

# APPLICATION PROCESS – ACCREDITATION MODULE

## User's Manual

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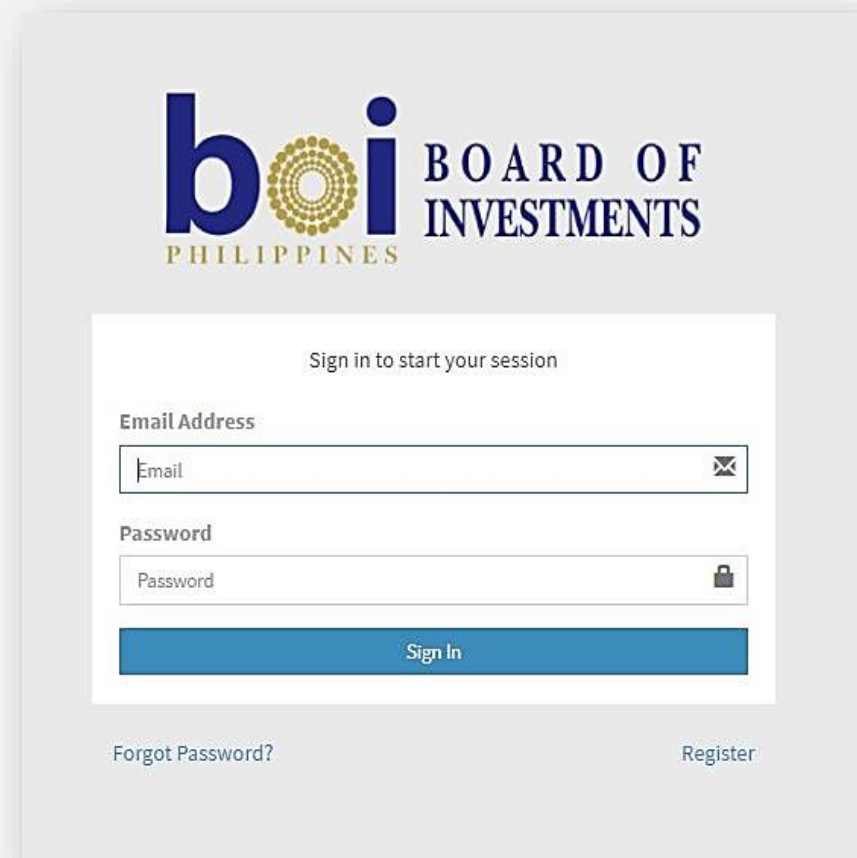
# Lodging Application

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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 either of the applicable applications.

The screenshot displays a software interface with a dark sidebar on the left and a light main content area on the right. The sidebar contains the following items:

- My Inquiries
- My Applications
- My Compliances
- APPLICATION FORMS
- Registration Forms
- Accreditation Forms** (highlighted with a red box)
- JIDA (Enterprise)
- JIDA (Association)
- Incentives

