

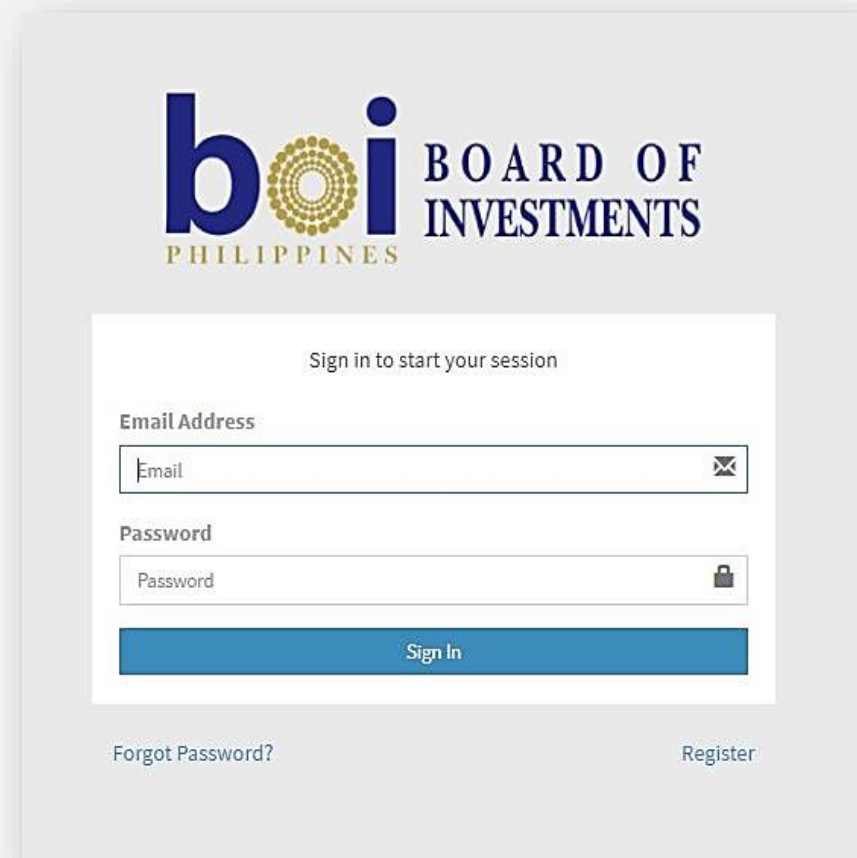
ENDORSEMENT PROCESS - INVESTOR'S LEASE ACT

User's Manual

Lodging 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 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 the **Endorsement Forms** link on the navigation on the left. Then Click **ILA** 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', 'RHQ/ROHQ', and 'CROHQ'. The 'ILA' 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

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

NOTE: Fill out all the fields

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Sample Applicant (Investor)

Online Application under Investor's Lease Act

Endorsement Forms / LD / Online Application under Investor's Lease Act

Application Form

Previous | Step 1 Fill Out Form | **Step 2 Upload Documents** | Next

LESSOR FIRM DETAILS

Name of Lessor Firm
(e.g.) My Enterprise Inc.

Name of Authorized Officer

First Name First Name | **Middle Name** Middle Name | **Last Name** Last Name

Position of Authorized Officer
(e.g.) Officer

Office Address and Contact Details

Street (e.g.) 123 My Street

Region | **Province**

City/Municipality | **Barangay**

Step 4

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.

Application for Online Application under Investors Lease Act

Application Forms / Online Application under Investors Lease Act

Upload Required Documents

Previous Step 1 Fill Out Form Step 2 Upload Documents Next

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 file types are pdf, jpg, jpeg, png, doc, docx, xls, xlsx.
- An asterisk (*) indicates that the item is required.
- The Finalize application button will only be enabled once the required documents are complete.

- Application letter signed by the owner-lessor and the foreign investor-lessee signifying their intention to enter into a long-term lease agreement under the provisions of the Investors' Lease Act.*
- A copy of the draft long term lease agreement, which should contain the mandatory provisions.*
- A copy of the Transfer Certificate of Title of the land covered by the long term lease agreement.
- DAR approval of land use conversion of the leased area into commercial and/or industrial use, whenever applicable.
- Locational clearance from the City/Municipality of the Housing and Land Use Regulatory Board.*

No attachments yet.

+ Add files Cancel upload Finalize application

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

- DAR approval of land use conversion of the leased area into commercial and/or industrial use, whenever applicable.
- Locational clearance from the City/Municipality of the Housing and Land Use Regulatory Board.*

You have no attachment.

+ Add files

Cancel upload

Finalize application

A copy of the Transfer Certificate of Title of the land covered by the long term lease agreement.pdf

58.3
KB

Please select appropriate file types

Application letter signed by the owner-lessor and the foreign investor-lessee signifying their intention to enter into

Save

Cancel

Step 6

Wait for the upload to finish.

