

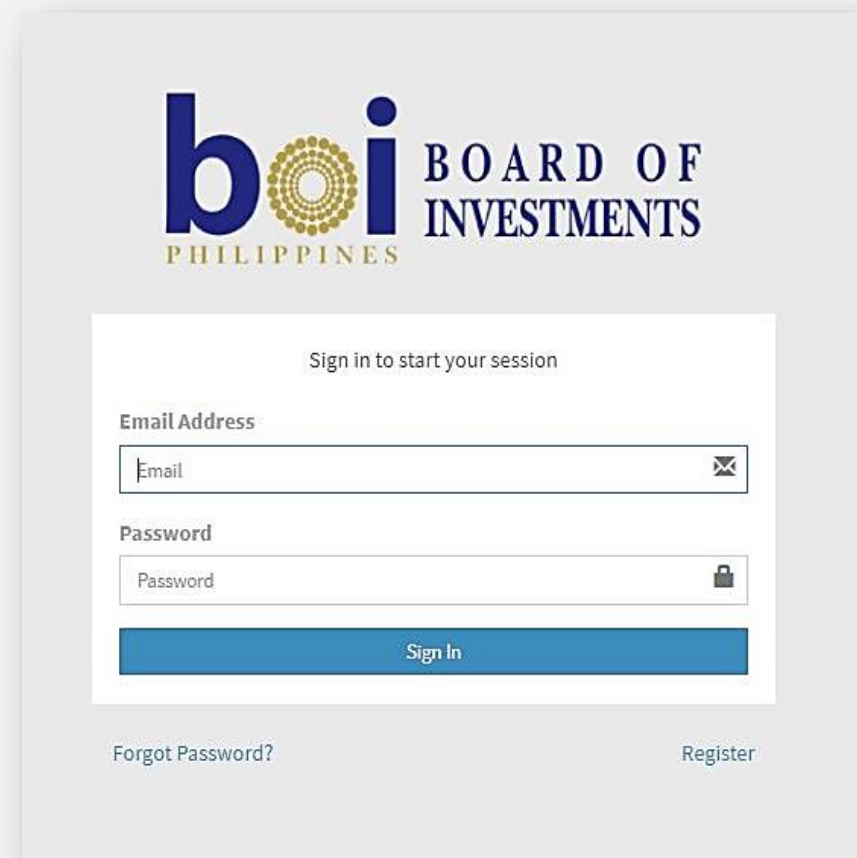
APPLICATION PROCESS - CAPITAL EQUIPMENT

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 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 the **Incentives** navigation then the **Capital Equipment** link.

The screenshot displays the BOI Online dashboard interface. On the left is a dark navigation sidebar with the following sections:

- MAIN NAVIGATION
 - Dashboard
- MY ACCOUNT
 - My Calendar
 - My Inquiries
 - My Applications
 - My Compliances
- APPLICATION FORMS
 - Registration Forms
 - Accreditation Forms
 - Incentives** (highlighted with a red box)
 - Capital Equipment
 - TIMTA
 - Compliance Forms
 - Endorsement Forms

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

- CREATE New inquiry (blue)
- VIEW Registration Forms (green)
- VIEW Incentive Forms (dark blue)
- COMPLIANCE Forms (orange)
- VIEW Accreditation Forms (teal)
- ENDORSEMENT Forms (purple)

Below the cards are two summary tables:

- Applications / Compliances For Action**: A table with columns: Control No., Received, App Type, Enterprise, Forwarded by, Action Taken, Remarks, Preview, Action. The table is empty with the message "Your worklist is empty."
- Upcoming Events**: A table with columns: Title, Date. The table is empty with the message "No events to display."

At the bottom is an **Inquiries** table with columns: Control No., Received On, Type, Project, Forwarded by, Action Taken, Remarks, Preview, Action. The table is empty with the message "No inquiry requires your action".

Step 3

Select a BOI registration to create an incentive application for.

The screenshot shows the 'BOI Online' interface for an incentive application. The main title is 'Incentive for Importation of Capital Equipment, Spare Parts and Accessories'. The breadcrumb trail is 'Incentives Forms / IS / Importation of Capital Equipment, Spare Parts and Accessories'. The form is titled 'Incentive Form' and has a progress bar with three steps: 'Step 1 Applicant Information', 'Step 2 Equipments', and 'Step 3 Upload Documents'. The 'Step 3 Upload Documents' step is currently active. Below the progress bar, there is a section titled 'REGISTRATION INFORMATION' which contains a dropdown menu labeled 'BOI Registration'. This dropdown menu is highlighted with a red rectangular box. At the bottom of the form, there are two buttons: a red 'Cancel' button and a green 'Proceed' button.

