

REGISTRATION PROCESS - MANUFACTURING SECTORS FOR SMALL ENTERPRISE PROJECTS

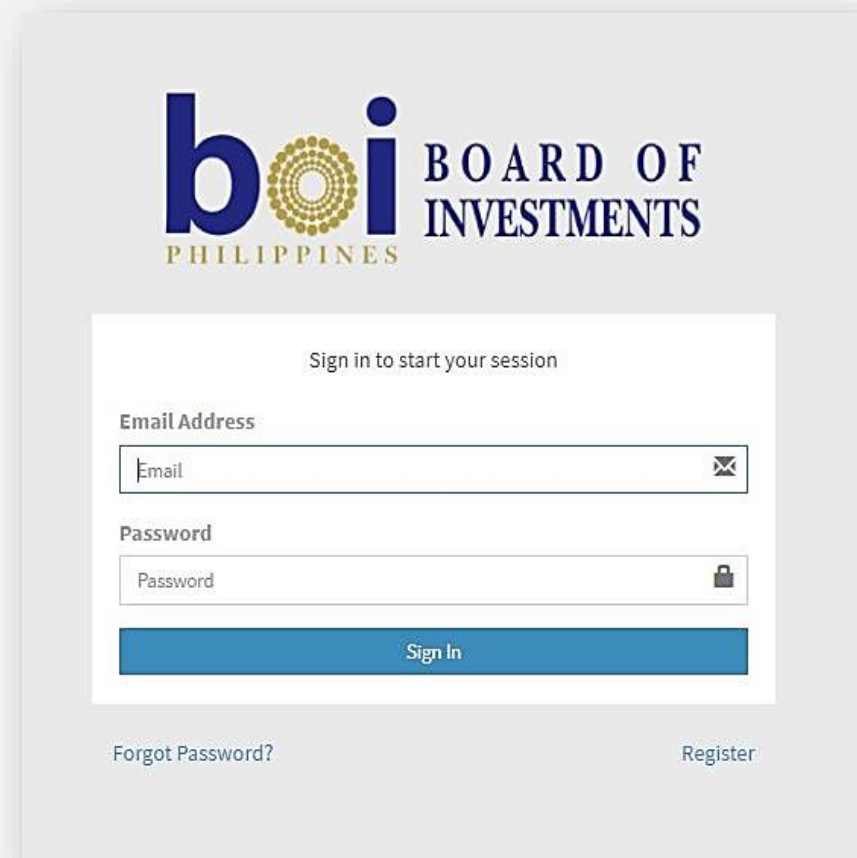
User's Manual

Viewing Application

A decorative graphic in the top right corner of the slide. It consists of a large blue triangle pointing downwards, a yellow triangle pointing upwards, and a horizontal black line that intersects the point where the two triangles meet.

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](#)