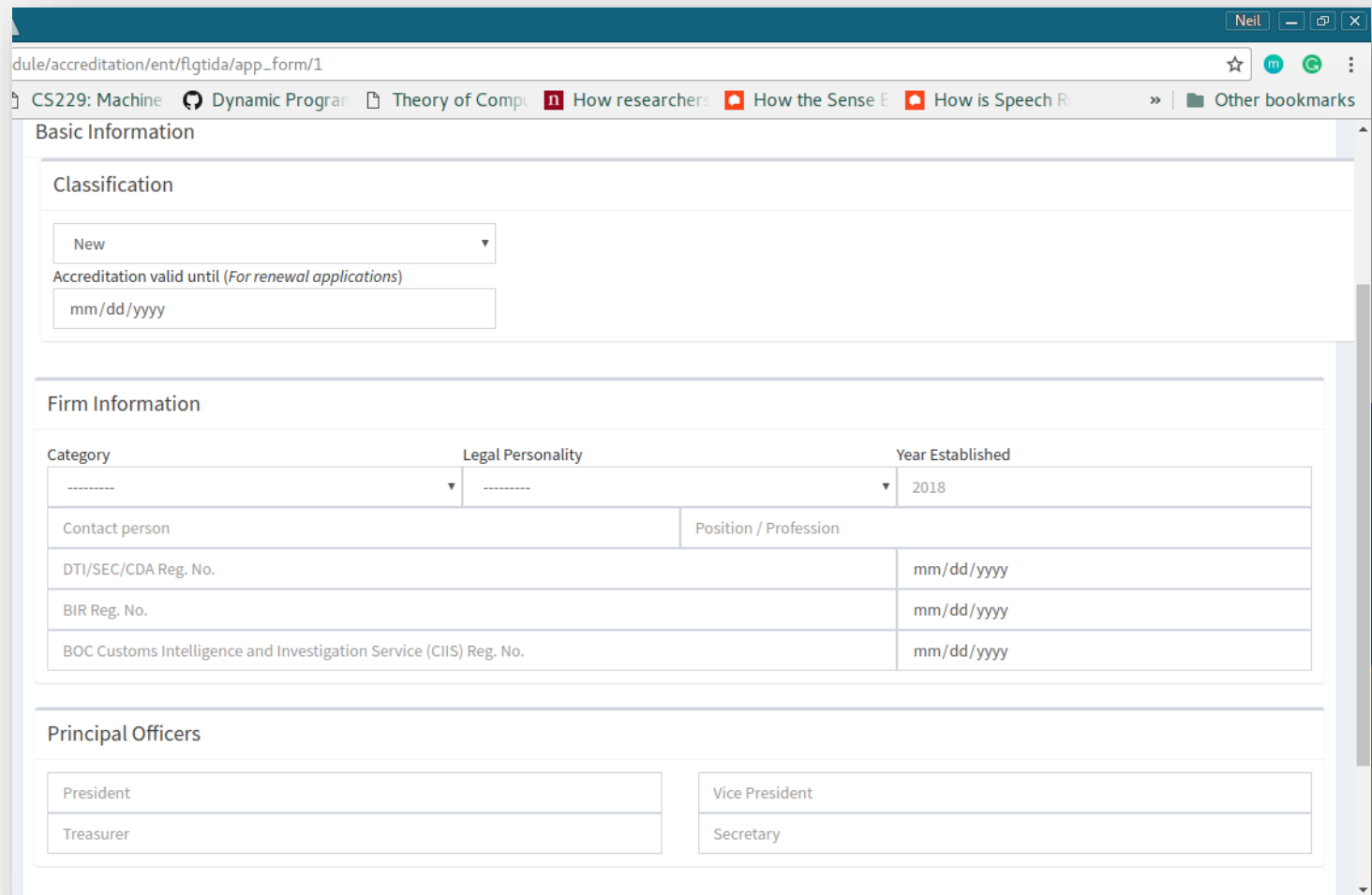
The main content area features a blue header with a white icon, followed by an orange folder icon labeled "COMPLIANCE Forms". Below this is a section titled "Applications / Compliances For Action" containing a table with the following columns: Control No., Received, App Type, Enterprise, and Forward. A "Your work" icon is visible in the bottom right corner of the table area. At the bottom of the main content area, there is a section labeled "Inquiries".

# Step 3

Fill in the application form's fields. Then click on proceed to save the details.

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

Make sure to click **Proceed** in order to save the current step.



The screenshot shows a web browser window with the URL `odule/accreditation/ent/flgtida/app_form/1`. The browser's address bar and tabs are visible at the top. The main content area displays a form titled "Basic Information" and "Firm Information".

**Basic Information**

Classification: New (dropdown menu)

Accreditation valid until (For renewal applications): mm/dd/yyyy

**Firm Information**

Category	Legal Personality	Year Established
-----	-----	2018
Contact person	Position / Profession	
DTI/SEC/CDA Reg. No.	mm/dd/yyyy	
BIR Reg. No.	mm/dd/yyyy	
BOC Customs Intelligence and Investigation Service (CIIS) Reg. No.	mm/dd/yyyy	

**Principal Officers**

President	Vice President
Treasurer	Secretary

# Step 4

The 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 to satisfy the necessary requirements.

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

Upload Required Documents

Previous Step 1

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

NOTES:

- Maximum filesize is 20MB.
- Split files that are greater than 20MB and upload them separately.
- Accepted filetypes are pdf, jpg, jpeg, png, gif.
- An asterisk (\*) indicates that the item is required.
- The Finalize application button will only be enabled once the required doc

\*Refer to SRS for the list of required documents

You uploaded 1 attachment.

