

**REGISTRATION PROCESS -
AGRICULTURE / TOURISM
SERVICES / MANUFACTURING
SECTORS FOR MICRO
ENTERPRISE PROJECT**

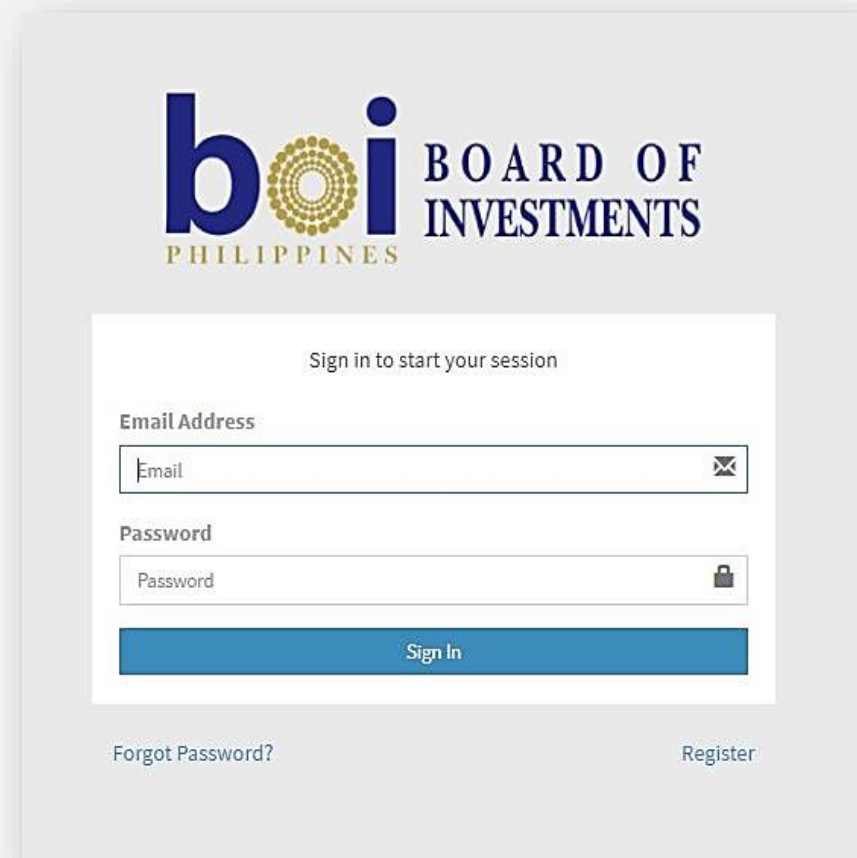
User's Manual

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 **Registration Forms** link on the navigation on the left. Then Click **ATSMSMEP** on the list for new application.

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

- MAIN NAVIGATION: Dashboard
- MY ACCOUNT: My Inquiries, My Applications, My Compliances
- APPLICATION FORMS: Registration Forms (highlighted with a red box), AFORBI, ERP, MS, ATSMSMEP (highlighted with a red box), MSSEP, ISI

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

- CREATE New inquiry (blue icon)
- VIEW Registration Forms (green icon)
- COMPLIANCE Forms (orange icon)
- VIEW Accreditation Forms (teal icon)

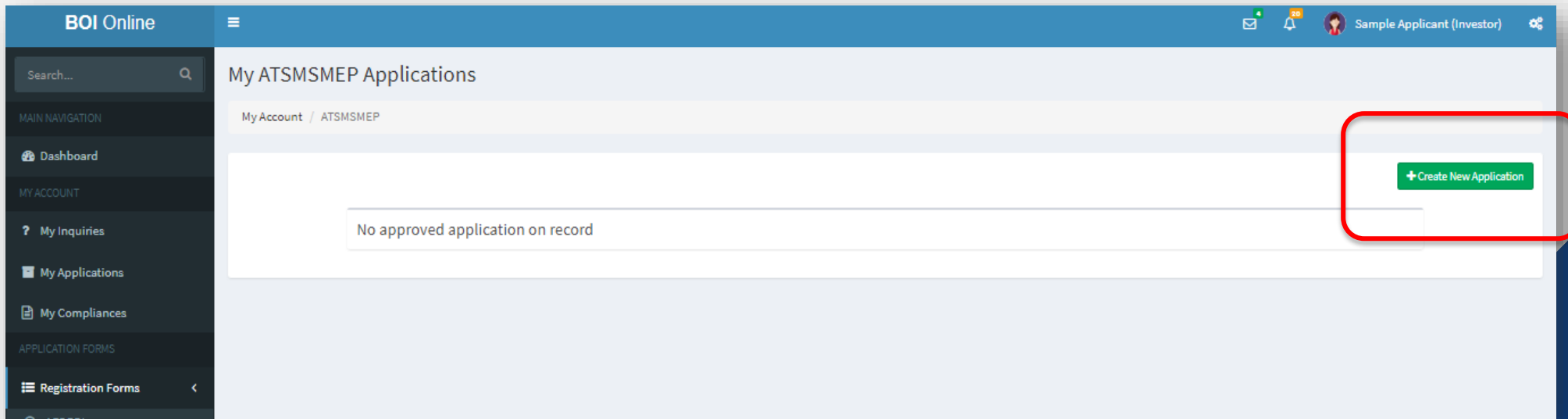
Below these cards is a section titled 'Applications / Compliances For Action' with a table header:

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

At the bottom of the dashboard, there is an 'Inquiries' section.

Step 3

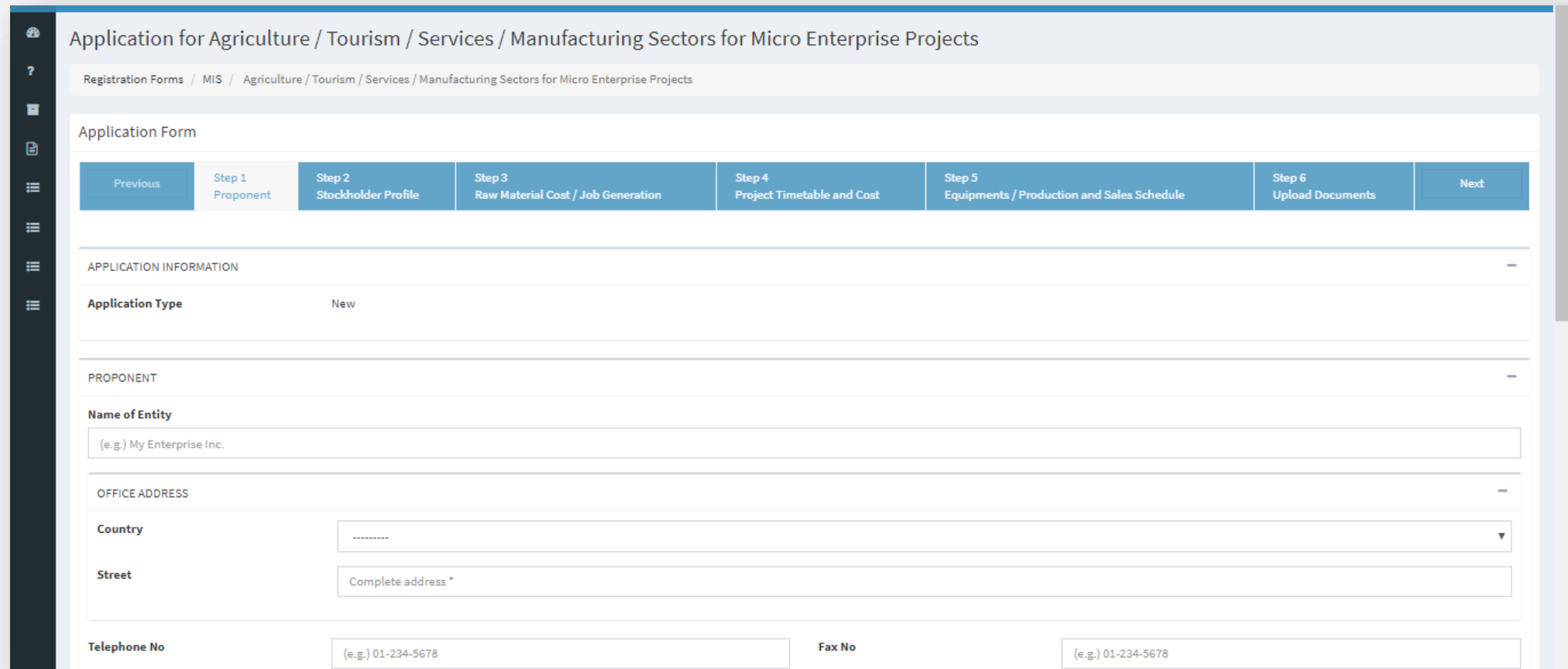
Click on the **Create New Application** button.



