

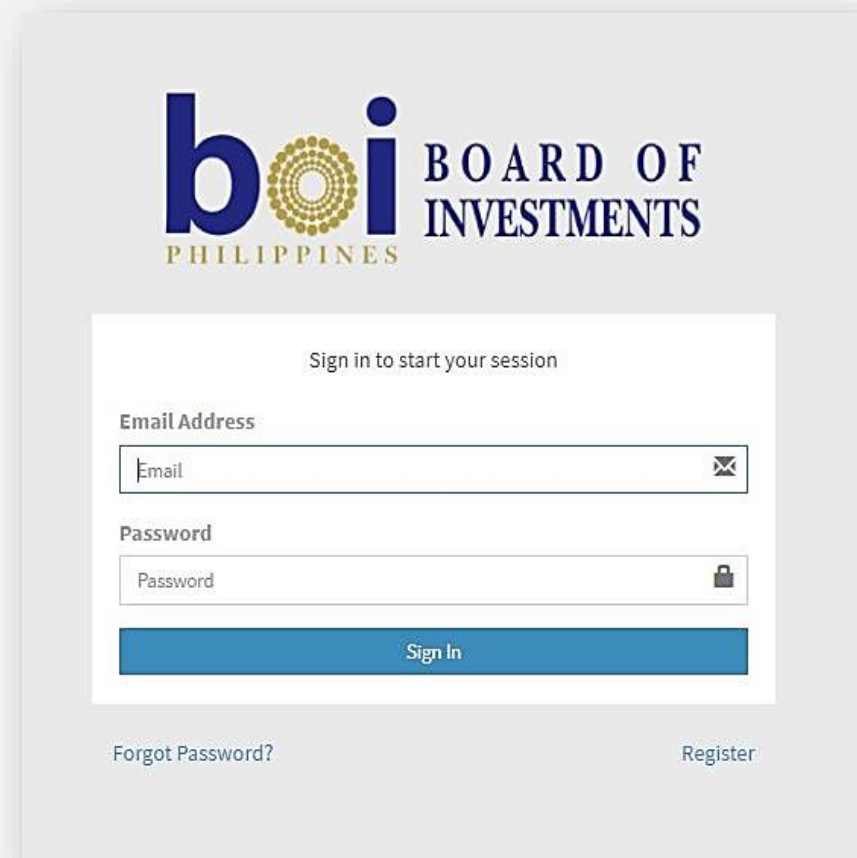
**ENDORSEMENT PROCESS -
RETAIL TRADE
LIBERALIZATION ACT
(RA 8762)**

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, the logo features the letters 'boi' in blue, with a gold circular emblem between the 'o' and 'i', followed by 'BOARD OF INVESTMENTS' in blue and 'PHILIPPINES' in gold below it. The form itself is white with a light gray border. It contains the text 'Sign in to start your session' at the top. Below this are 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

