

# REGISTRATION PROCESS – ACCREDITATION JEWELRY ASSOCIATION

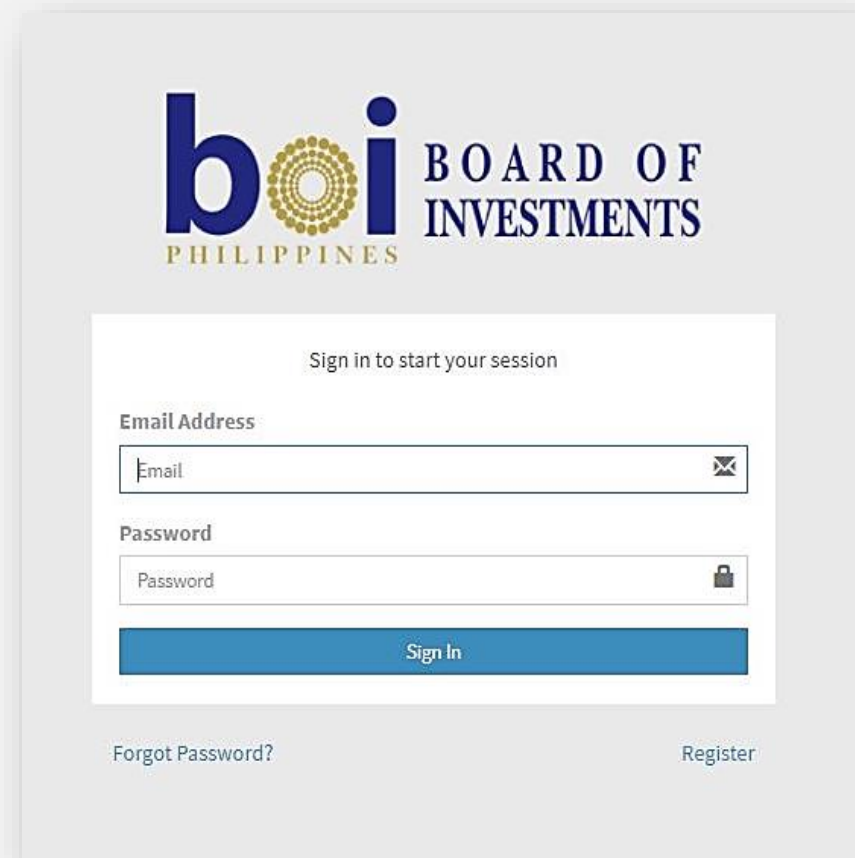
## User's Manual

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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

Click on either of the applicable applications.

The screenshot displays a dashboard with a dark sidebar on the left and a main content area on the right. The sidebar contains the following sections:

- MAIN NAVIGATION:** Dashboard
- MY ACCOUNT:** My Calendar, My Inquiries, My Applications, My Compliances
- APPLICATION FORMS:** Registration Forms, Accreditation Forms, Incentives, Compliance Forms

The main content area is titled "My Dashboard" and includes a breadcrumb "Home / Dashboard". It features four action cards:

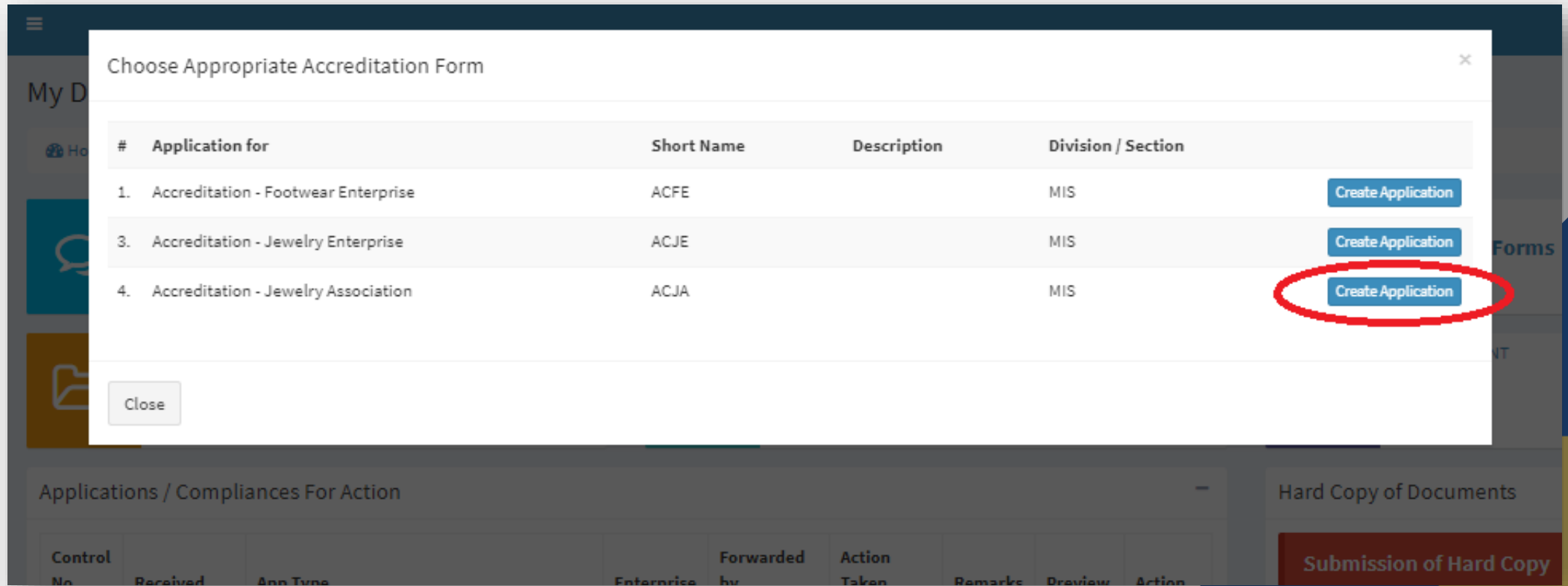
- CREATE New inquiry** (blue icon)
- VIEW Registration Forms** (green icon)
- COMPLIANCE Forms** (orange icon)
- VIEW Accreditation Forms** (teal icon, circled in red)