Step 4

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

NOTE: All Type of Inquiries provided shall be visible under this menu. Fields with asterisks (*) are required fields.



Application for Agriculture / Tourism / Services / Manufacturing Sectors for Micro Enterprise Projects

Registration Forms / MIS / Agriculture / Tourism / Services / Manufacturing Sectors for Micro Enterprise Projects

Application Form

Previous Step 1 Proponent Step 2 Stockholder Profile Step 3 Raw Material Cost / Job Generation Step 4 Project Timetable and Cost Step 5 Equipments / Production and Sales Schedule Step 6 Upload Documents Next

APPLICATION INFORMATION

Application Type New

PROPONENT

Name of Entity
(e.g.) My Enterprise Inc.

OFFICE ADDRESS

Country

Street
Complete address *

Telephone No (e.g.) 01-234-5678 Fax No (e.g.) 01-234-5678

Step 5

Click **Add** for new or additional Stockholder's Profile.

BOSS

Application for Agriculture / Tourism / Services / Manufacturing Sectors for Micro Enterprise Projects

Registration Forms / PERD-MIS / Agriculture / Tourism / Services / Manufacturing Sectors for Micro Enterprise Projects

Application Form

Previous Step 1 Proponent Step 2 Stockholder Profile **Step 3 Raw Material Cost / Job Generation** Step 4 Project Timetable and Cost Step 5 Equipments / Production and Sales Schedule Step 6 Upload Documents Next

INSTRUCTIONS:

- Indicate in the Nationality if naturalized Filipino.
- Add incorporating stockholders / major stockholder as appearing in the latest GIS.

CURRENT STOCKHOLDER'S PROFILE

Name / Enterprise	Nationality	Director?	Position or Designation in the Enterprise	Capital Stock (Subscribed)	Capital Stock (Paid-up)	% Ownership
There are no stockholder profiles defined yet.						

Previous **+Add** Proceed

Step 6

Fill in the application form's fields. The available fields depend on what **Stockholder's Type** you choose. Then click **SAVE**.

NOTE: Read the instructions carefully. Fields with asterisks (*) are required fields.

The screenshot shows a web application interface with a modal window titled "Add Stockholder Profile". The modal contains the following fields:

- Stockholder Type: Dropdown menu
- First Name: Text input field
- Middle Name: Text input field
- Last Name: Text input field
- Nationality: Dropdown menu
- Director?: Toggle switch
- Position or Designation in the Enterprise: Text input field
- Capital Stock (PHP) - Subscribed: Text input field with "PHP" and "0.00" labels
- Capital Stock (PHP) - Paid-up: Text input field with "PHP" and "0.00" labels
- Ownership: Text input field with "0.00" and "%" labels

At the bottom right of the modal, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a red rectangular box.

Step 7

For existing Stockholders Profile you can **Edit** and **Delete**. Click **Proceed**.

NOTE: You can add another Stockholder's Profile and proceed to next step.

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Application for Agriculture / Tourism / Services / Manufacturing Sectors for Micro Enterprise Projects

Registration Forms / PERD-MIS / Agriculture / Tourism / Services / Manufacturing Sectors for Micro Enterprise Projects



Application Form

Previous Step 1 Proponent Step 2 Stockholder Profile Step 3 Raw Material Cost / Job Generation Step 4 Project Timetable and Cost Step 5 Equipments / Production and Sales Schedule Step 6 Upload Documents Next

INSTRUCTIONS:

- Indicate in the Nationality if naturalized Filipino.
- Add incorporating stockholders / major stockholder as appearing in the latest GIS.

CURRENT STOCKHOLDER'S PROFILE + Add

Name / Enterprise	Nationality	Director?	Position or Designation in the Enterprise	Capital Stock (Subscribed)	Capital Stock (Paid-up)	% Ownership	
Haper	Filipino	--	Admin	PhP 900000.00	PhP 10000.00	90.00 %	 
Total				PhP 900000.00	PhP 10000.00	90.00 %	

Previous Proceed

Step 8

This section is for **Raw Material Cost/ Job Generation**. Fill in the application form's fields. Click **Add another** for additional raw material. Then click on **Proceed**.