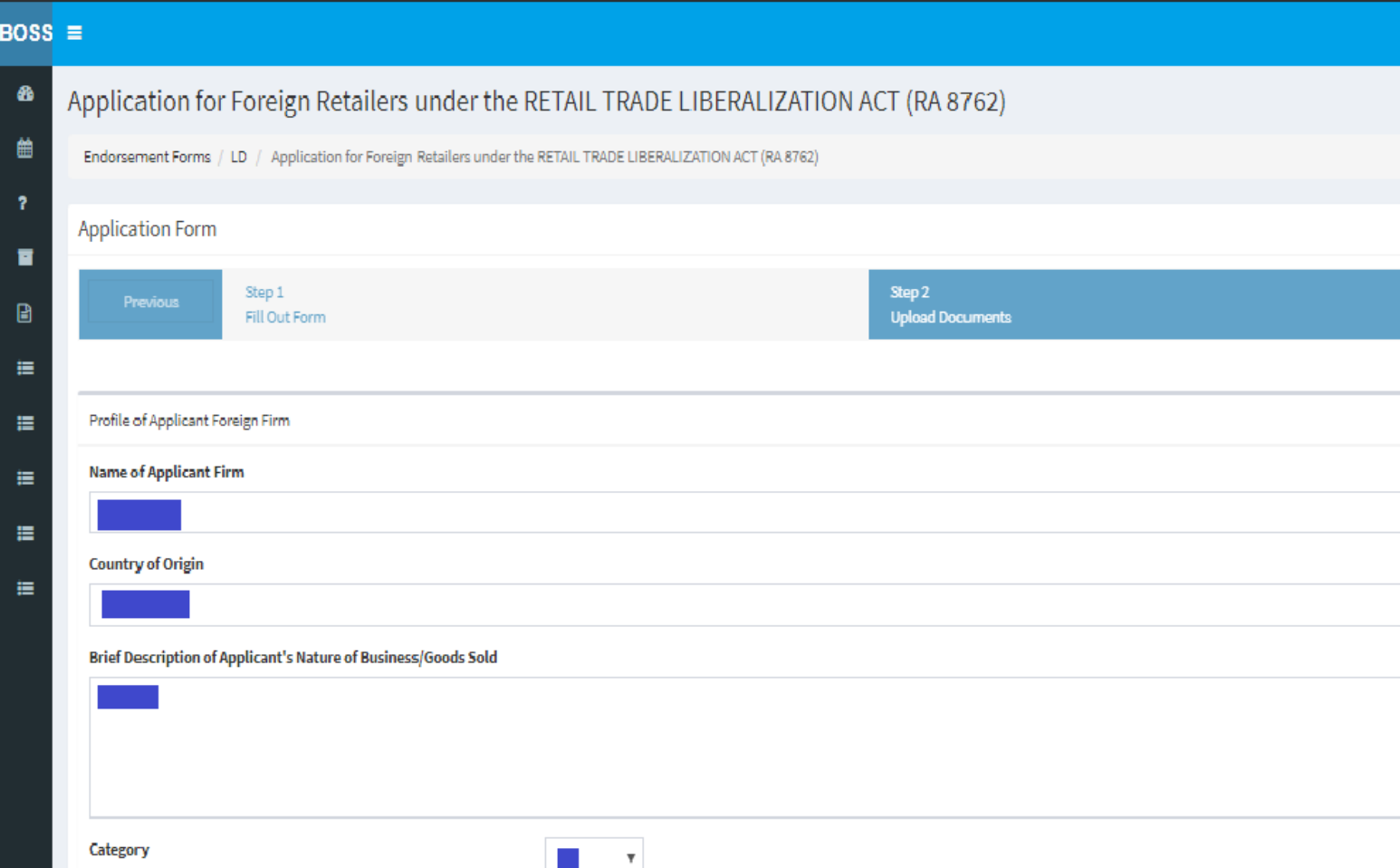
Click on the **Endorsement Forms** link on the navigation on the left. Then Click **RTLA** on the list for new application.

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 'Endorsement Forms' item is expanded, and the 'RTLA' option 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 having 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



