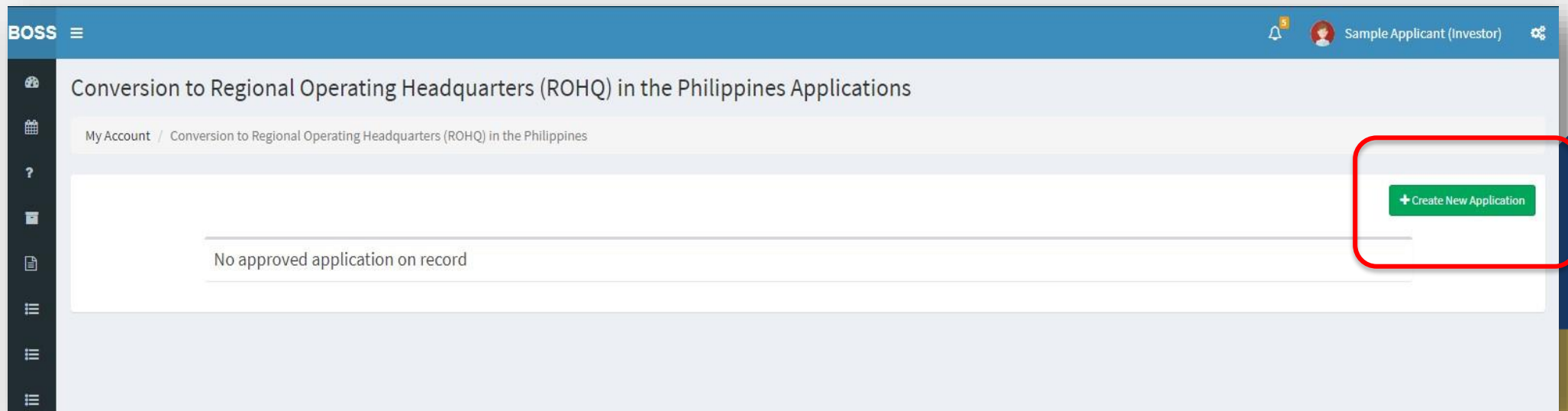
Click on the **Endorsement Forms** link on the navigation on the left. Then Click the **CROHQ** on the list for new application.

The screenshot displays a web application interface. On the left is a dark navigation sidebar with the following items: 'My Compliances', 'APPLICATION FORMS', 'Registration Forms', 'Accreditation Forms', 'Incentives', 'Compliance Forms', 'Endorsement Forms', and a sub-menu containing 'RTLA', 'ILA', 'RHO/ROHO', and 'CROHQ'. The 'CROHQ' item is highlighted with a red rectangular box. The main content area is titled 'Applications / Compliances For Action' and contains a table with columns: 'Control No.', 'Received', 'App Type', 'Enterprise', 'Forwarded by', 'Action Taken', 'Remarks', and 'Preview'. Below the table, a message states 'Your worklist is empty.' Below this is an 'Inquiries' section with a table with columns: 'Control No.', 'Received On', 'Type', 'Project', 'Forwarded by', 'Action Taken', 'Remarks', and 'Pr'. A message below this table states 'No inquiry requires your action.' At the bottom, there is a section titled 'Compliance to Terms and Conditions'.

Step 3

Click on the **Create New Application** button.

NOTE: Create New Application shall be visible under MVDP registered.



Step 4

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

NOTE: All Type of Inquiries provided shall be visible under MVDP registered. Fields with asterisks (*) are required fields.

The screenshot shows the BOSS application interface. The title is "Application for Conversion to Regional Operating Headquarters (ROHQ) in the Philippines". The breadcrumb trail is "Registration Forms / IIPS / Conversion to Regional Operating Headquarters (ROHQ) in the Philippines". The form is titled "Application Form" and has a progress bar with three steps: "Previous", "Step 1 Application Form" (current), and "Step 2 Upload Documents".

REGIONAL HQ IN THE PHILIPPINES

Please select the RHQ that will be converted

873

GENERAL INFORMATION ON THE APPLICANT

Company name
NorthPoint Food Inc

Country of incorporation
Philippines

Principal office/headquarters
Makati City

Name of parent company (if applicant has one)
Cambell

Step 5

Check ROHQ **Purposed Activities**. Then click **proceed**.

ROHQ ADDRESS

Street Barangay

City / Municipality

PROPOSED ACTIVITIES

Proposed Activities

ROHQ

- General administrative and planning
- Business planning and coordination
- Sourcing/procurement of raw materials and components
- Corporate finance advisory services
- Marketing control and sales promotion
- Training and personnel management
- Logistics services
- Research and development services and production development
- Technical support and maintenance
- Data processing and communications
- Business development

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.

*ROHQ shall not offer the said qualifying services to entities other than their affiliates, branches or subsidiaries, as declared in their registration with the Securities and Exchange Commission and shall not directly and indirectly solicit or market goods and services, nor engage in the sale and distribution of goods and sale of services of its mother company or any of the company's branches, affiliates and subsidiaries.

2. The regional operating headquarters shall notify the Board of Investments, the Securities and Exchange Commission and the Bangko Sentral ng Pilipinas, as the case may be, of any decision to close down or suspend operations of its headquarters at least fifteen (15) days before the same is effected.
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.