+ Add files Cancel upload Finalize Data Entry

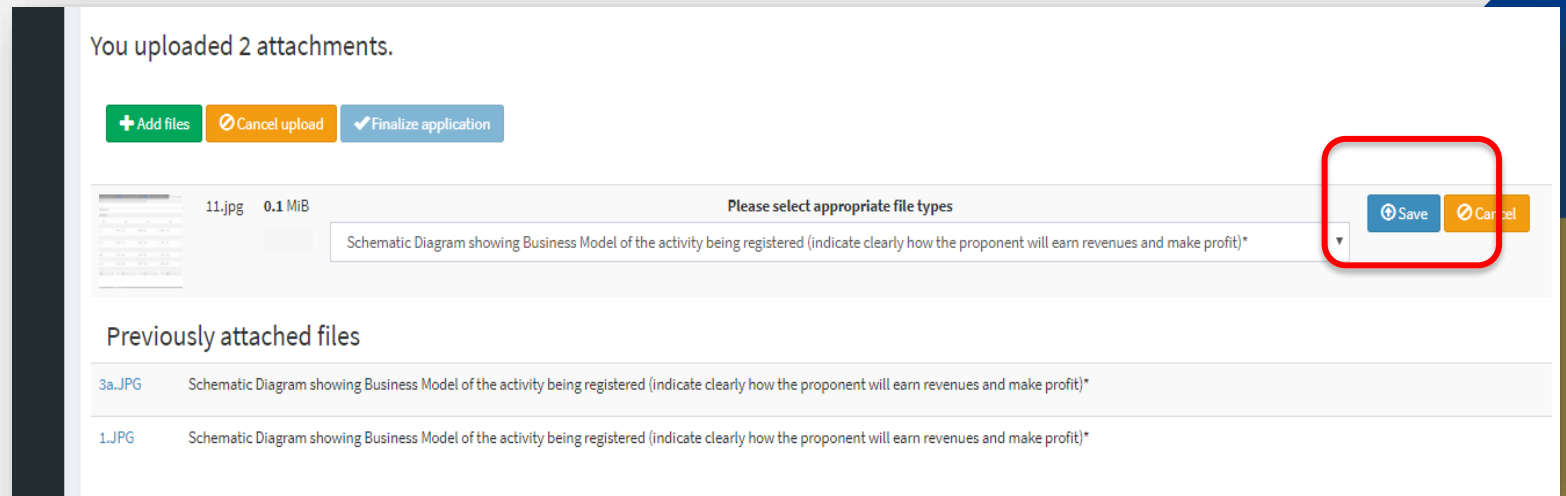
# Step 5

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 user interface for file uploads. At the top, it states "You uploaded 2 attachments." Below this, there are three buttons: "+ Add files" (green), "Cancel upload" (orange), and "Finalize application" (blue). The main area shows a file named "11.jpg" (0.1 MiB) being uploaded. A dropdown menu is open, showing a list of file types with the selected option being "Schematic Diagram showing Business Model of the activity being registered (indicate clearly how the proponent will earn revenues and make profit)\*". To the right of the dropdown, there are two buttons: "Save" (blue) and "Cancel" (orange), which are highlighted with a red rectangular box. Below the main upload area, there is a section titled "Previously attached files" which lists two files: "3a.JPG" and "1.JPG", both with the same description as the selected file type.

# Step 6

Wait for the upload to finish.

NOTES:

- Maximum filesize is 20MB.
- Split files that are greater than 20MB and upload them separately.
- Accepted filetypes are pdf, jpg, jpeg, png, gif.
- An asterisk (\*) indicates that the item is required.
- The Finalize application button will only be enabled once the required documents are complete.

Schematic Diagram showing Business Model of the activity being registered (indicate clearly how the proponent will earn revenues and make profit)\*

DA Endorsement (applicable only to Agri/Fishery commercial production activities)\*

Samples\*

You uploaded 3 attachments.

