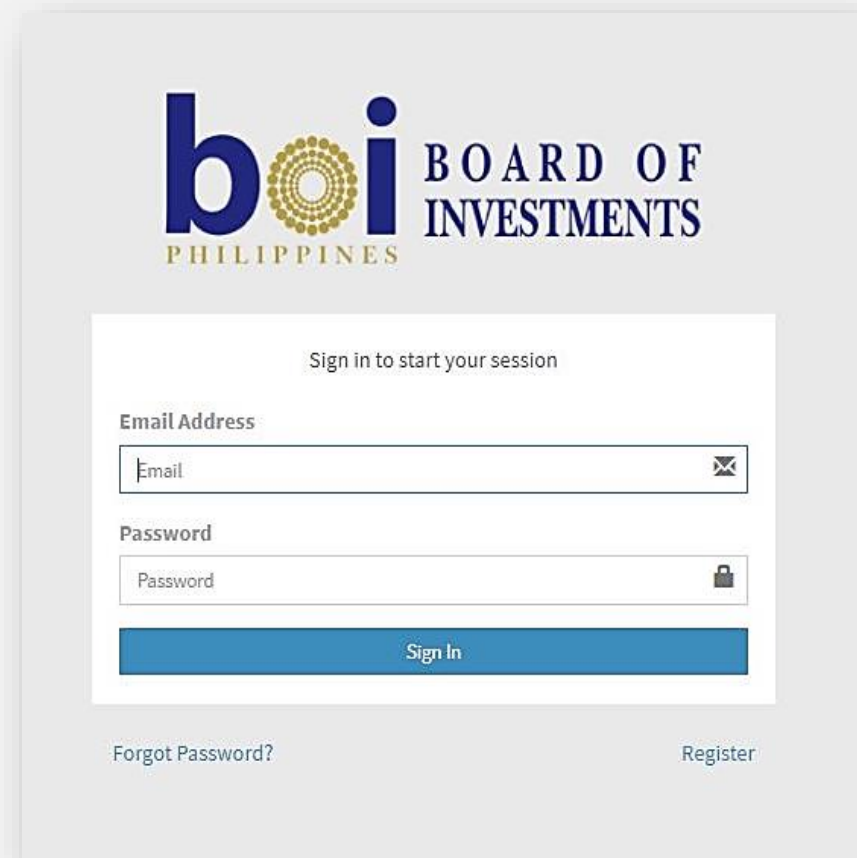


REGISTRATION PROCESS – REPORT UNDER RETAIL TRADE LIBERALIZATION ACT OF 2000

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 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

Scroll down to **Reportorial Requirements**.

The screenshot shows a dashboard titled "My Dashboard" with a navigation sidebar on the left. The sidebar contains the following items: Dashboard, My Calendar, My Inquiries, My Applications, My Compliances, Registration Forms, Accreditation Forms, Incentives, Compliance Forms, Endorsement Forms, and Documentations. The "Reportorial Requirements" item is circled in red. The main content area includes several cards for "New inquiry", "Registration Forms", "Incentive Forms", "Compliance Forms", "Accreditation Forms", and "Endorsement Forms". Below these are sections for "Applications / Compliances For Action" (empty table), "Inquiries" (empty table), and "Reportorial Requirements" (table with columns: Control No., Application Type, CR No. / Endorsement No., Submission Year, Status, Deadline, 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
-------------	------------------	--------------------------	-----------------	--------	----------	---------

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	Submit
419	Securities and Exchange Commission	2021-0034	2022	Pending	30 days from the Issuance of License Number	Submit
423	Securities and Exchange Commission	2021-0035	2022	Pending	30 days from the Issuance of License Number	Submit
424	Annual Export Performance Report of Foreign Export Enterprises	FIA-0048-2021	2022	Pending	May 30, 2021	Submit
425	Annual Export Performance Report of Foreign Export Enterprises	FIA-0048-2021	2022	Pending	May 30, 2021	Submit
426	Annual Export Performance Report of Foreign Export Enterprises	FIA-0049-2021	2022	Pending	May 30, 2021	Submit
427	Annual Export Performance Report of Foreign Export Enterprises	FIA-0050-2021	2022	Pending	May 30, 2021	Submit
428	Annual Export Performance Report of Foreign Export Enterprises	FIA-0051-2021	2022	Pending	May 30, 2021	Submit
429	Online Submission of Report under Retail Trade Liberalization Act of 2000	RTL-015-2021	2022	Pending	May 30, 2022	Submit