NOTE: All Type of Inquiries provided shall be visible under this menu. Fields with asterisks (*) are required

The screenshot shows the BOSS application interface. The top navigation bar includes the BOSS logo, a menu icon, and user information for 'Sample Applicant (Investor)'. The main heading is 'Application for Agriculture / Tourism / Services / Manufacturing Sectors for Micro Enterprise Projects'. Below this is a breadcrumb trail: 'Registration Forms / PERD-MIS / Agriculture / Tourism / Services / Manufacturing Sectors for Micro Enterprise Projects'. The 'Application Form' section features a progress bar with steps: Previous, Step 1 Proponent, Step 2 Stockholder Profile, Step 3 Raw Material Cost / Job Generation (current), Step 4 Project Timetable and Cost, Step 5 Equipments / Production and Sales Schedule, Step 6 Upload Documents, and Next. The main content area is titled 'LIST AND BREAKDOWN OF COST OF RAW MATERIALS (Y1-Y5)'. A note states 'Y1 is equivalent to twelve (12) months operation.' Below this is a table with columns for 'LOCAL RAW MATERIAL', 'IMPORTED RAW MATERIAL', and 'TOTAL PRODUCTION COST'. Each row has a 'Raw Material Name' input field, a 'PhP' input field with a value of '0.00', and a 'remove' button. There are 'add another' buttons for each row. At the bottom of the form, there is a 'JOB GENERATION' section with a 'Total Projected Maximum Employment' input field containing the value '0'. A 'Previous' button is located at the bottom left, and a 'Proceed' button is highlighted with a red box at the bottom right.

		PhP	Total	
LOCAL RAW MATERIAL	Raw Material Name	0.00		remove
IMPORTED RAW MATERIAL	Raw Material Name	0.00		remove
TOTAL PRODUCTION COST		0.00		

Total Projected Maximum Employment: 0

Buttons: Previous, Proceed

Step 9

This section is the **Project Timetable and Cost**. Fill in the application form's fields. Then click **Proceed**.

NOTE: Fields with asterisks (*) are required fields.

The screenshot shows the BOSS application interface. The top navigation bar includes the BOSS logo, a menu icon, and user information for 'Sample Applicant (Investor)'. The main heading is 'Application for Agriculture / Tourism / Services / Manufacturing Sectors for Micro Enterprise Projects'. Below this is a breadcrumb trail: 'Registration Forms / PERD-MIS / Agriculture / Tourism / Services / Manufacturing Sectors for Micro Enterprise Projects'. The 'Application Form' section features a progress bar with steps: 'Previous', 'Step 1 Proponent', 'Step 2 Stockholder Profile', 'Step 3 Raw Material Cost / Job Generation', 'Step 4 Project Timetable and Cost' (highlighted), 'Step 5 Equipments / Production and Sales Schedule', 'Step 6 Upload Documents', and 'Next'. The 'PROJECT TIMETABLE AND COST' section contains a table with the following columns: 'ACTIVITY', 'START (MM/YYYY)', 'END (MM/YYYY)', 'RELATED EXPENSES', and 'COST (in PhP)'. The table lists activities such as 'Obtaining licenses, permits, registration', 'Land improvements and civil works', 'Site preparation and development', and 'Acquisition and installation of machinery and equipment', each with corresponding date and cost input fields.

ACTIVITY	START (MM/YYYY)	END (MM/YYYY)	RELATED EXPENSES	COST (in PhP)
Obtaining licenses, permits, registration	<input type="text" value="MM/YYYY"/>	<input type="text" value="MM/YYYY"/>	Pre-operating expenses	PhP <input type="text" value="0.00"/>
Land improvements and civil works (Land and Land Improvements, Plant Building and Other Infrastructure)	<input type="text" value="MM/YYYY"/>	<input type="text" value="MM/YYYY"/>	Initial deposit for lease of land	PhP <input type="text" value="0.00"/>
			Other expenses	PhP <input type="text" value="0.00"/>
			Building constructions or initial deposit for lease of building / office space	PhP <input type="text" value="0.00"/>
Site preparation and development (Hiring of Contractors, Civil Works)	<input type="text" value="MM/YYYY"/>	<input type="text" value="MM/YYYY"/>	Leasehold improvements	PhP <input type="text" value="0.00"/>
			Other expenses	PhP <input type="text" value="0.00"/>
			Machinery and equipment	PhP <input type="text" value="0.00"/>
Acquisition and installation of machinery and equipment	<input type="text" value="MM/YYYY"/>	<input type="text" value="MM/YYYY"/>		PhP <input type="text" value="0.00"/>
Trial Run	<input type="text" value="MM/YYYY"/>	<input type="text" value="MM/YYYY"/>		

Step 10

This section is **Equipment/Production Sales and Schedule**. Click **Add another** for additional machinery/equipment. Fill in the application form's fields. Then click **Proceed**.

