

# REGISTRATION PROCESS – ANNUAL EXPORT PERFORMANCE REPORT OF FOREIGN EXPORT ENTERPRISES

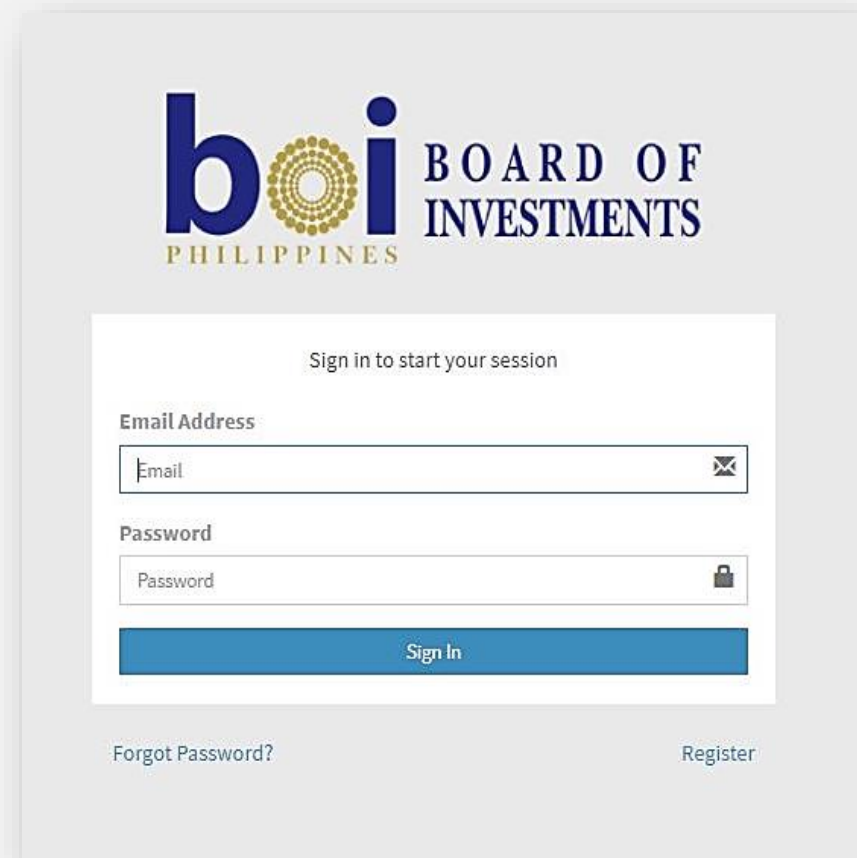
## User's Manual

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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, which consists of the lowercase letters 'boi' in a bold, blue font, followed by a circular emblem made of small gold dots, and the words 'BOARD OF INVESTMENTS' in a blue, serif font above 'PHILIPPINES' in a smaller, gold, sans-serif font. 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 left, there is a link for 'Forgot Password?' and at the bottom right, 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

Scroll down to **Reportorial Requirements**.

The screenshot shows a dashboard interface with a dark sidebar on the left and a main content area. The sidebar contains navigation items: Dashboard, ACCOUNT (My Calendar, My Inquiries, My Applications, My Compliances), APPLICATION FORMS (Registration Forms, Accreditation Forms, Incentives, Compliance Forms, Endorsement Forms), and USER MANUAL (Documentations). The main content area is titled 'My Dashboard' and includes several widgets: 'New inquiry' (CREATE), 'Registration Forms' (VIEW), 'Incentive Forms' (VIEW), 'Compliance Forms' (COMPLIANCE), 'Accreditation Forms' (VIEW), and 'ENDORSEMENT Forms'. Below these are three tables: 'Applications / Compliances For Action' (empty), 'Inquiries' (empty), and 'Reportorial Requirements' (circled in red). The 'Reportorial Requirements' table has columns: Control No., Application Type, CR No. / Endorsement No., Submission Year, Status, Deadline, and Actions.