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 Report on Foreign Retailers Pre-Qualified Under Retail Trade Liberalization Act

Compliance Forms / LD / Annual Report on Foreign Retailers Pre-Qualified Under Retail Trade Liberalization Act

Submission Form

Previous Step 1 Fill Out Report Step 2 Upload Documents Next

APPLICATION INFORMATION

ID :	1029	Pre-Qualification No. :	RTL-015-2021
Application Type :	Online Application under Retail Trade Liberalization Act of 2000	Application Classification :	New
Date Created :	March 20, 2021, 12:12 p.m.	Date Submitted :	March 20, 2021, 12:13 p.m.
Date Accepted :	March 20, 2021, 12:16 p.m.	Date Approved :	--

Profile of Pre-Qualified Foreign Retailer

Name of Pre-Qualified Foreign Retailer :	D Clan Family	Country Of Origin :	Andorra
Nature Of Business :	sample		
Total Net Worth Of Applicant (In Us\$) :	1000.00	No. Of Retailing Branches :	1000
No. Of Years Engaged In The Retailing Business :	2		
Does The Law Of The Country Of Origin Of The Applicant Allow Filipino Ownership In Retail Business? :	Yes		
How Will Applicant Do Retail Business In The Country? :	By investing in an existing local retail store		

If Investing in an Existing Local Retailing Enterprise

Step 4

Then click submit to save and proceed to next step.

Local Enterprise - Branches/Stores

Location	Date of Opening	Amount of Investment Per Store (Php)	Employment
<input type="text" value="makati"/>	<input type="text" value="2021-03-01"/>	<input type="text" value="1000"/>	<input type="text" value="1000"/>

[remove](#)
[add another](#)