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

File Name	Size	Actions
11.jpg	0.1 MiB	<a href="#">Delete</a>

Please select appropriate file types

Schematic Diagram showing Business Model of the activity being registered (indicate clearly how the proponent will earn revenues and make profit)\*

### Previously attached files

3a.JPG	Schematic Diagram showing Business Model of the activity being registered (indicate clearly how the proponent will earn revenues and make profit)*
1.JPG	Schematic Diagram showing Business Model of the activity being registered (indicate clearly how the proponent will earn revenues and make profit)*

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For technical concerns, please call (02) 920-2232 or email support@boi.gov.ph

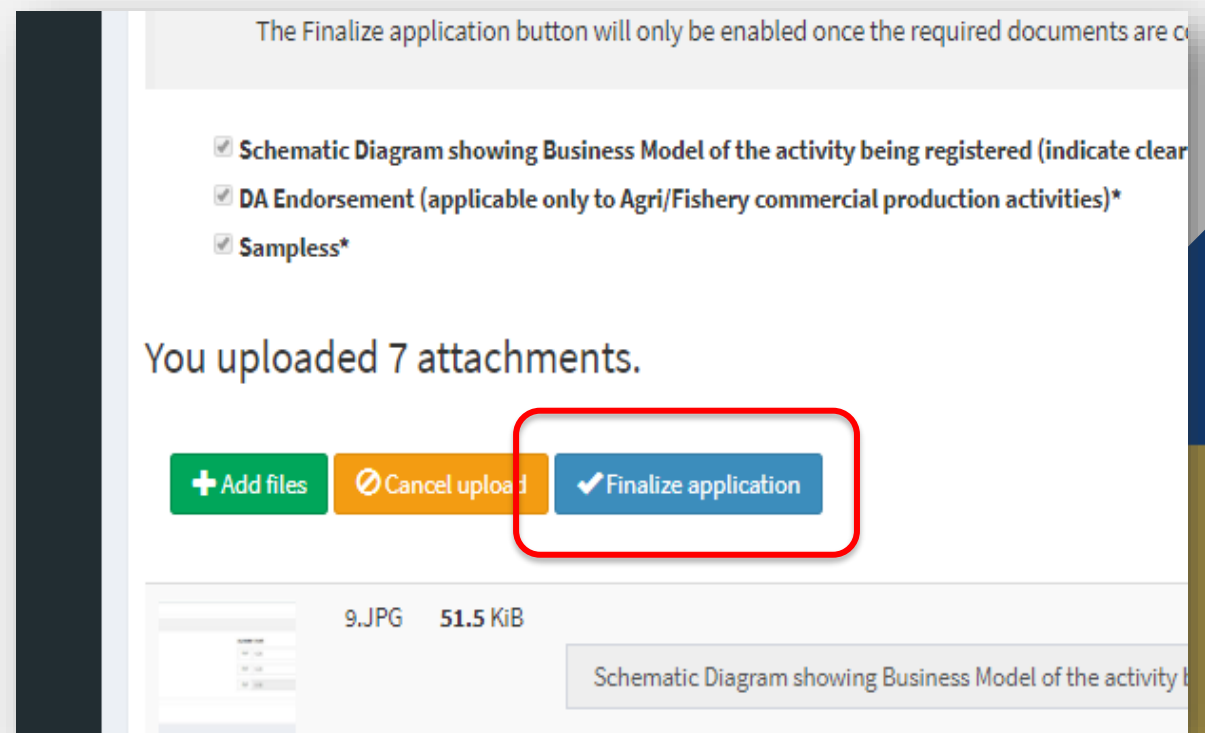


# Step 7

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.



# 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.

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.

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.