My Dashboard

Home / Dashboard

CREATE New inquiry

VIEW Registration Forms

VIEW Incentive Forms

COMPLIANCE Forms

VIEW Accreditation Forms

ENDORSEMENT Forms

Applications / Compliances For Action

Control No.	Received	App Type	Enterprise	Forwarded by	Action Taken	Remarks	Preview	Action
Your worklist is empty.								

Inquiries

Control No.	Received On	Type	Project	Forwarded by	Action Taken	Remarks	Preview	Action
No inquiry requires your action								

Reportorial Requirements

Control No.	Application Type	CR No. / Endorsement No.	Submission Year	Status	Deadline	Actions
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Upcoming Events

Title	Date
No events to display	

# Step 2.1

For submission of reports, click **Submit** either what reports you will be submitting.

## Reportorial Requirements

Control No.	Application Type	CR No. / Endorsement No.	Submission Year	Status	Deadline	Actions
415	Securities and Exchange Commission	2021-0033	2022	Pending	30 days from the Issuance of License Number	<a href="#">Submit</a>
419	Securities and Exchange Commission	2021-0034	2022	Pending	30 days from the Issuance of License Number	<a href="#">Submit</a>
423	Securities and Exchange Commission	2021-0035	2022	Pending	30 days from the Issuance of License Number	<a href="#">Submit</a>
424	Annual Export Performance Report of Foreign Export Enterprises	FIA-0048-2021	2022	Pending	May 30, 2021	<a href="#">Submit</a>
425	Annual Export Performance Report of Foreign Export Enterprises	FIA-0048-2021	2022	Pending	May 30, 2021	<a href="#">Submit</a>
426	Annual Export Performance Report of Foreign Export Enterprises	FIA-0049-2021	2022	Pending	May 30, 2021	<a href="#">Submit</a>
427	Annual Export Performance Report of Foreign Export Enterprises	FIA-0050-2021	2022	Pending	May 30, 2021	<a href="#">Submit</a>
428	Annual Export Performance Report of Foreign Export Enterprises	FIA-0051-2021	2022	Pending	May 30, 2021	<a href="#">Submit</a>

# Step 3

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

Annual Export Performance Report of Foreign Export Enterprises - New

Endorsement Forms / ICDB / Annual Export Performance Report of Foreign Export Enterprises - New

Submission Form

Previous Step 1 Application Form Step 2 Upload Documents Next

Registration Details

DTI Registration No.	444	Date Issued :	March 1, 2021
IPA Registration	CDC Reg No. 444	Date Issued :	March 1, 2021

Firm Details

Firm Name	D Clan Family		
Name of Authorized Officer	Monkey D Luffy		
Email	charvin.events@gmail.com		
Gender	Male		
Position	Pirate		
Product/Activity :	SAMPLE		
Foreign Equity (At Least 41%) :	41%	Export Commitment (At Least 60%) :	64%

# Step 4

Then click submit to save and proceed to next step.

