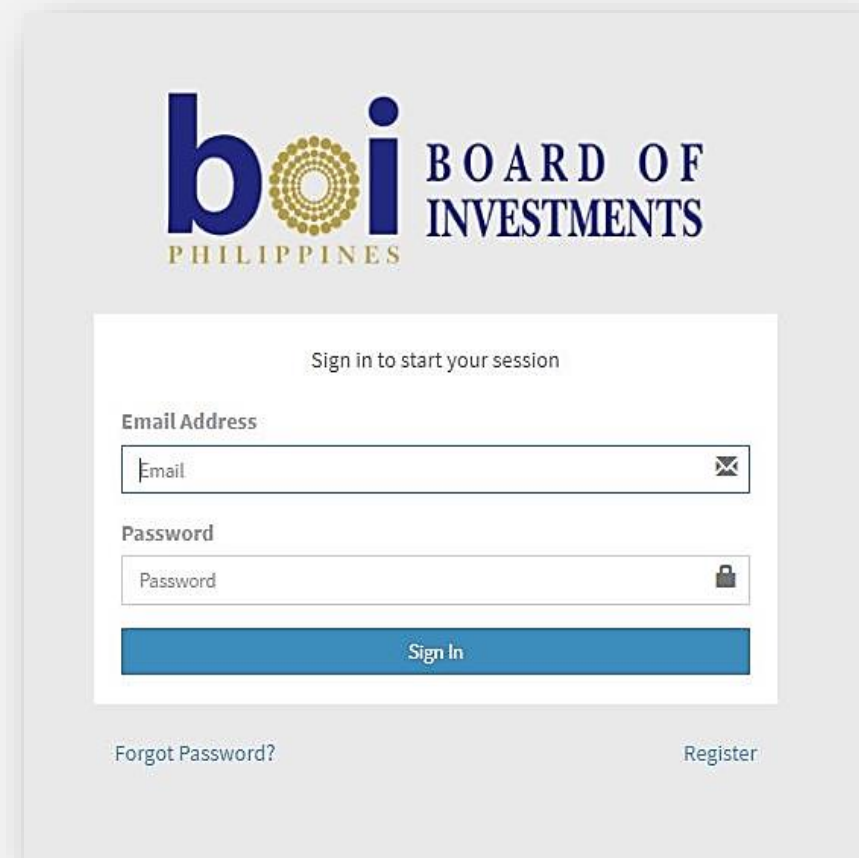


APPLICANT- COMPLIANCE

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, the logo features the letters 'boi' in a stylized font, with a circular emblem between the 'o' and 'i'. To the right of the logo, the text 'BOARD OF INVESTMENTS' is written in a serif font, and 'PHILIPPINES' is written in a smaller, sans-serif font below it. Below the logo, the text 'Sign in to start your session' is centered. 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 of the form, there are two links: 'Forgot Password?' on the left and 'Register' on the right.

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 left sidebar and a main content area. The sidebar includes 'My Applications', 'My Compliances', 'APPLICATION FORMS' (with sub-items: Registration Forms, Accreditation Forms, Incentives, Compliance Forms, Endorsement Forms), 'USER MANUAL', and 'Documentations'. The main content area has two tabs: 'COMPLIANCE Forms' (active) and 'VIEW Accreditation Forms'. Below the tabs are three sections: 'Applications / Compliances For Action' (empty table), 'Inquiries' (empty table), and 'Compliance to Terms and Conditions'. A blue banner in the 'Compliance to Terms and Conditions' section contains the text 'STC Compliance' and 'You have 12 compliance to STC that requires attachments. Kindly upload it here:', with a green 'Upload' button highlighted by a red box. Below this is the 'Reportorial Requirements' section, which contains a table with the following data:

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**.

My Account / My Compliances

Showing 10 entries

Compliance No.	Start Date	Attachment Type	Attachment	Status
1	June 24, 2019 11:11 a.m.			
2	June 24, 2019 11:11 a.m.			
3	June 24, 2019, 11:11 a.m.	Income Tax Return		Pending

Showing 1 to 3 of 3 entries

Upload Attachment

Terms and Conditions: Proof of Compliance

Attachment: Choose File No file chosen

Cancel 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 includes 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:

Top Section: Compliance Forms

Shows 10 entries. Search: []

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

Showing 1 to 3 of 3 entries. Navigation: Previous | 1 | Next

Bottom Section: Pending Compliance to Terms and Conditions

Shows 10 entries. Search: []

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 System) 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										

Step 6

To upload a reportorial requirement (this may vary depending on the type of Application i.e. Registration or Endorsement), click on the **Submit** button.

You have 12 compliance to STC that requires attachments. Kindly upload it here:

[Upload](#)

Reportorial Requirements

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 7

You will be redirected to the Compliance Form. Fill out the form from Step 1 up to the last step.

Note: The form may vary depending on the type of application.