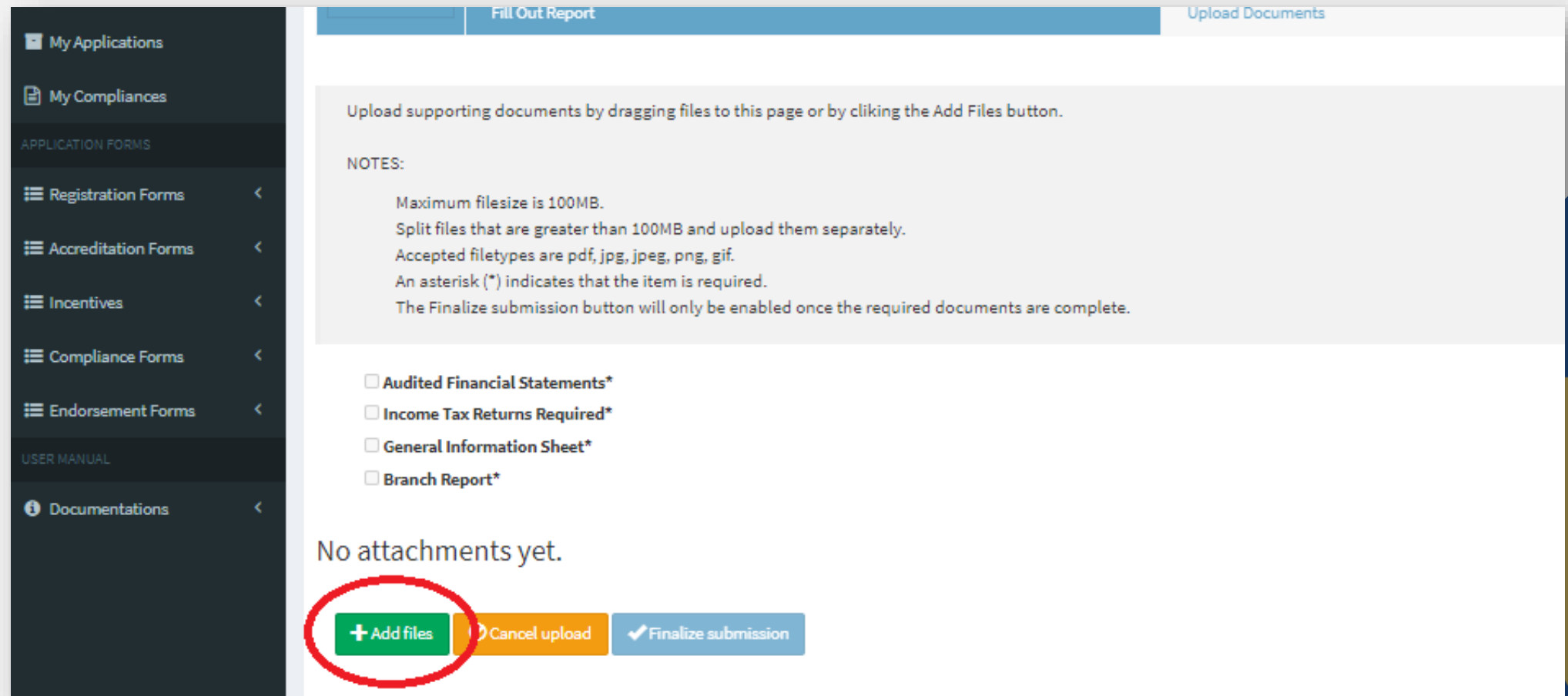
Authorized Representative

First Name	<input type="text" value="john"/>	Middle Name	<input type="text" value="ralfh"/>	Last Name	<input type="text" value="rolle"/>
Designation of Representative	<input type="text" value="staff"/>				
Contact No.	<input type="text" value="1111"/>	Email	<input type="text" value="johnralfhrolle@gmail.com"/>		

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 with a dark sidebar on the left and a main content area on the right. The sidebar contains navigation links: 'My Applications', 'My Compliances', 'APPLICATION FORMS' (with sub-links for Registration Forms, Accreditation Forms, Incentives, Compliance Forms, and Endorsement Forms), and 'USER MANUAL' (with a link for Documentations). The main content area has a header with 'Fill Out Report' and 'Upload Documents' tabs. Below the header, there is a text box with instructions: 'Upload supporting documents by dragging files to this page or by clicking the Add Files button.' This is followed by a 'NOTES' section containing: '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.', and 'The Finalize submission button will only be enabled once the required documents are complete.' Below the notes is a list of four required documents, each with an unchecked checkbox: 'Audited Financial Statements*', 'Income Tax Returns Required*', 'General Information Sheet*', and 'Branch Report*'. At the bottom of the main content area, there is a message 'No attachments yet.' and three buttons: a green '+ Add files' button (circled in red), an orange 'Cancel upload' button, and a blue 'Finalize submission' button.

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.

Audited Financial Statements*
 Income Tax Returns Required*
 General Information Sheet*
 Branch Report*

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.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 (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.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.PNG	92.6 KB	Please select appropriate file types Audited Financial Statements*	Save Cancel





Step 7

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

Audited Financial Statements*
 Income Tax Returns Required*
 General Information Sheet*
 Branch Report*