Street

Region  Province

City/Municipality  Barangay

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EQUITY INVESTMENTS

Foreign  %

Local  %

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SALES REPORT

Sales Volume Unit

Domestic Sales  Boat

Export Sales  Boat

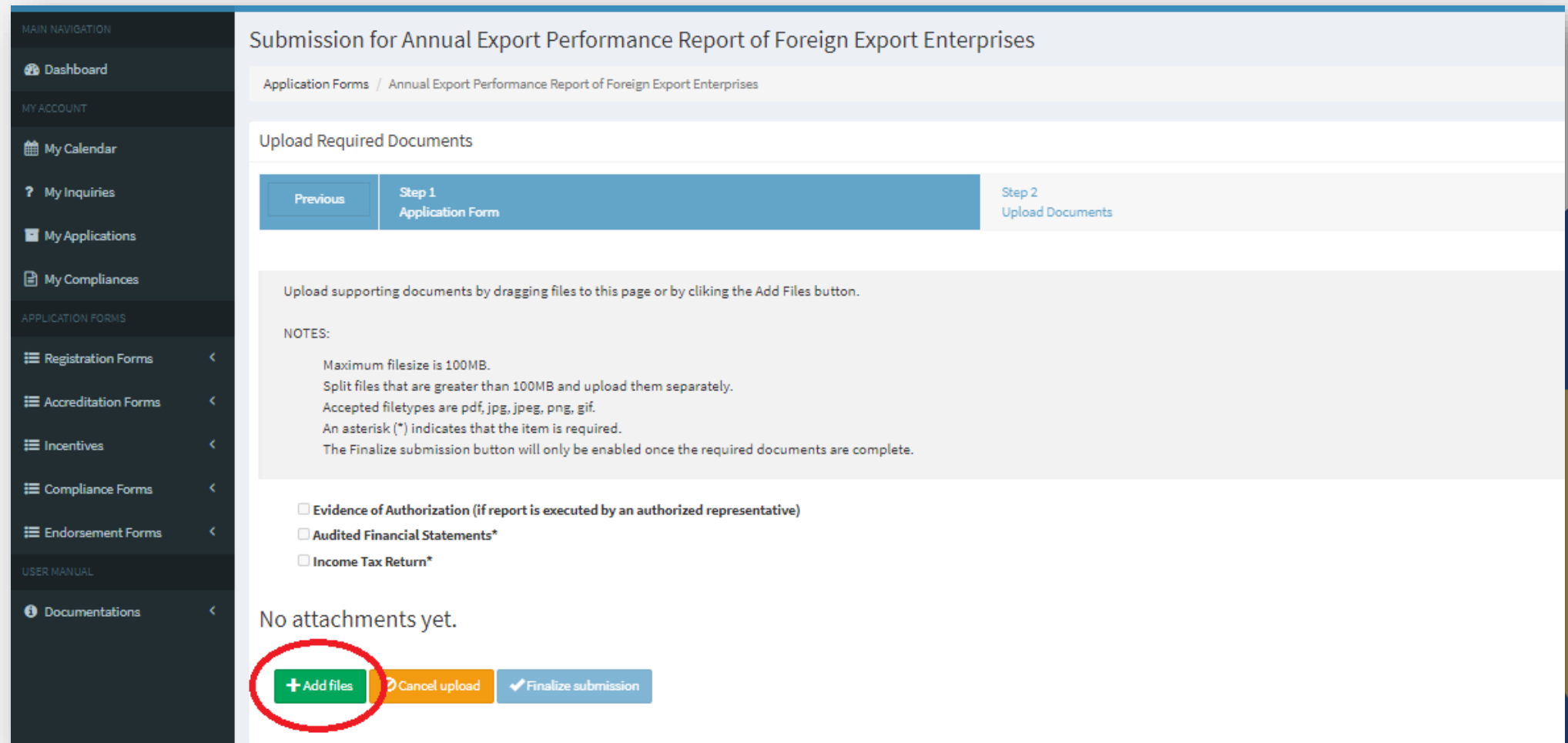
Total Sales  Boat

Export Ratio

# Step 5

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 shows a web application interface for submitting documents. The main navigation menu on the left includes: Dashboard, My Calendar, My Inquiries, My Applications, My Compliances, Registration Forms, Accreditation Forms, Incentives, Compliance Forms, Endorsement Forms, and Documentations. The main content area is titled "Submission for Annual Export Performance Report of Foreign Export Enterprises" and shows a progress bar with three steps: "Previous", "Step 1 Application Form", and "Step 2 Upload Documents". Below the progress bar, there is a section for "Upload Required Documents" with instructions: "Upload supporting documents by dragging files to this page or by clicking the Add Files button." A "NOTES" section provides details: "Maximum filesize is 100MB. Split files that are greater than 100MB and upload them separately. Accepted filetypes are pdf, jpg, jpeg, png, gif. An asterisk (\*) indicates that the item is required. The Finalize submission button will only be enabled once the required documents are complete." A list of required documents is shown with checkboxes: "Evidence of Authorization (if report is executed by an authorized representative)", "Audited Financial Statements\*", and "Income Tax Return\*". Below this, it says "No attachments yet." and there are three buttons: "+ Add files" (highlighted with a red circle), "Cancel upload", and "Finalize submission".