Below these cards is a section titled "Applications / Compliances For Action" containing a table:

Control No.	Received	App Type	Enterprise	Forwarded by	Action Taken	Remarks	Preview	Action
80	1 year, 2 months ago	Online Application under Retail Trade Liberalization Act of 2000	Deja Brew	LD Account Officer	Return to Applicant		<a href="#">Preview</a>	<a href="#">Process</a>

# Step 3

Click create application for filling up the form.



Choose Appropriate Accreditation Form

#	Application for	Short Name	Description	Division / Section	
1.	Accreditation - Footwear Enterprise	ACFE		MIS	<a href="#">Create Application</a>
3.	Accreditation - Jewelry Enterprise	ACJE		MIS	<a href="#">Create Application</a>
4.	Accreditation - Jewelry Association	ACJA		MIS	<a href="#">Create Application</a>

Close

Applications / Compliances For Action

Control No.	Received	App Type	Enterprise	Forwarded by	Action Taken	Remarks	Preview	Action
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Hard Copy of Documents

Submission of Hard Copy

# Step 4

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

Home / Accreditation - Jewelry Association - New / Application Form

Previous Basic Information List of Active Members Step 3 Upload Attachments Next

Application Form

Classification

New  
-----  
New  
Renewal

Basic Information

Name of Association

Office Address

Contact Person

Telephone number Fax number

Year Established

DTI/SEC Registration number DATE

----- dd/mm/yyyy

# Step 5

Then click submit to save and proceed to next step.

The screenshot shows a web application interface with a dark sidebar on the left and a main content area. The sidebar contains the following menu items:

- APPLICATION FORMS
  - Registration Forms
  - Accreditation Forms
  - Incentives
  - Compliance Forms
  - Endorsement Forms
- USER MANUAL
  - Documentations

The main content area displays a form titled "New" with a dropdown menu. The form is divided into sections:

- Basic Information**
  - Name of Association: PBA
  - Office Address: Makati
  - Contact Person: John
  - Telephone number: 2222
  - Fax number: 2222
  - Year Established: 2019
  - DTI/SEC: DTI
  - Registration number: 222
  - DATE: 01/03/2021
- Principal Officers**
  - President: john
  - Vice President: ralfh
  - Treasurer: rolle
  - Corp. Secretary: israel

A blue "Submit" button is located at the bottom right of the form, circled in red.

# Step 6

Fill in the application form's field then click submit.

Home / Accreditation - Jewelry Association - New / List of Active Members

**Reminder!**  
Input N/A or 0 if field is not applicable

Previous Basic Information List of Active Members Step 3 Upload Attachments Next

Application Form

List of Members

Firm	Contact Person	Position	Office Address	Plant Address	Tel no.	Fax no.	Type of jewelry business
D Clan Family	john	staff	makati	cavite	111	1111	Pawnshop

remove  
[add another](#)

**Submit**

# Step 7

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 the 'Upload Required Documents' interface. On the left is a dark navigation sidebar with options like 'My Calendar', 'My Inquiries', 'My Applications', 'My Compliances', and 'APPLICATION FORMS' (including Registration, Accreditation, Incentives, Compliance, and Endorsement forms). The main content area has a title 'Upload Required Documents' and a progress bar with four steps: 'Previous', 'Basic Information', 'List of Active Members', and 'Step 3 Upload Attachments'. Below the progress bar, instructions state: 'Upload supporting documents by dragging files to this page or by clicking the Add Files button.' A 'NOTES' section lists: '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.', and 'The Finalize application button will only be enabled once the required documents are complete.' A list of required documents follows, with checkboxes: 'Annual Information Return duly filed with the BIR, including attachments, if any;\*' and 'Accomplishment / Annual Report for the past(1) or three (3) years for member and non-member of the confederation associations respectively, indicating its activities, pr'. At the bottom, it says 'No attachments yet.' and features three buttons: '+ Add files' (circled in red), 'Cancel upload', and 'Finalize application'.







# Step 10

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

The screenshot shows a Terms and Conditions agreement window. The text includes:

- 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.

Buttons: Cancel (orange), I agree (blue, circled in red).

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# Step 11

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 Application

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

Home / View Application / Accreditation - Jewelry Association

Control Number: 1030

Submitted

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

APPLICATION INFORMATION

ID :	1030	Application No :	2021-APP-8502-A-08
Application Type :	Accreditation - Jewelry Association	Application Classification :	New
Date Created :	March 20, 2021, 12:32 p.m.	Date Submitted :	March 20, 2021, 12:44 p.m.
Date Assigned :	--	Date Accepted :	--
Date Approved :			

**Thank you**