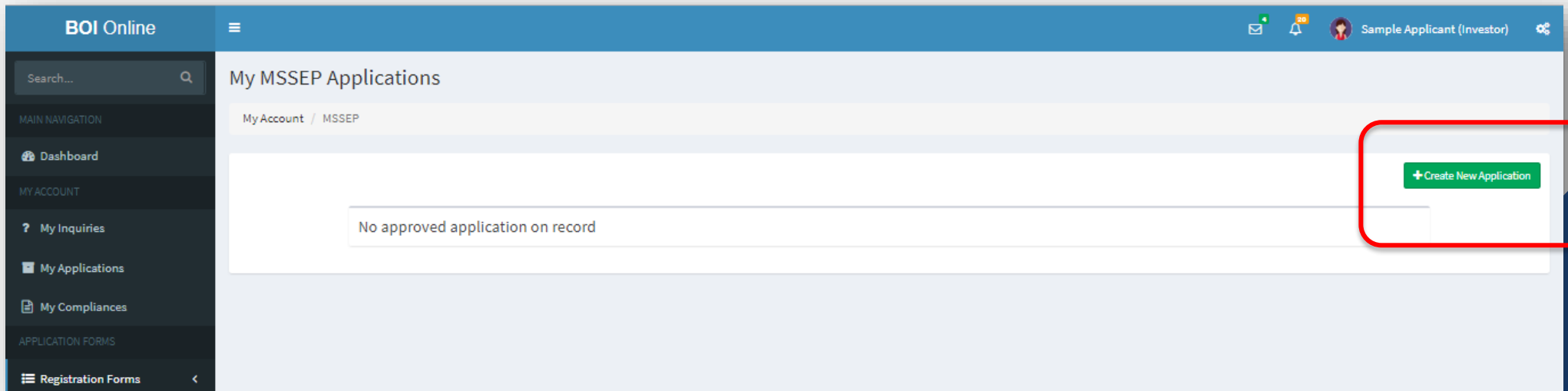
Step 2

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

The screenshot displays the BOI Online dashboard interface. On the left, a dark navigation sidebar contains a search bar and several menu categories: MAIN NAVIGATION (Dashboard), MY ACCOUNT (My Inquiries, My Applications, My Compliances), and APPLICATION FORMS (Registration Forms, AFORBI, ERP, MS, ATSMSMEP, MSSEP, ISI). The 'Registration Forms' menu item is highlighted with a red rectangle. The main content area, titled 'My Dashboard', shows a breadcrumb trail 'Home / Dashboard' and four action cards: 'CREATE New inquiry', 'VIEW Registration Forms', 'COMPLIANCE Forms', and 'VIEW Accreditation Forms'. Below these is a section for 'Applications / Compliances For Action' with a table header including 'Control No.', 'Received', 'App Type', 'Applicant', 'Forwarded by', 'Action Taken', 'Remarks', 'Preview', and 'Action'. The table content is empty, displaying the message 'Your worklist is empty.' At the bottom, an 'Inquiries' section is partially visible.

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.

The screenshot displays a web application interface for 'Application for Manufacturing Sector for Small Enterprise Projects'. The page title is 'Application for Manufacturing Sector for Small Enterprise Projects' and the breadcrumb trail is 'Registration Forms / MIS / Manufacturing Sector for Small Enterprise Projects'. A progress bar at the top shows 10 steps: Step 1 Proponent, Step 2 Project Details, Step 3 Stockholder Profile, Step 4 Project Timetable and Cost, Step 5 Raw Material Cost, Step 6 Job Generation / Annual Payroll, Step 7 Project Production and Sales Schedule, Step 8 Equipments / Production and Sales Schedule, Step 9 Upload Documents, and Step 10 Next. The current step is Step 4. Below the progress bar, the form is divided into sections: 'APPLICATION INFORMATION' with a field for 'Application Type' set to 'New'; 'PROPONENT' with fields for 'Name of Entity' (placeholder: '(e.g.) My Enterprise Inc.'), 'Office Address', 'Country' (dropdown menu), 'Street' (placeholder: 'Complete address *'), 'Telephone No' (placeholder: '(e.g.) 01-234-5678'), and 'Fax No' (placeholder: '(e.g.) 01-234-5678'). The bottom of the form shows the start of the 'OTHER REGISTRATION DETAILS' section.

Step 5

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.

The screenshot displays a web application interface for 'Application for Manufacturing Sector for Small Enterprise Projects'. The page title is 'Application for Manufacturing Sector for Small Enterprise Projects' and the breadcrumb trail is 'Registration Forms / PERD-MIS / Manufacturing Sector for Small Enterprise Projects'. The main heading is 'Application Form'. A progress bar at the top shows 11 steps: 'Previous', 'Step 1 Proponent', 'Step 2 Project Details', 'Step 3 Stockholder Profile', 'Step 4 Project Timetable and Cost', 'Step 5 Raw Material Cost', 'Step 6 Job Generation / Annual Payroll', 'Step 7 Project Production and Sales Schedule', 'Step 8 Equipments / Production and Sales Schedule', 'Step 9 Upload Documents', and 'Next'. The 'Step 5 Raw Material Cost' step is currently active. Below the progress bar, the form is divided into three sections: 'PROJECT PROFILE', 'PLANT/FARM SITE ADDRESS', and 'PRODUCT/SERVICE'. The 'PROJECT PROFILE' section contains a 'Name of Project' field. The 'PLANT/FARM SITE ADDRESS' section contains a 'Country' dropdown menu and a 'Street' field with the placeholder text 'Complete address *'. The 'PRODUCT/SERVICE' section contains a 'Type' dropdown menu and a 'Product / Service' field with the placeholder text 'Product / Service Name'. At the bottom left of the form, there are two buttons: 'remove' and 'add another'.