# Step 6

Click **Save** button for uploading. Once the files to be uploaded are selected, it will appear at the lower part of the page.

**NOTE:** You may also click CANCEL button for removing files you uploaded.

Registration Forms <

Accreditation Forms <

Incentives <

Compliance Forms <

Endorsement Forms <

USER MANUAL

Documentations <

NOTES:

Maximum filesize is 100MB.  
Split files that are greater than 100MB and upload them separately.  
Accepted filetypes are pdf, jpg, jpeg, png, gif.  
An asterisk (\*) indicates that the item is required.  
The Finalize submission button will only be enabled once the required documents are complete.

Evidence of Authorization (if report is executed by an authorized representative)

Audited Financial Statements\*

Income Tax Return\*

No attachments yet.

+ Add files Cancel upload Finalize submission

accreditation_foowearEnt - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy.PNG	92.6 KB	Please select appropriate file types	Evidence of Authorization (if report is executed by an authorized representat	Save	Cancel
accreditation_foowearEnt - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy (2).PNG	92.6 KB	Please select appropriate file types	Audited Financial Statements*	Save	Cancel
accreditation_foowearEnt - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy.PNG	92.6 KB	Please select appropriate file types	Income Tax Return*	Save	Cancel



# Step 7

Click **Finalize submission** to submit the requirements.

The screenshot displays a web interface for managing compliance documents. On the left is a dark sidebar with navigation options: 'My Compliances', 'APPLICATION FORMS' (including Registration, Accreditation, Incentives, Compliance, and Endorsement Forms), and 'USER MANUAL' (including Documentations). The main content area has a light gray header with instructions: 'Upload supporting documents by dragging files to this page or by clicking the Add Files button.' Below this are 'NOTES' regarding file size (100MB), accepted filetypes (pdf, jpg, jpeg, png, gif), and a note that an asterisk (\*) indicates a required item. A list of three required items is shown with checked checkboxes: 'Evidence of Authorization (if report is executed by an authorized representative)', 'Audited Financial Statements\*', and 'Income Tax Return\*'. Below this, a message states 'You uploaded 3 attachments.' A row of three buttons is present: '+ Add files' (green), 'Cancel upload' (orange), and 'Finalize submission' (blue), with the latter circled in red. The bottom section lists three uploaded attachments, each with a file name, size (92.6 KB), a dropdown menu for selecting the appropriate file type (e.g., 'Evidence of Authorization...'), and a red 'Delete' button.

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

NOTES:

- Maximum filesize is 100MB.
- Split files that are greater than 100MB and upload them separately.
- Accepted filetypes are pdf, jpg, jpeg, png, gif.
- An asterisk (\*) indicates that the item is required.
- The Finalize submission button will only be enabled once the required documents are complete.

Evidence of Authorization (if report is executed by an authorized representative)

Audited Financial Statements\*

Income Tax Return\*

You uploaded 3 attachments.

+ Add files   Cancel upload   **Finalize submission**

accreditation_foowearEnt - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy.PNG	92.6 KB	Please select appropriate file types Evidence of Authorization (if report is executed by an authorized representative)	Delete
accreditation_foowearEnt - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy (2).PNG	92.6 KB	Please select appropriate file types Audited Financial Statements*	Delete
accreditation_foowearEnt - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy.PNG	92.6 KB	Please select appropriate file types Income Tax Return*	Delete

# Step 8

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

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.

# Step 9

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 Compliance

Your compliance submission has been received by the BOI Online Services System.

Home / View Compliance / Annual Export Performance Report of Foreign Export Enterprises

Compliance Number: 427

Submitted

Compliance Details Assessment Related Application Details Applicant Details

COMPLIANCE INFORMATION

ID :	427	Compliance No :
Application Type :	Annual Export Performance Report of Foreign Export Enterprises	
Date Added :	March 20, 2021, 1:10 p.m.	Date Submitted :
Date Accepted :	--	

**Thank you**