Step 4

Click the Proceed button.

BOI Online

Incident for Importation of Capital Equipment, Spare Parts and Accessories

Incentives Forms / IS / Importation of Capital Equipment, Spare Parts and Accessories

Incentive Form

Previous Step 1 Applicant Information Step 2 Equipments Step 3 Upload Documents Next

REGISTRATION INFORMATION

BOI Registration: AFORBI-2019-0001

Enterprise Name :	NorthPoint Food Inc	TIN :	234-343-343
Telephone No. :	654756	Fax No. :	--
Office Address :	Office : 123, Sample, Makati City, NCR, National Capital Region, Philippines		
Plant Address :	Plant : Quezon City, NCR, National Capital Region, Philippines		
Official Authorized Representative :	Michael None Argarin		
Type of Registration :	New	Status of Registration :	Non-pioneer
Registered Activity :	Innovation Drivers		
Date of Registration :	May 1, 2019, 11:40 p.m.	Registration No. :	AFORBI-2019-0001
Ownership :	60.00 % Filipino 40.00 % Foreign		
Total Operating Days per Year:	54		

Show More Information

Cancel Proceed

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Step 5

Add the equipment to claim incentives for. You may add individual equipment by clicking the **Add** button.

Alternatively, you may click on the **Download CSV Template** button to get a template for uploading equipment by batch. You may fill this template up in any spreadsheet software. Finally, upload the file by clicking on the **Upload CSV File** button and selecting the filled up csv template. Note that the headers on the template must not be altered for the system to accept an uploaded csv template.

BOI Online

Incense for Importation of Capital Equipment, Spare Parts and Accessories

Registration Forms / FID / Importation of Capital Equipment, Spare Parts and Accessories

Incentive Form

Previous Step 1 Applicant Information Step 2 Equipments Step 3 Upload Documents Next

EQUIPMENT LIST

Download CSV Template Upload CSV File + Add

Quantity	Description	End Use	Country of Origin	FOB Value (USD)	Tariff Code	Duty Rate	Insurance	Freight	CIF	Duties	Other Charges	Landed Cost	Value Added
There are no equipment defined yet.													

Previous Proceed

Step 6

You may edit any saved equipment by looking for the **Update** and **Delete** buttons at the end of the row.

BOI Online



Registration Forms / FID / Importation of Capital Equipment, Spare Parts and Accessories

Incentive Form

Previous Step 1 Applicant Information Step 2 Equipments Step 3 Upload Documents Next

EQUIPMENT LIST

Download CSV Template Upload CSV File + Add

FOB Value (USD)	Tariff Code	Duty Rate	Insurance	Freight	CIF	Duties	Other Charges	Landed Cost	Value Added Taxes	Est. Duties to be Waived	
\$ 50,000.00	0101.21.00	5 %	\$ 500.00	\$ 2,500.00	\$ 53,000.00	\$ 2,650.00	\$ 1,590.00	\$ 57,240.00	\$ 6,868.80	\$ 2,650.00	 

Previous Proceed

Step 7

Click on the **Proceed** button.

The screenshot shows the BOI Online interface for the 'Incentive for Importation of Capital Equipment, Spare Parts and Accessories'. The page is divided into a left sidebar with navigation options and a main content area. The main content area includes a breadcrumb trail, a progress bar with three steps (Step 1: Applicant Information, Step 2: Equipments, Step 3: Upload Documents), and an 'EQUIPMENT LIST' table. The 'Proceed' button is highlighted with a red box.

BOI Online

Registration Forms / FID / Importation of Capital Equipment, Spare Parts and Accessories

Incentive Form

Previous | Step 1 Applicant Information | Step 2 Equipments | Step 3 Upload Documents | Next

EQUIPMENT LIST [Download CSV Template](#) [Upload CSV File](#) [+ Add](#)

FOB Value (USD)	Tariff Code	Duty Rate	Insurance	Freight	CIF	Duties	Other Charges	Landed Cost	Value Added Taxes	Est. Duties to be Waived	
\$ 50,000.00	0101.21.00	5 %	\$ 500.00	\$ 2,500.00	\$ 53,000.00	\$ 2,650.00	\$ 1,590.00	\$ 57,240.00	\$ 6,868.80	\$ 2,650.00	Edit Delete

Previous **Proceed**

Step 8

Upload the necessary supporting documents. Click the Add files button and select the necessary file(s).