NOTE: Fields with asterisks (*) are required fields.

BOSS

Application for Agriculture / Tourism / Services / Manufacturing Sectors for Micro Enterprise Projects

Registration Forms / PERD-MIS / Agriculture / Tourism / Services / Manufacturing Sectors for Micro Enterprise Projects

Application Form

Previous Step 1 Proponent Step 2 Stockholder Profile Step 3 Raw Material Cost / Job Generation Step 4 Project Timetable and Cost Step 5 Equipments / Production and Sales Schedule Step 6 Upload Documents Next

LIST OF MACHINERY / EQUIPMENT

For New and Expansion Projects

DESCRIPTION / TYPE OF MACHINE	STATUS	COUNTRY SOURCE	END USE	NO OF UNITS	UNIT COST	
Description	-----	Country Source	End-use	No of Units	PhP	remove

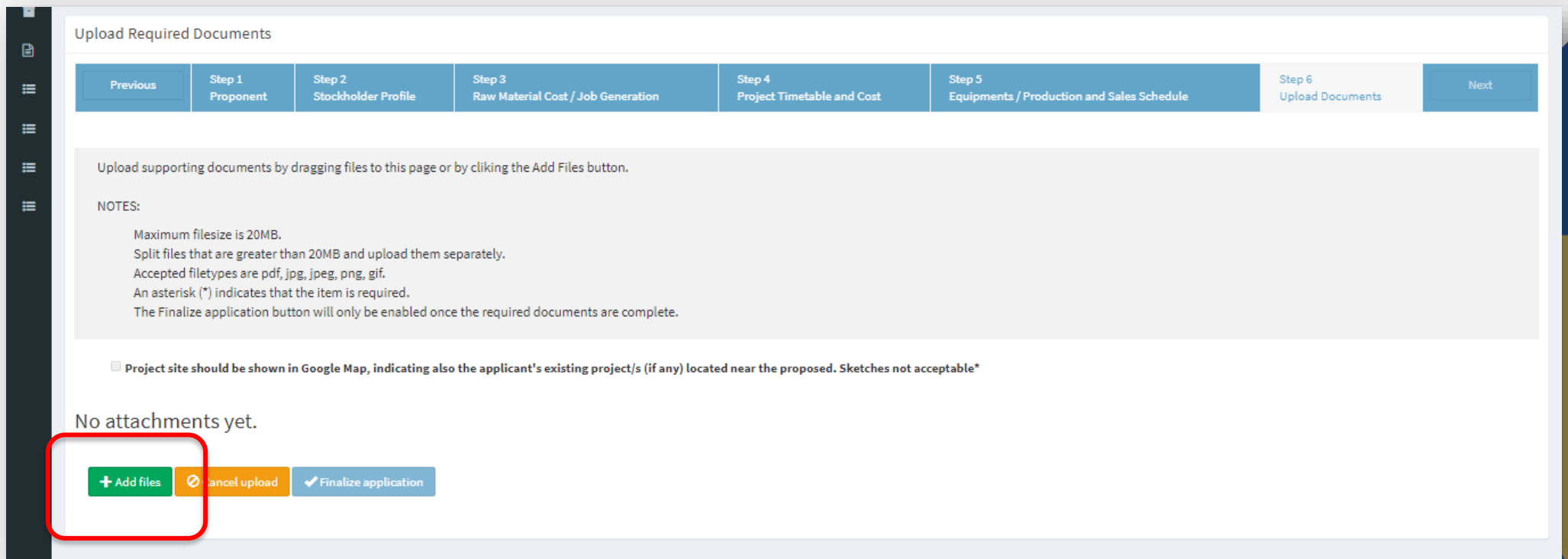
add another

Previous Proceed

Step 11

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.



Upload Required Documents

Previous Step 1 Proponent Step 2 Stockholder Profile Step 3 Raw Material Cost / Job Generation Step 4 Project Timetable and Cost Step 5 Equipments / Production and Sales Schedule Step 6 Upload Documents Next

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

NOTES:

- Maximum filesize is 20MB.
- Split files that are greater than 20MB and upload them separately.
- Accepted filetypes are pdf, jpg, jpeg, png, gif.
- An asterisk (*) indicates that the item is required.
- The Finalize application button will only be enabled once the required documents are complete.