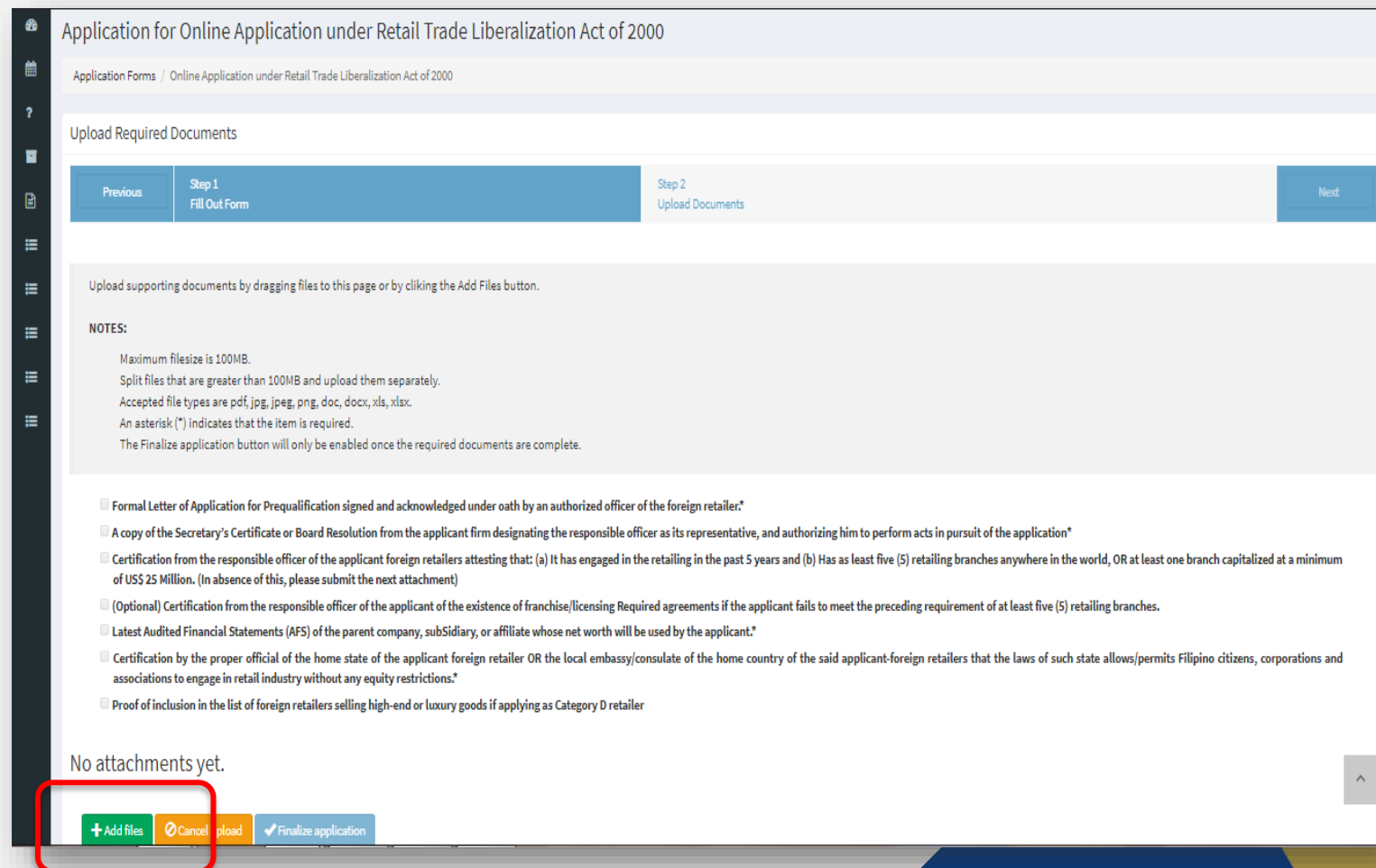
The screenshot shows a web application interface for the BOSS system. The main heading is "Application for Foreign Retailers under the RETAIL TRADE LIBERALIZATION ACT (RA 8762)". Below this, there is a breadcrumb trail: "Endorsement Forms / LD / Application for Foreign Retailers under the RETAIL TRADE LIBERALIZATION ACT (RA 8762)". The form is titled "Application Form" and features a progress bar with three steps: "Previous", "Step 1 Fill Out Form", and "Step 2 Upload Documents". The "Step 2 Upload Documents" button is highlighted in blue. The form fields are as follows:

- Profile of Applicant Foreign Firm**
 - Name of Applicant Firm**: A text input field with a blue placeholder.
 - Country of Origin**: A text input field with a blue placeholder.
 - Brief Description of Applicant's Nature of Business/Goods Sold**: A large text area with a blue placeholder.
- Category**: A dropdown menu with a blue placeholder and a downward arrow.

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 Retail Trade Liberalization Act of 2000

Application Forms / Online Application under Retail Trade Liberalization Act of 2000

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.

- Formal Letter of Application for Prequalification signed and acknowledged under oath by an authorized officer of the foreign retailer.*
- A copy of the Secretary's Certificate or Board Resolution from the applicant firm designating the responsible officer as its representative, and authorizing him to perform acts in pursuit of the application*
- Certification from the responsible officer of the applicant foreign retailers attesting that: (a) It has engaged in the retailing in the past 5 years and (b) Has at least five (5) retailing branches anywhere in the world, OR at least one branch capitalized at a minimum of US\$ 25 Million. (In absence of this, please submit the next attachment)
- (Optional) Certification from the responsible officer of the applicant of the existence of franchise/licensing Required agreements if the applicant fails to meet the preceding requirement of at least five (5) retailing branches.
- Latest Audited Financial Statements (AFS) of the parent company, subsidiary, or affiliate whose net worth will be used by the applicant.*
- Certification by the proper official of the home state of the applicant foreign retailer OR the local embassy/consulate of the home country of the said applicant-foreign retailers that the laws of such state allows/permits Filipino citizens, corporations and associations to engage in retail industry without any equity restrictions.*
- Proof of inclusion in the list of foreign retailers selling high-end or luxury goods if applying as Category D retailer

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

- Formal Letter of Application for Prequalification signed and acknowledged under oath by an authorized officer of the foreign retailer.
- A copy of the Secretary's Certificate or Board Resolution from the applicant firm designating the responsible officer as its representative, and authorizing him to perform acts in pursuit of the application*
- Certification from the responsible officer of the applicant foreign retailers attesting that: (a) It has engaged in the retailing in the past 5 years and (b) Has as least five (5) retailing branches anywhere in the world, OR at least one branch capitalized at a minimum of US\$ 25 Million. (In absence of this, please submit the next attachment)
- (Optional) Certification from the responsible officer of the applicant of the existence of franchise/licensing Required agreements if the applicant fails to meet the preceding requirement of at least five (5) retailing branches.
- Latest Audited Financial Statements (AFS) of the parent company, subsidiary, or affiliate whose net worth will be used by the applicant.*
- Certification by the proper official of the home state of the applicant foreign retailer OR the local embassy/consulate of the home country of the said applicant-foreign retailers that the laws of such state allows/permits Filipino citizens, corporations and associations to engage in retail industry without any equity restrictions.*
- Proof of inclusion in the list of foreign retailers selling high-end or luxury goods if applying as Category D retailer

You have no attachment.