Step 6

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

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

Application for Manufacturing Sector for Small Enterprise Projects

Registration Forms / PERD-MIS / Manufacturing Sector for Small Enterprise Projects

Application Form

Previous Step 1 Proponent Step 2 Project Details Step 3 Stockholder Profile **Step 4 Project Timetable and Cost** Step 5 Raw Material Cost Step 6 Job Generation / Annual Payroll Step 7 Project Production and Sales Schedule Step 8 Equipments / Production and Sales Schedule Step 9 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 7

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

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

The screenshot displays the BOSS application interface for the 'Application for Manufacturing Sector for Small Enterprise'. A modal window titled 'Add Stockholder Profile' is open, showing 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

The background interface shows a progress bar with steps: Step 1 Proponent, Step 2 Project Details, Step 3 Stockholder Profile, Step 4 Proponent's Profile, Step 5 Financials, Step 6 Equipment, Step 7 Production and Sales Schedule, Step 8 Equipments / Production and Sales Schedule, Step 9 Upload Documents, and Next. The current step is Step 3. The 'Previous' button is highlighted in green. The 'Proceed' button is also highlighted in green. The 'Add' button is highlighted in blue. The 'Cancel' button is highlighted in grey.

Step 8

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

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

Application for Manufacturing Sector for Small Enterprise Projects

Registration Forms / PERD-MIS / Manufacturing Sector for Small Enterprise Projects



Application Form

Previous Step 1 Proponent Step 2 Project Details Step 3 Stockholder Profile Step 4 Project Timetable and Cost Step 5 Raw Material Cost Step 6 Job Generation / Annual Payroll Step 7 Project Production and Sales Schedule Step 8 Equipments / Production and Sales Schedule Step 9 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	
Jong Yun Nam	Filipino	--	staff	PhP 12222.00	PhP 1231.00	12.00 %	 
Total				PhP 12222.00	PhP 1231.00	12.00 %	

Previous Proceed

Step 9

This section is **Project Timetable and Cost**. Then click on **Proceed**.

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

Application for Manufacturing Sector for Small Enterprise Projects

Registration Forms / PERD-MIS / Manufacturing Sector for Small Enterprise Projects

Application Form

Previous Step 1 Proponent Step 2 Project Details Step 3 Stockholder Profile Step 4 Project Timetable and Cost Step 5 Raw Material Cost Step 6 Job Generation / Annual Payroll Step 7 Project Production and Sales Schedule Step 8 Equipments / Production and Sales Schedule Step 9 Upload Documents Next