NOTES:

- 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.
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- Locational clearance from the City/Municipality of the Housing and Land Use Regulatory Board.*

You uploaded 1 attachment.

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

upload.docx	11.2 KB	Please select appropriate file types	Delete
Application letter signed by the owner-lessor and the foreign investor-lessee signifying their intention to enter into a long-term lease agreement under the provisi			

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.

- Application letter signed by the owner-lessor and the foreign investor-lessee signifying their intention to enter into a long-term lease agreement under the provisions of the Investors' Lease Act.*
- A copy of the draft long term lease agreement, which should contain the mandatory provisions.*
- A copy of the Transfer Certificate of Title of the land covered by the long term lease agreement.
- DAR approval of land use conversion of the leased area into commercial and/or industrial use, whenever applicable.
- Locational clearance from the City/Municipality of the Housing and Land Use Regulatory Board.*

You uploaded 5 attachments.

+ Add files

Cancel upload

Finalize application

upload.docx 11.2
KB

Please select appropriate file types

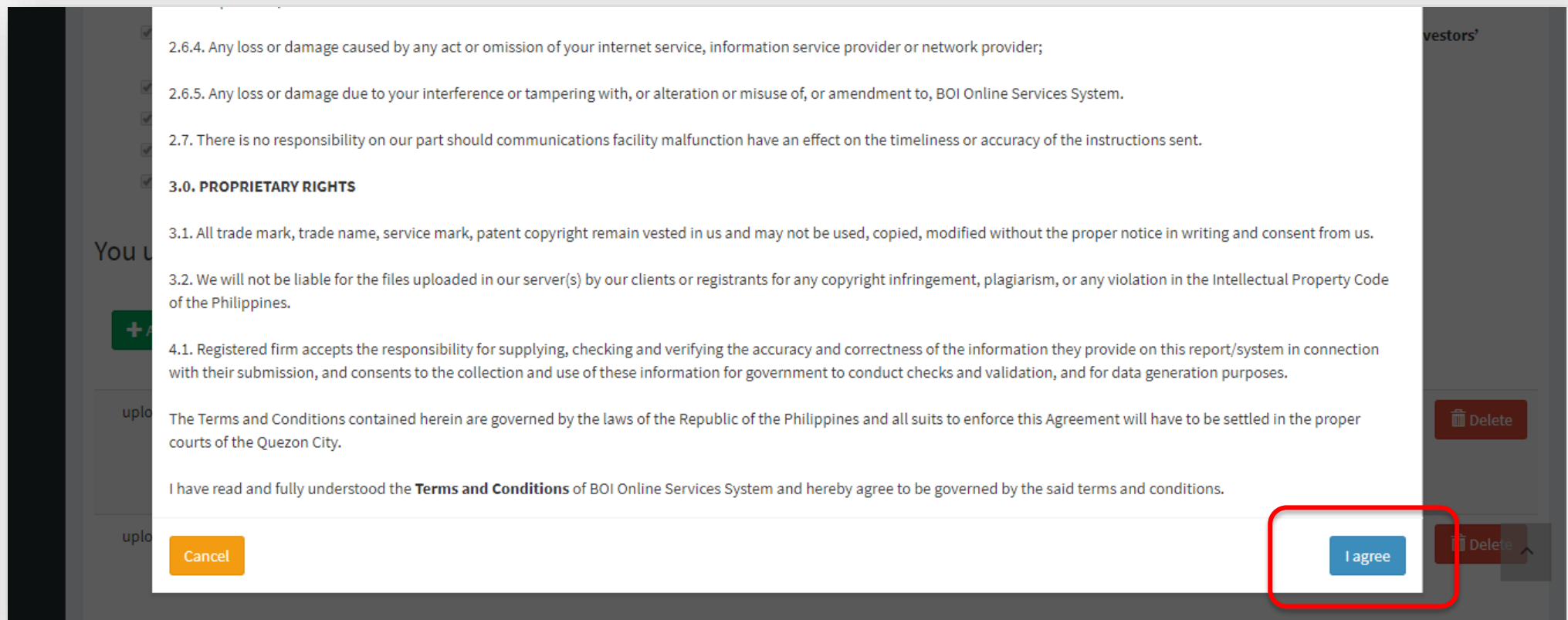
Application letter signed by the owner-lessor and the foreign investor-lessee signifying their intention to enter into a long-term lease agreement under the provisi

Delete

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.



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.

Cancel

I agree

Delete

Delete

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.

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View Application

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

Home / View Application / Online Application under Investors Lease Act

Control Number: 869

Submitted

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

APPLICATION INFORMATION

ID :	869	Application No :	--
Application Type :	Online Application under Investors Lease Act	Application Classification :	New
Date Created :	May 24, 2019, 4:31 a.m.	Date Submitted :	May 24, 2019, 4:46 a.m.
Date Delegated :	--	Date Accepted :	--
Date Approved :	--		

Lessor Firm Details

Name of Authorized Officer: q q q

Thank you