Project site should be shown in Google Map, indicating also the applicant's existing project/s (if any) located near the proposed. Sketches not acceptable*

No attachments yet.

+ Add files Cancel upload Finalize application

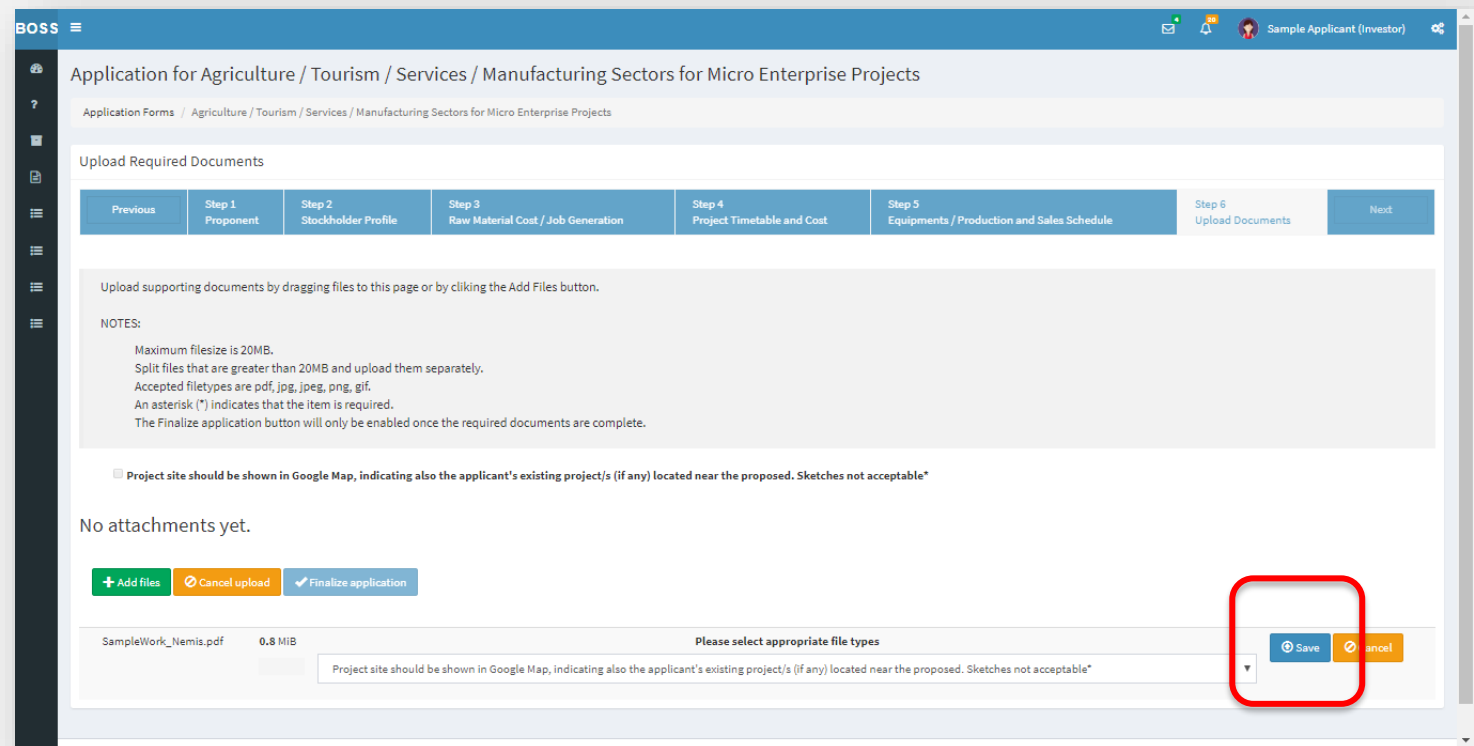
Step 12

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



The screenshot displays the BOSS application interface for an application form. The breadcrumb trail is: Application Forms / Agriculture / Tourism / Services / Manufacturing Sectors for Micro Enterprise Projects. The current step is Step 6: Upload Documents. A progress bar shows steps from Previous to Next. The main content area contains instructions for uploading documents, a 'NOTES' section with file size and type guidelines, and a checkbox for Google Map integration. At the bottom, there are buttons for '+ Add Files', 'Cancel upload', and 'Finalize application'. A file named 'SampleWork_Nemis.pdf' (0.8 MIB) is listed with a dropdown menu for selecting file types. The 'Save' and 'Cancel' buttons for this file are highlighted with a red box.