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

file.docx 0.8 MB

Please select appropriate file types

Formal Letter of Application for Prequalification signed and acknowledged under oath by an authorized officer of the foreign retailer.*

Save

Cancel

Step 6

Wait for the upload to finish.

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.

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- Certification from the responsible officer of the applicant foreign retailers attesting that: (a) It has engaged in the retailing in the past 5 years and (b) Has as least five (5) retailing branches anywhere in the world, OR at least one branch capitalized at a minimum of US\$ 25 Million. (In absence of this, please submit the next attachment)
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- Latest Audited Financial Statements (AFS) of the parent company, subsidiary, or affiliate whose net worth will be used by the applicant.*
- Certification by the proper official of the home state of the applicant foreign retailer OR the local embassy/consulate of the home country of the said applicant-foreign retailers that the laws of such state allows/permits Filipino citizens, corporations and associations to engage in retail industry without any equity restrictions.*
- Proof of inclusion in the list of foreign retailers selling high-end or luxury goods if applying as Category D retailer

You uploaded 1 attachment.

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

file.docx	0.8 MB	Please select appropriate file types	Delete
Formal Letter of Application for Prequalification signed and acknowledged under oath by an authorized officer of the foreign retailer.*			

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.

An asterisk (*) indicates that the item is required.
The Finalize application button will only be enabled once the required documents are complete.

- Formal Letter of Application for Prequalification signed and acknowledged under oath by an authorized officer of the foreign retailer.*
- A copy of the Secretary's Certificate or Board Resolution from the applicant firm designating the responsible officer as its representative, and authorizing him to perform acts in pursuit of the application*
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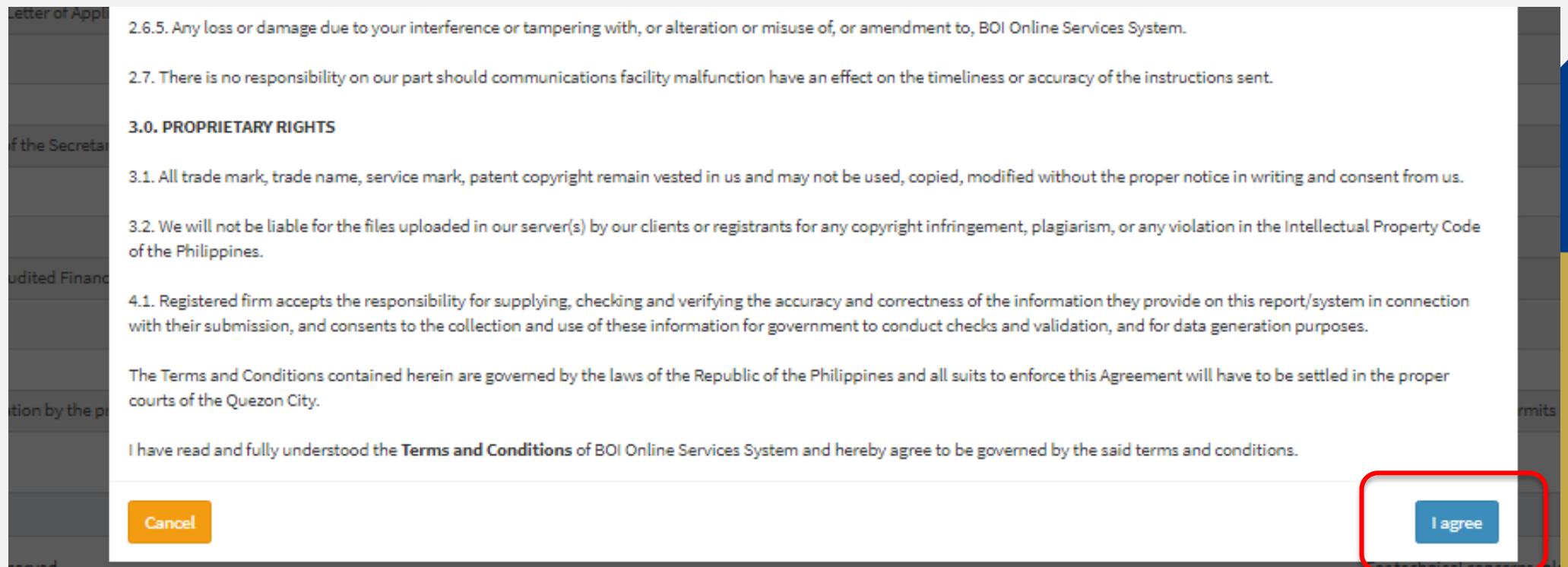
You uploaded 4 attachments.