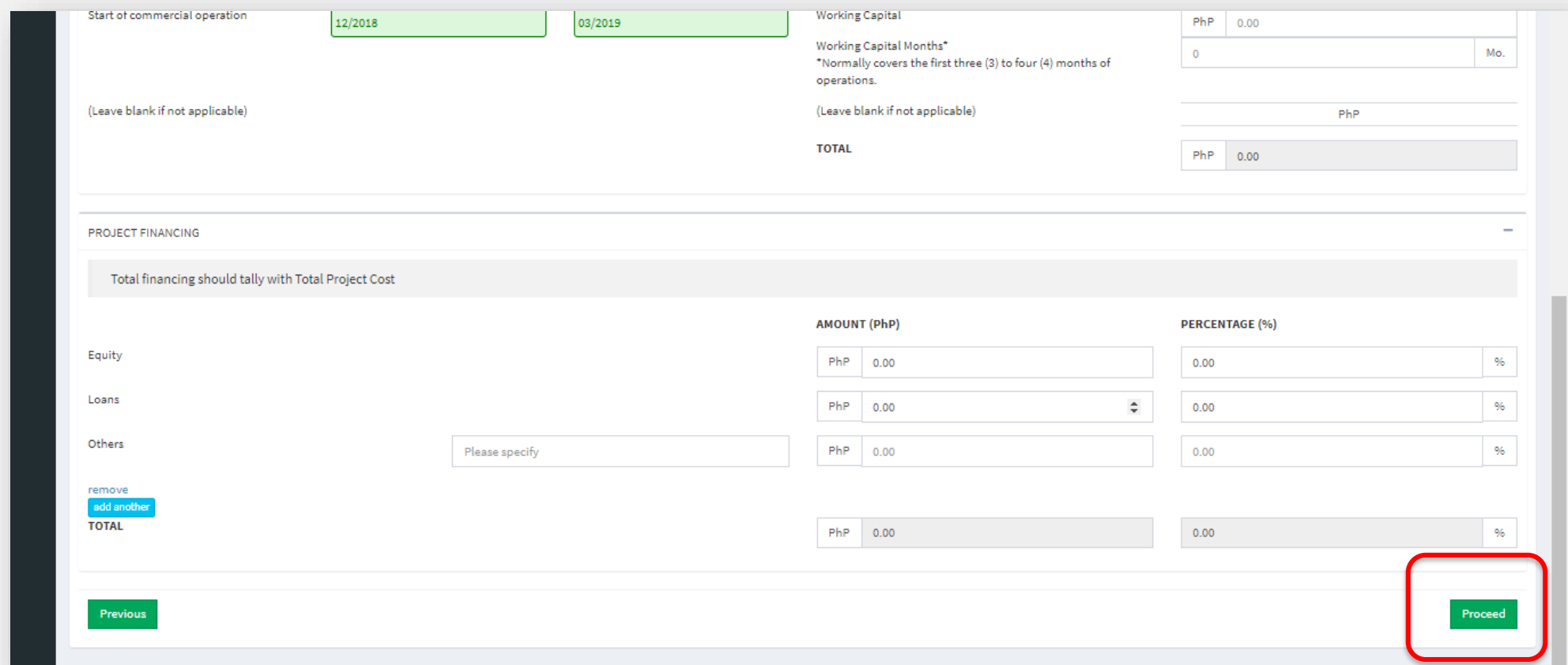
PROJECT TIMETABLE AND COST

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"/>
Acquisition and installation of machinery and equipment	<input type="text" value="MM/YYYY"/>	<input type="text" value="MM/YYYY"/>	Machinery and equipment	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 for Project Financing. Fill in the application form's fields. Then click on **proceed**.

NOTE: Total financing should be tally with Total Project Cost. Fields with asterisks (*) are required fields



Start of commercial operation: 12/2018, 03/2019

Working Capital: PhP 0.00

Working Capital Months*: 0 Mo.
*Normally covers the first three (3) to four (4) months of operations.

(Leave blank if not applicable)

TOTAL PhP 0.00

PROJECT FINANCING

Total financing should tally with Total Project Cost

	AMOUNT (PhP)	PERCENTAGE (%)
Equity	PhP 0.00	0.00 %
Loans	PhP 0.00	0.00 %
Others	PhP 0.00	0.00 %
remove add another		
TOTAL	PhP 0.00	0.00 %

Previous Proceed

Step 11

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

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

The screenshot shows a web application interface for 'Application for Manufacturing Sector for Small Enterprise Projects'. The breadcrumb trail is 'Registration Forms / PERD-MIS / Manufacturing Sector for Small Enterprise Projects'. The 'Application Form' progress bar shows 11 steps: Previous, Step 1 Proponent, Step 2 Project Details, Step 3 Stockholder Profile, Step 4 Project Timetable and Cost, Step 5 Raw Material Cost (active), Step 6 Job Generation / Annual Payroll, Step 7 Project Production and Sales Schedule, Step 8 Equipments / Production and Sales Schedule, Step 9 Upload Documents, and Next.

The main section 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 Y1, Y2, Y3, Y4, and Y5. The table is divided into 'LOCAL RAW MATERIAL' and 'IMPORTED RAW MATERIAL' sections. Each section has a table with columns for 'Raw Material Name', 'PhP', and '0.00' (representing cost for each year), and a 'remove' button. There are 'add another' buttons below each section.

	Y1	Y2	Y3	Y4	Y5	
LOCAL RAW MATERIAL						
Raw Material Name	PhP 0.00	PhP 0.00	PhP 0.00	PhP 0.00	PhP 0.00	remove
add another						
IMPORTED RAW MATERIAL						
Raw Material Name	PhP 0.00	PhP 0.00	PhP 0.00	PhP 0.00	PhP 0.00	remove
add another						
DIRECT LABOR COST						

Step 12

This section is for **Job Generation/Annual Payroll**. Fill in the application form's fields. Then click on **proceed**.