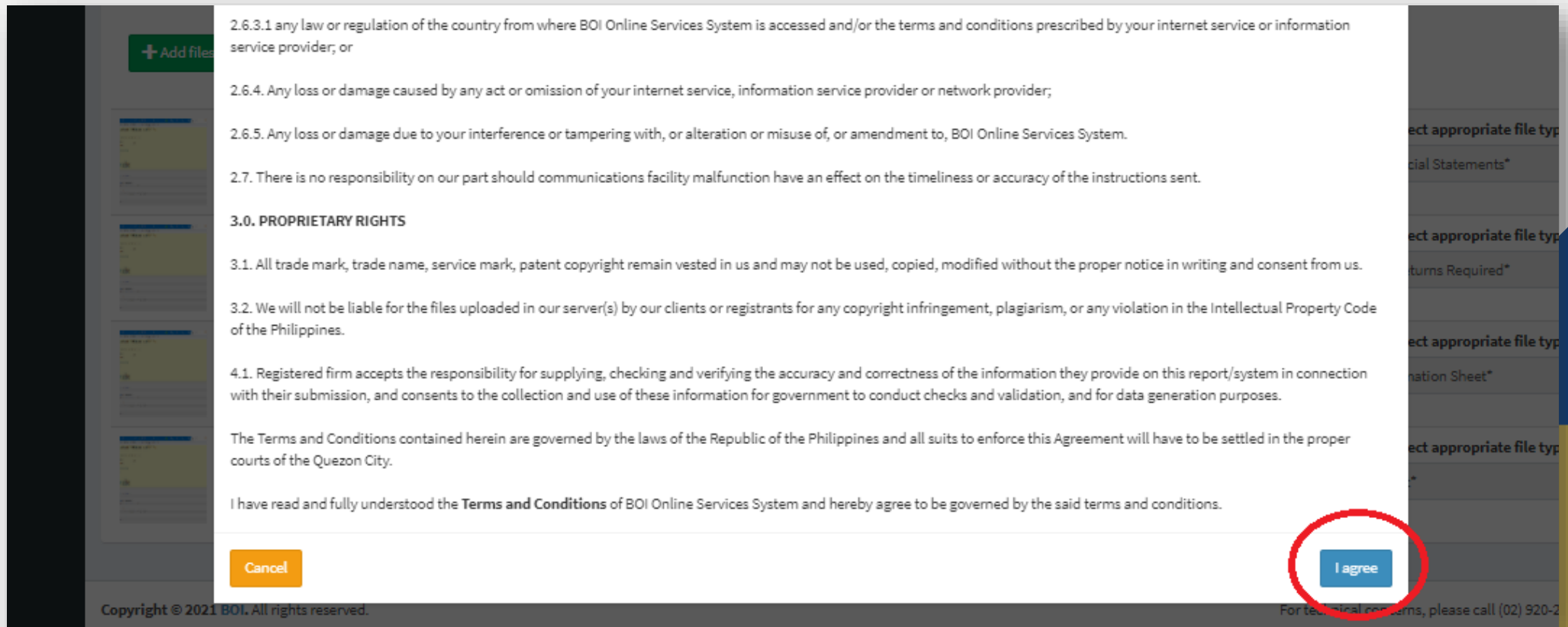
You uploaded 4 attachments.

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

	accreditation_foowearEnt - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy.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 (2).PNG	92.6 KB	Please select appropriate file types Income Tax Returns Required*	Delete
	accreditation_foowearEnt - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy.PNG	92.6 KB	Please select appropriate file types General Information Sheet*	Delete
	accreditation_foowearEnt - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy - Copy.PNG	92.6 KB	Please select appropriate file types Branch Report*	Delete

Step 8

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



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.