- Covering Letter Addressed to Director of IIPS (International Investments Promotion Service, Board of Investments) Requesting for Endorsement for Conversion of Regional Headquarters to Regional Operating Headquarters to SEC (Please state in your letter request the projected employment of the company)*
- Petition under oath to amend license by the Resident Agent requesting the conversion from RHQ to ROHQ and indicating the qualifying services to be rendered by the applicant.*
- Authenticated copy of the Board resolution approving the amendment/conversion*
- Proof by means of a bank certification that at the time of conversion it has at least two hundred thousand US dollars (US\$200,000) or its equivalent in foreign currency and converted the same to Philippine currency within thirty (30) days from issuance of Certificate of Registration and License*
- Screenshot of System Generated SEC Company Registration*
- Photocopy of the existing RHQ's SEC Certificate and License.*

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 file upload interface. At the top, it states "You uploaded 1 attachment." Below this, there are three buttons: "+ Add files" (green), "Cancel upload" (orange), and "Finalize application" (blue). A green progress bar is visible on the right. The interface shows two files:

File Name	Size	Requirement	Actions
poring.jpg	7.8 KB	Covering Letter Addressed to Director of IIPS (International Investments Promotion Service, Board of Investments) Requesting for Endorsement for Conversion of Regional Headquarters to	Delete
poring2.jpg	36.6 KB	Petition under oath to amend license by the Resident Agent requesting the conversion from RHQ to ROHQ and indicating the qualifying services to be rendered by the applicant.*	Save, Cancel

The "Save" button for the second file is highlighted with a red box.

Step 8

Wait for the upload to finish.

- research and development services; and product development;
- Technical support and maintenance;
- Data processing and communication; and
- Business development.



*ROHQ shall not offer the said qualifying services to entities other than their affiliates, branches or subsidiaries, as declared in their registration with the Securities and Exchange Commission and shall not directly and indirectly solicit or market goods and services, nor engage in the sale and distribution of goods and sale of services of its mother company or any of the company's branches, affiliates and subsidiaries.

2. The regional operating headquarters shall notify the Board of Investments, the Securities and Exchange Commission and the Bangko Sentral ng Pilipinas, as the case may be, of any decision to close down or suspend operations of its headquarters at least fifteen (15) days before the same is effected.
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- Authenticated copy of the Board resolution approving the amendment/conversion***
- Proof by means of a bank certification that at the time of conversion it has at least two hundred thousand US dollars (US\$200,000) or its equivalent in foreign currency and converted the same to Philippine currency within thirty (30 days) from issuance of Certificate of Registration and License***
- Screenshot of System Generated SEC Company Registration***
- Photocopy of the existing RHQ's SEC Certificate and License.***

You uploaded 6 attachments.

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

	poring.jpg 7.8 KB	Please select appropriate file types	Delete
		Covering Letter Addressed to Director of IIPS (International Investments Promotion Service, Board of Investments) Requesting for Endorsement for Conversion of Regional Headquarters to R...	^
	poring2.jpg 36.6 KB	Please select appropriate file types	Delete

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 web application interface for submitting requirements. At the top, there is a list of five requirements, each with a checked checkbox:

- Petition under oath to amend license by the Resident Agent requesting the conversion from RHQ to ROHQ and indicating the qualifying services to be rendered by the applicant.*
- Authenticated copy of the Board resolution approving the amendment/conversion*
- Proof by means of a bank certification that at the time of conversion it has at least two hundred thousand US dollars (US\$200,000) or its equivalent in foreign currency and converted the same to Philippine currency within thirty (30 days) from issuance of Certificate of Registration and License*
- Screenshot of System Generated SEC Company Registration*
- Photocopy of the existing RHQ's SEC Certificate and License.*

Below the requirements, the text "You uploaded 6 attachments." is displayed. Underneath, there are three buttons: "+ Add files" (green), "Cancel upload" (orange), and "Finalize application" (blue). The "Finalize application" button is highlighted with a red rounded rectangle.

Below the buttons, there is a file list table:

File Name	Size	Actions
poring.jpg	7.8 KB	<input type="checkbox"/> Please select appropriate file types <input type="button" value="Delete"/>
Covering Letter Addressed to Director of IIPS (International Investments Promotion Service, Board of Investments) Requesting for Endorsement for Conversion of Regional Headquarters to Re		
poring2.jpg	36.6	<input type="checkbox"/> Please select appropriate file types <input type="button" value="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.

The screenshot shows a Terms and Conditions dialog box with the following text:

3. The authorized R

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.

Buttons: Cancel (orange), I agree (blue, highlighted with a red border).

Background interface elements: "You uploaded 6 a", "+ Add files", "Cancel", "poring.jpg", "Please select appropriate file types", "Delete", "quarters to Re", "Delete".

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 / Conversion to Regional Operating Headquarters (ROHQ) in the Philippines

Control Number: 874

Submitted

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

APPLICATION INFORMATION

ID :	874	Application No :	--
Application Type :	Conversion to Regional Operating Headquarters (ROHQ) in the Philippines	Application Classification :	New
Date Created :	May 28, 2019, 5:31 p.m.	Date Submitted :	May 28, 2019, 5:34 p.m.
Date Delegated :	--	Date Accepted :	--
Date Approved :	--		

GENERAL INFORMATION

Existing RHQ View

Thank you