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

Application for Manufacturing Sector for Small Enterprise Projects

Registration Forms / PERD-MIS / Manufacturing Sector for Small Enterprise Projects

Application Form

Previous Step 1 Proponent Step 2 Project Details Step 3 Stockholder Profile Step 4 Project Timetable and Cost Step 5 Raw Material Cost Step 6 Job Generation / Annual Payroll Step 7 Project Production and Sales Schedule Step 8 Equipments / Production and Sales Schedule Step 9 Upload Documents Next

JOBS GENERATION / ANNUAL PAYROLL

Y1 is equivalent to twelve (12) months operation.

Year	DIRECT LABOR		INDIRECT LABOR		SELLING ADMIN	
	No of Employees	Annual Payroll	No of Employees	Annual Payroll	No of Employees	Annual Payroll
Y2	<input type="text" value="0"/>	<input type="text" value="PhP 0.00"/>	<input type="text" value="0"/>	<input type="text" value="PhP 0.00"/>	<input type="text" value="0"/>	<input type="text" value="PhP 0.00"/>
Y3	<input type="text" value="0"/>	<input type="text" value="PhP 0.00"/>	<input type="text" value="0"/>	<input type="text" value="PhP 0.00"/>	<input type="text" value="0"/>	<input type="text" value="PhP 0.00"/>
Y4	<input type="text" value="0"/>	<input type="text" value="PhP 0.00"/>	<input type="text" value="0"/>	<input type="text" value="PhP 0.00"/>	<input type="text" value="0"/>	<input type="text" value="PhP 0.00"/>
Y5	<input type="text" value="0"/>	<input type="text" value="PhP 0.00"/>	<input type="text" value="0"/>	<input type="text" value="PhP 0.00"/>	<input type="text" value="0"/>	<input type="text" value="PhP 0.00"/>
Y2	<input type="text" value="0"/>	<input type="text" value="PhP 0.00"/>	<input type="text" value="0"/>	<input type="text" value="PhP 0.00"/>	<input type="text" value="0"/>	<input type="text" value="PhP 0.00"/>
Total	<input type="text" value="0"/>	<input type="text" value="PhP 0"/>	<input type="text" value="0"/>	<input type="text" value="PhP 0"/>	<input type="text" value="0"/>	<input type="text" value="PhP 0"/>

Previous Proceed

Step 13

This section is for **Projected Production and Sales Schedule**. Fill in the application form's fields. Then click on **proceed**.

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

Application for Manufacturing Sector for Small Enterprise Projects

Registration Forms / PERD-MIS / Manufacturing Sector for Small Enterprise Projects

Application Form

Previous Step 1 Proponent Step 2 Project Details Step 3 Stockholder Profile Step 4 Project Timetable and Cost Step 5 Raw Material Cost Step 6 Job Generation / Annual Payroll Step 7 Project Production and Sales Schedule Step 8 Equipments / Production and Sales Schedule Step 9 Upload Documents Next

PROJECTED PRODUCTION AND SALES SCHEDULE

- Indicate unit of measure (e.g., piece, dozen, metric tons, etc.)
- Projected annual production volume should not exceed the production capacity per year being applied for BOI registration.

Product	Year	Production Volume	Production Volume Unit	Sales Volume (Domestic)	Sales Volume (Export)	Ave. Selling Price per Unit (Domestic in PHP)		Ave. Selling Price per Unit (Export in USD)		Sales Value (Domestic)		Sales Value (Export)	
Product 1	Y1	0.0	----- ▼	0	0	PhP	0.00	USD	0.00	PhP	0.00	USD	0.00
Product 1	Y2	0.0	----- ▼	0	0	PhP	0.00	USD	0.00	PhP	0.00	USD	0.00
Product 1	Y3	0.0	----- ▼	0	0	PhP	0.00	USD	0.00	PhP	0.00	USD	0.00
Product 1	Y4	0.0	----- ▼	0	0	PhP	0.00	USD	0.00	PhP	0.00	USD	0.00
Product 1	Y5	0.0	----- ▼	0	0	PhP	0.00	USD	0.00	PhP	0.00	USD	0.00
TOTAL				0.00	0.00	PhP	0.00	USD	0.00				

Step 14

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

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

Product 1	Y4	0.0	-----	0	0	PhP	0.00	USD	0.00	PhP	0.00	USD	0.00
Product 1	Y5	0.0	-----	0	0	PhP	0.00	USD	0.00	PhP	0.00	USD	0.00
TOTAL				0.00	0.00	PhP	0.00	USD	0.00				

ASSUMPTIONS USED IN THE PROJECTIONS

Total number of shifts per day

Total number of operating days per year

Total number of capacity determinant machine

Description of Determinant Machine

Foreign Exchange Rate used (PhP per USD)

[Previous](#) [Proceed](#)

Step 15

This section is for **Equipment/Production and Sales Schedule**. Fill in the application form's fields. Click **add another** for additional type of machine.