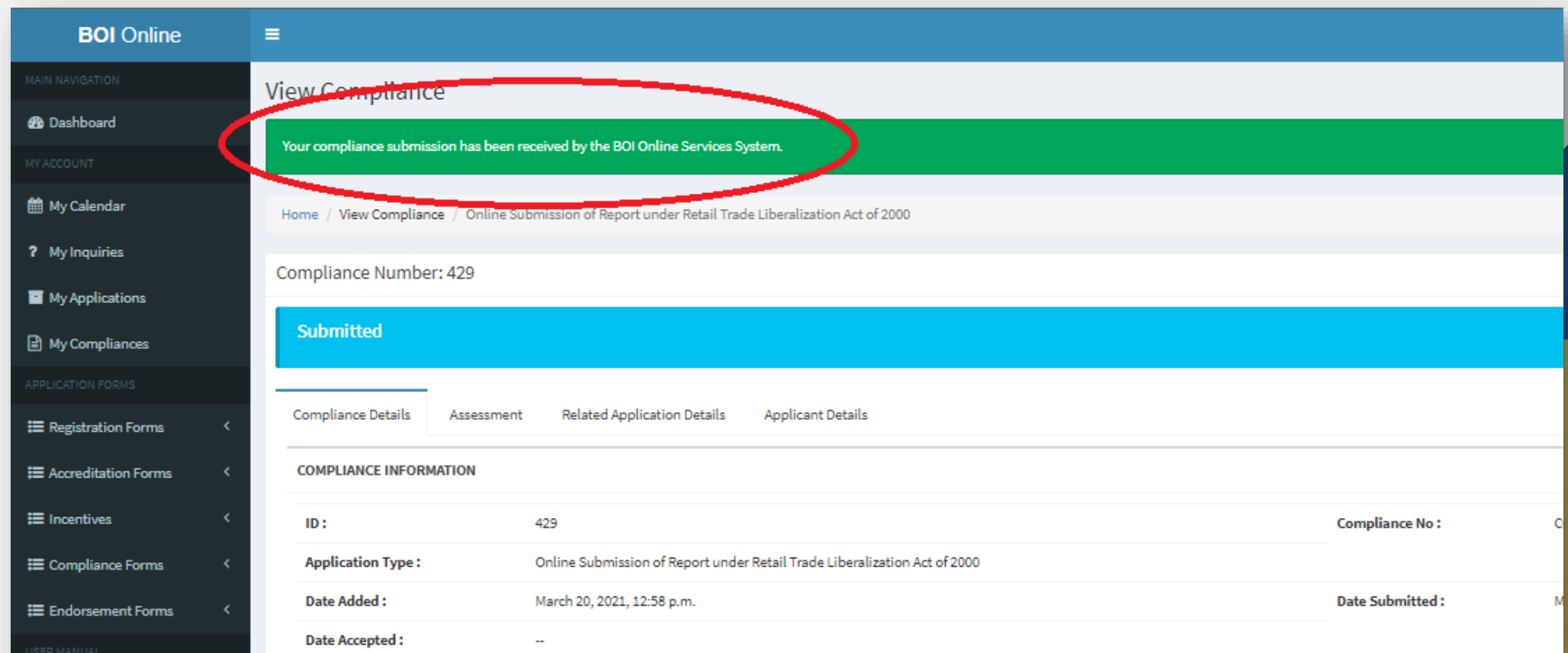
I have read and fully understood the **Terms and Conditions** of BOI Online Services System and hereby agree to be governed by the said terms and conditions.

Copyright © 2021 BOI. All rights reserved. For technical concerns, please call (02) 920-2

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



The screenshot displays the BOI Online interface. On the left is a dark sidebar with navigation options: Dashboard, My Calendar, My Inquiries, My Applications, My Compliances, Registration Forms, Accreditation Forms, Incentives, Compliance Forms, and Endorsement Forms. The main content area is titled 'View Compliance' and features a prominent green banner with the message: 'Your compliance submission has been received by the BOI Online Services System.' Below this banner, the breadcrumb path is 'Home / View Compliance / Online Submission of Report under Retail Trade Liberalization Act of 2000'. The 'Compliance Number: 429' is displayed. A blue 'Submitted' status bar is visible. Below this, there are tabs for 'Compliance Details', 'Assessment', 'Related Application Details', and 'Applicant Details'. The 'Compliance Information' section contains the following details:

ID :	429	Compliance No :	C
Application Type :	Online Submission of Report under Retail Trade Liberalization Act of 2000		
Date Added :	March 20, 2021, 12:58 p.m.	Date Submitted :	M
Date Accepted :	--		

Thank you