Step 13

Wait for the upload to finish.

The screenshot displays the BOSS application interface for an application form. The top navigation bar includes the BOSS logo, a menu icon, and user information for 'Sample Applicant (Investor)'. The main heading is 'Application for Agriculture / Tourism / Services / Manufacturing Sectors for Micro Enterprise Projects'. Below this is a breadcrumb trail: 'Application Forms / Agriculture / Tourism / Services / Manufacturing Sectors for Micro Enterprise Projects'. The 'Upload Required Documents' section features a progress bar with steps: Previous, Step 1 Proponent, Step 2 Stockholder Profile, Step 3 Raw Material Cost / Job Generation, Step 4 Project Timetable and Cost, Step 5 Equipments / Production and Sales Schedule, Step 6 Upload Documents (current), and Next. A text box instructs users to upload supporting documents by dragging files or clicking the 'Add Files' button. Below this are 'NOTES' regarding file size (20MB), accepted filetypes (pdf, jpg, jpeg, png, gif), and requirements (asterisk indicates required, Finalize application button enabled upon completion). A checkbox is checked: 'Project site should be shown in Google Map, indicating also the applicant's existing project/s (if any) located near the proposed. Sketches not acceptable*'. A message states 'You uploaded 1 attachment.' Below this are three buttons: '+ Add files', 'Cancel upload', and 'Finalize application'. At the bottom, a file list shows 'SampleWork_Nemis.pdf' (0.8 MiB) with a 'Please select appropriate file types' dropdown menu and a 'Delete' button.

BOSS

Sample Applicant (Investor)

Application for Agriculture / Tourism / Services / Manufacturing Sectors for Micro Enterprise Projects

Application Forms / Agriculture / Tourism / Services / Manufacturing Sectors for Micro Enterprise Projects

Upload Required Documents

Previous Step 1 Proponent Step 2 Stockholder Profile Step 3 Raw Material Cost / Job Generation Step 4 Project Timetable and Cost Step 5 Equipments / Production and Sales Schedule Step 6 Upload Documents Next

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

NOTES:

- Maximum filesize is 20MB.
- Split files that are greater than 20MB and upload them separately.
- Accepted filetypes are pdf, jpg, jpeg, png, gif.
- An asterisk (*) indicates that the item is required.
- The Finalize application button will only be enabled once the required documents are complete.

Project site should be shown in Google Map, indicating also the applicant's existing project/s (if any) located near the proposed. Sketches not acceptable*

You uploaded 1 attachment.

+ Add files Cancel upload Finalize application

SampleWork_Nemis.pdf 0.8 MiB Please select appropriate file types

Project site should be shown in Google Map, indicating also the applicant's existing project/s (if any) located near the proposed. Sketches not acceptable*

Delete

Step 14

Click on the **Finalize application** button to submit the requirements.

NOTES:

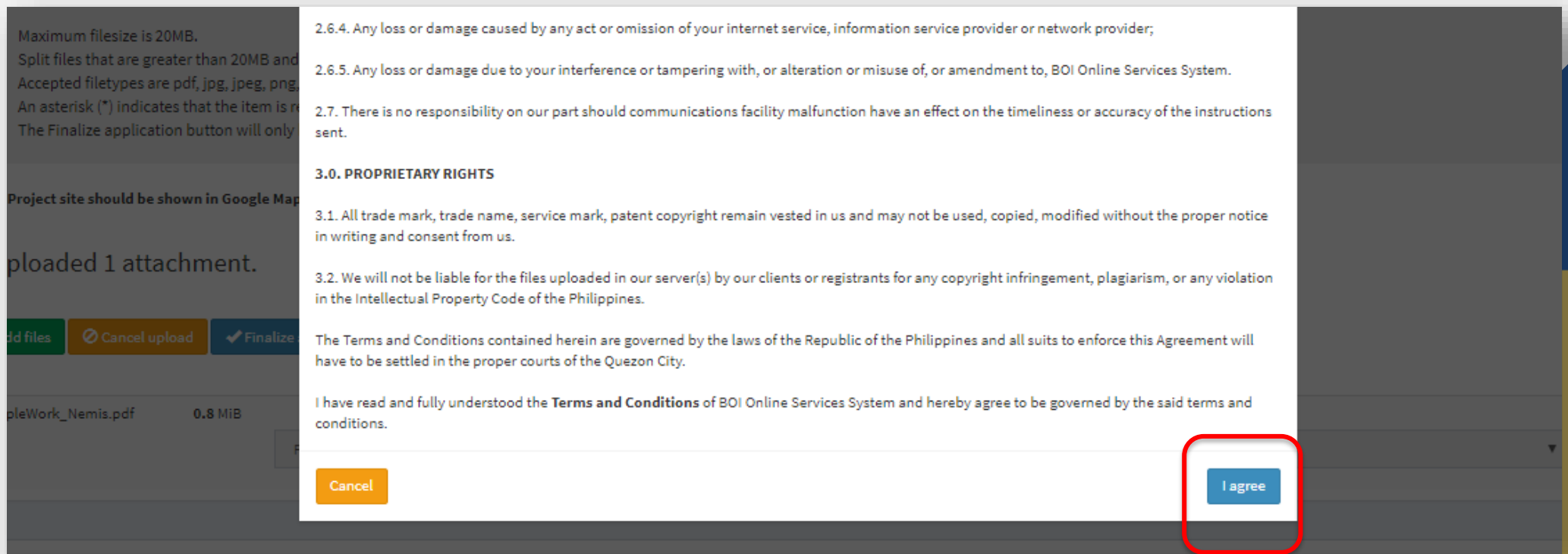
- You may delete files uploaded to the server by clicking on the **Delete** button.
- The **Finalize application** button will not be clickable until all requirements have been satisfied.

The screenshot displays the BOSS application interface for the 'Application for Agriculture / Tourism / Services / Manufacturing Sectors for Micro Enterprise Projects'. The breadcrumb trail is 'Application Forms / Agriculture / Tourism / Services / Manufacturing Sectors for Micro Enterprise Projects'. The 'Upload Required Documents' section features a progress bar with steps: Previous, Step 1 Proponent, Step 2 Stockholder Profile, Step 3 Raw Material Cost / Job Generation, Step 4 Project Timetable and Cost, Step 5 Equipments / Production and Sales Schedule, Step 6 Upload Documents, and Next. Below the progress bar, instructions state: 'Upload supporting documents by dragging files to this page or by clicking the Add Files button.' A 'NOTES' section provides details: 'Maximum filesize is 20MB. Split files that are greater than 20MB and upload them separately. Accepted filetypes are pdf, jpg, jpeg, png, gif. An asterisk (*) indicates that the item is required. The Finalize application button will only be enabled once the required documents are complete.' A checkbox is checked: 'Project site should be shown in Google Map, indicating also the applicant's existing project/s (if any) located near the proposed. Sketches not acceptable*'. At the bottom, it says 'You uploaded 1 attachment' and shows three buttons: '+ Add files', 'Cancel upload', and 'Finalize application'. The 'Finalize application' button is highlighted with a red rounded rectangle.

Step 15

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.



The screenshot shows a Terms and Conditions dialog box overlaid on a file upload interface. The dialog box contains the following text:

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.

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.

At the bottom of the dialog box, there are two buttons: a yellow "Cancel" button on the left and a blue "I agree" button on the right. The "I agree" button is highlighted with a red rectangular border.

The background interface shows a file upload area with a "Finalize" button and a list of uploaded files, including "pleWork_Nemis.pdf" (0.8 MiB).

Step 16

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.

The screenshot displays the BOSS (Business Online Support System) interface. The top navigation bar shows the BOSS logo and user information for 'Sample Applicant (Investor)'. The main content area is titled 'View Application' and includes a breadcrumb trail: Home / View Application / Agriculture / Tourism / Services / Manufacturing Sectors for Micro Enterprise Projects. The application number is 8, and the status is 'Submitted'. Below this, there are tabs for 'Application Details', 'Application Attachments', 'Applicant Details', and 'Download All Application Documents', along with a 'Print Application' button. The 'APPLICATION INFORMATION' section contains the following data:

ID :	8	Application No :	--
Application Type :	Agriculture / Tourism / Services / Manufacturing Sectors for Micro Enterprise Projects	Application Classification :	New
Date Added :	Oct. 18, 2018, 2:33 p.m.	Date Submitted :	Oct. 18, 2018, 3:46 p.m.
Date Accepted :	--	Date Approved :	--

The 'PROPONENT DETAILS' section is partially visible, showing 'Name Of Entity : Hacer' and 'Branch Name : --'.

Thank you