file.docx	0.8 MB	Please select appropriate file types	Delete
		Formal Letter of Application for Prequalification signed and acknowledged under oath by an authorized officer of the foreign retailer.*	

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.



Letter of Appli

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

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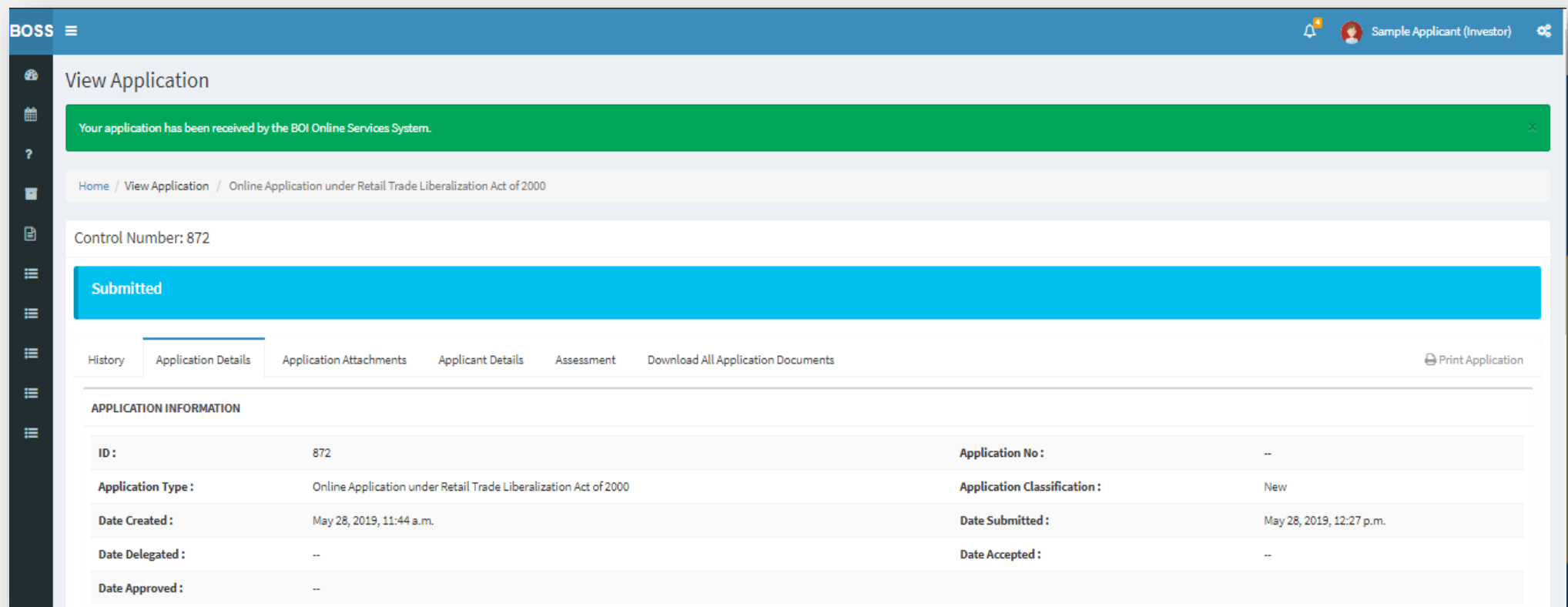
mits

as to be settled, consensu, pl

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.



BOSS

Sample Applicant (Investor)

View Application

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

Home / View Application / Online Application under Retail Trade Liberalization Act of 2000

Control Number: 872

Submitted

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

APPLICATION INFORMATION

ID :	872	Application No :	--
Application Type :	Online Application under Retail Trade Liberalization Act of 2000	Application Classification :	New
Date Created :	May 28, 2019, 11:44 a.m.	Date Submitted :	May 28, 2019, 12:27 p.m.
Date Delegated :	--	Date Accepted :	--
Date Approved :	--		

Thank you