BOI Online

Sample Applicant (Investor)

Submission of Annual Report on Actual Operations

Compliance Forms / LICS / Annual Report on Actual Operations

Compliance Form

Previous	Step 1 Enterprise Details	Step 2 Taxes and Duties Paid	Step 3 Production and Performance Data for the Registered Project for the Year	Step 4 Annual Payroll, Exchange Inflows, Outflows and Other Details	Step 5 Finalize Submission	Next
----------	---------------------------------	------------------------------------	--	---	----------------------------------	------

2019-001 (sdfsdf)

Control No. :	1	Application No. :	2019-001
Application Type :	Agri, Fishery and Other Resource Based Industries	Application Classification :	New
Date Created :	June 20, 2019, 3:25 p.m.	Date Submitted :	June 23, 2019, 8:19 a.m.
Date Accepted :	June 24, 2019, 10:31 a.m.	Date Approved :	June 24, 2019, 11:10 a.m.

PROPONENT DETAILS

Name Of Entity :	NorthPoint Food Inc	Extension :	--
Branch Name :	--		
Office Address :	123, Sample, Makati City, NCR, National Capital Region, Philippines		
Telephone No. :	654756	Fax No. :	--
SEC Registration :	0012-232-451	Permit Date :	Sept. 7, 2010
Tin No. :	234-343-343		
Ownership Foreign :	40.00 %	Ownership Filipino :	60.00 %
Nationality :	Filipino	Authorized Capital (Php) :	2,000.00
Percent For Export :	-- %	Type Of Business Ownership :	Partnership

PROJECT DETAILS

Name Of Project :	sdfsdf
Plant Address :	sdfsdf, sdfsdf, Bugallon, Pangasinan, Ilocos Region, Philippines

Step 8

If you missed the deadline, the computation of penalty will be shown. You can either ask for appeal or confirm the computation (For Book 1 only).

The screenshot shows a confirmation screen with a table at the top. The table has a single row with the label 'TOTAL' on the left and the value '300.00' on the right. Below the table is a section titled 'CONFIRMATION'. Inside this section, there is a text prompt: 'Do you want to accept the computation? This action is irreversible.' To the right of this prompt is a dropdown menu, which is highlighted with a red rounded rectangle. The dropdown menu is currently empty, showing only a dashed line and a downward arrow. At the bottom of the screen, there are two green buttons: 'Previous' on the left and 'Proceed' on the right.

TOTAL	300.00
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CONFIRMATION

Do you want to accept the computation? This action is irreversible.

----- ▾

Previous Proceed

Step 9

If you want to ask for appeal, select **No**. You need to go directly to BOI to express your concern regarding the computation.

Annual Report on Actual Operations	2020	April 30, 2019	June 24, 2019, 11:30 a.m.	55	50.00	10.00	300.00
TOTAL							300.00

CONFIRMATION

Do you want to accept the computation? This action is irreversible.

No

Assessment

Kindly go directly to the BOI to express your concern about the Assessment.

Previous

Proceed

Step 10

If you are okay with the computation, select **Yes** and proceed to the last step.

CONFIRMATION

Do you want to accept the computation? This action is irreversible.

Yes

Assessment
This amount will be considered as final.

Previous Proceed

Step 11

Select **Finalize**.

End.

The screenshot shows a web application interface for finalizing an annual report submission. The top navigation bar is blue and contains a hamburger menu icon, a notification bell icon with a '2' badge, a user profile icon for 'Sample Applicant (Investor)', and a settings gear icon. Below the navigation bar, the main heading is 'Submission for Annual Report on Actual Operations'. A breadcrumb trail shows 'Application Forms / Annual Report on Actual Operations'. The main content area is titled 'Upload Required Documents' and features a horizontal progress bar with eight steps: 'Previous', 'Step 1 Enterprise Details', 'Step 2 Taxes and Duties Paid', 'Step 3 Production and Performance Data for the Registered Project for the Year', 'Step 4 Annual Payroll, Exchange Inflows, Outflows and Other Details', 'Step 5 Assessment Bill', 'Step 6 Finalize Submission', and 'Next'. The 'Step 6 Finalize Submission' button is highlighted in white, indicating the current step. Below the progress bar, a message states: 'You are about to finalize the Annual Report on Actual Operations. Click the Finalize button to submit your Compliance Requirements.' In the bottom right corner, a blue button with a checkmark icon and the text 'Finalize' is highlighted with a red rectangular border.

Submission for Annual Report on Actual Operations

Application Forms / Annual Report on Actual Operations

Upload Required Documents

Previous Step 1 Enterprise Details Step 2 Taxes and Duties Paid Step 3 Production and Performance Data for the Registered Project for the Year Step 4 Annual Payroll, Exchange Inflows, Outflows and Other Details Step 5 Assessment Bill Step 6 Finalize Submission Next

You are about to finalize the Annual Report on Actual Operations.
Click the Finalize button to submit your Compliance Requirements.

Finalize

Thank you

For technical concerns, email:
support@boi.gov.ph