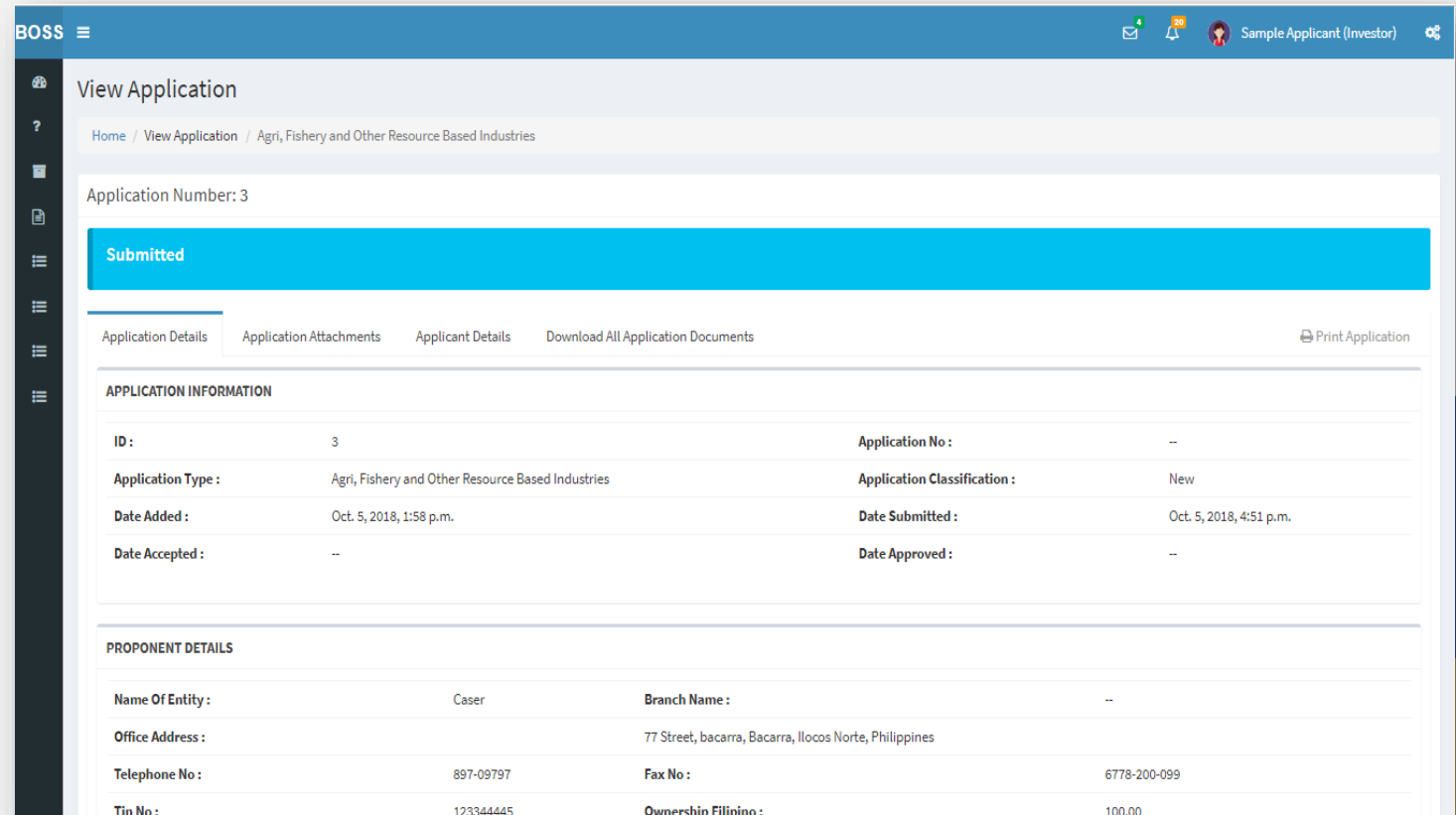
I have read and fully understood the **Terms and Conditions** of BOI Online Services System and hereby agree to be governed by the said terms and conditions.

s reserved. For technical concerns, please call (02) 9

# 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.



The screenshot shows the BOSS (Business One Stop System) interface. The top navigation bar includes the BOSS logo, a menu icon, and user information for 'Sample Applicant (Investor)'. The main content area is titled 'View Application' and shows the application number '3'. A prominent blue banner indicates the application status as 'Submitted'. Below this, there are tabs for 'Application Details', 'Application Attachments', 'Applicant Details', and 'Download All Application Documents', along with a 'Print Application' button. The 'Application Details' tab is active, displaying two sections: 'APPLICATION INFORMATION' and 'PROPONENT DETAILS'. Each section contains a table of key-value pairs.

APPLICATION INFORMATION			
ID :	3	Application No :	--
Application Type :	Agri, Fishery and Other Resource Based Industries	Application Classification :	New
Date Added :	Oct. 5, 2018, 1:58 p.m.	Date Submitted :	Oct. 5, 2018, 4:51 p.m.
Date Accepted :	--	Date Approved :	--

PROPONENT DETAILS			
Name Of Entity :	Caser	Branch Name :	--
Office Address :	77 Street, bacarra, Bacarra, Ilocos Norte, Philippines		
Telephone No :	897-09797	Fax No :	6778-200-099
Tin No :	123344445	Ownership Filipino :	100.00

**Thank you**