You can only finalize your application once all supporting documents have been uploaded.

The screenshot shows a web application interface with a dark sidebar on the left and a main content area on the right. The sidebar contains a menu with the following items: "My Compliances", "APPLICATION FORMS", "Registration Forms", "Accreditation Forms", "Incentives", "Compliance Forms", and "Endorsement Forms". The main content area has a light gray header with the text "Upload supporting documents by dragging files to this page or by clicking the Add Files button." Below this is a "NOTES:" section with the following text: "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." Below the notes are two checkboxes: "Proforma Invoice / Purchase Order / Quotation*" and "DOE Endorsement*", both of which are currently unchecked. Below the checkboxes is the text "No attachments yet." At the bottom of the main content area are three buttons: a green button with a plus sign and the text "+ Add files", an orange button with a circular arrow and the text "Cancel upload", and a blue button with a checkmark and the text "Finalize application". A red rectangular box highlights the "+ Add files" button.

My Compliances

APPLICATION FORMS

- Registration Forms <
- Accreditation Forms <
- Incentives <
- Compliance Forms <
- Endorsement Forms <

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.

Proforma Invoice / Purchase Order / Quotation*

DOE Endorsement*

No attachments yet.

+ Add files Cancel upload Finalize application

Step 9

Click the Finalize application button.

The screenshot shows a web interface for application forms. On the left is a dark sidebar with a menu containing: 'Registration Forms', 'Accreditation Forms', 'Incentives', 'Compliance Forms', and 'Endorsement Forms'. The main content area has a 'NOTES' section with the following text: '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.' Below the notes are two checked checkboxes: 'Proforma Invoice / Purchase Order / Quotation*' and 'DOE Endorsement*'. A message states 'You uploaded 2 attachments.' Below this are three buttons: '+ Add files' (green), 'Cancel upload' (orange), and 'Finalize application' (blue), with the last button circled in red. At the bottom, there is a table of two attachments, each with a file icon, name, size, a dropdown menu for file type selection, and a 'Delete' button.

File Name	Size	File Type	Action
img3.jpg	18.1 KB	Proforma Invoice / Purchase Order / Quotation*	Delete
img3.jpg	18.1 KB	DOE Endorsement*	Delete

Step 10

Read the Terms and Conditions.

BOI Online

Terms and Conditions

The following Terms and Conditions contain significant agreements involving all users of BOI's Online Services System (BOI Online Services System). We therefore advise you to please review these terms and conditions carefully and indicate whether you agree or disagree to them by clicking on the corresponding box towards the end of this document.

All the terms "You", "Your" and "Yours" will refer to the BOI Online Services System user. The terms "We", "Us" and "Our" refer to BOI. The words "System" refer to BOI Online Services System.

Your Username is the email address that you have provided in the registration page. The phrase "your access" or "system account" refers to the combination of your email address and password that you have registered in the system. The term "username" and "email address" will be used interchangeably to refer to the set of characters that you use to access the system.

The term "Confidential Business Information (CBI)" refers to an information considered as trade secret, i.e., an information which: (a) is secret in the sense that it is not, as a body or in the precise configuration and assembly of its components, generally known among or readily accessible to persons within the circles that normally deal with kind of information in question; (b) has commercial value because it is secret; (c) has been subject to reasonable steps under the circumstance, by the person lawfully in control of the information, to keep it secret. The phrase "disclosing party" is the company that have or made the CBI declaration or submission.

TERMS AND CONDITIONS

1. USER ACCESS

1.1. When you choose and click on "I Agree," you are construed by us as signifying your confirmation that you have read and understood BOI Online Services System's Terms and Conditions and that you unconditionally bind yourself to all terms and conditions herein. In the event that your availment of a service, facility, or benefit of BOI Online Services System will violate or result in the violation of your agreement with BOI, you will not avail yourself of such service, facility or benefit of BOI Online Services System.

1.2. BOI has the sole discretion to give you access to BOI Online Services System with your use of an Internet-enabled computer, approved browser, your username/email account and password.

1.3. However, some or all of the services of BOI Online Services System may not be available at certain times due to system maintenance and/or computer, telecommunication, electrical or network failure or any other reasons beyond our control. BOI will not be liable to you nor will it have to explain the reasons whenever access to the System is unavailable or not possible.

Next

Step 11

Click on the **I agree** button to signify that you have read and agree to the terms and conditions.

This will also submit your application for processing and evaluation.

Endorsement Forms

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.

Cancel

I agree

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Thank you