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

Application for Manufacturing Sector for Small Enterprise Projects

Registration Forms / PERD-MIS / Manufacturing Sector for Small Enterprise Projects

Application Form

Previous Step 1 Proponent Step 2 Project Details Step 3 Stockholder Profile Step 4 Project Timetable and Cost Step 5 Raw Material Cost Step 6 Job Generation / Annual Payroll Step 7 Project Production and Sales Schedule Step 8 Equipments / Production and Sales Schedule Step 9 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						
TOTAL				0.00	PhP 0.00	

Previous Proceed

Step 16

Then click **Proceed**.

Application for Manufacturing Sector for Small Enterprise Projects

Registration Forms / PERD-MIS / Manufacturing Sector for Small Enterprise Projects

Application Form

Previous Step 1 Proponent Step 2 Project Details Step 3 Stockholder Profile Step 4 Project Timetable and Cost Step 5 Raw Material Cost Step 6 Job Generation / Annual Payroll Step 7 Project Production and Sales Schedule Step 8 Equipments / Production and Sales Schedule Step 9 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	
<input type="text" value="Description"/>	<input type="text" value="-----"/>	<input type="text" value="Country Source"/>	<input type="text" value="End-use"/>	<input type="text" value="No of Units"/>	<input type="text" value="PhP"/>	<input type="text" value="remove"/>
<input type="button" value="add another"/>						
TOTAL				<input type="text" value="0.00"/>	<input type="text" value="PhP"/>	<input type="text" value="0.00"/>

Step 17

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 Manufacturing Sector for Small Enterprise Projects

Application Forms / Manufacturing Sector for Small Enterprise Projects

Upload Required Documents

Previous	Step 1 Proponent	Step 2 Project Details	Step 3 Stockholder Profile	Step 4 Project Timetable and Cost	Step 5 Raw Material Cost	Step 6 Job Generation / Annual Payroll	Step 7 Project Production and Sales Schedule	Step 8 Equipments / Production and Sales Schedule	Step 9 Upload Documents	Next
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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 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*
- Schematic Diagram showing Business Model of the activity being registered (indicate clearly how the proponent will earn revenues and make profit)*
- 5-year Financial Projections (for new project) of AFS for the last 3 years (for existing project/s)*
- SEC/DTI Certificate of Registration*

No attachments yet.

+ Add files **Cancel upload** **Finalize application**

Step 18

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

Application for Manufacturing Sector for Small Enterprise Projects

Application Forms / Manufacturing Sector for Small Enterprise Projects

Upload Required Documents

Previous	Step 1 Proponent	Step 2 Project Details	Step 3 Stockholder Profile	Step 4 Project Timetable and Cost	Step 5 Raw Material Cost	Step 6 Job Generation / Annual Payroll	Step 7 Project Production and Sales Schedule	Step 8 Equipments / Production and Sales Schedule	Step 9 Upload Documents	Next
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- 5-year Financial Projections (for new project) of AFS for the last 3 years (for existing project/s)*
- SEC/DTI Certificate of Registration*

No attachments yet.

Department of Foreign Affairs _ Payment Facility.pdf 0.2 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*

Step 19

Wait for the upload to finish.

The screenshot shows a web application interface for 'Application for Manufacturing Sector for Small Enterprise Projects'. The page title is 'Application for Manufacturing Sector for Small Enterprise Projects' and the breadcrumb is 'Application Forms / Manufacturing Sector for Small Enterprise Projects'. The main heading is 'Upload Required Documents'. Below this is a progress bar with 10 steps: 'Previous', 'Step 1 Proponent', 'Step 2 Project Details', 'Step 3 Stockholder Profile', 'Step 4 Project Timetable and Cost', 'Step 5 Raw Material Cost', 'Step 6 Job Generation / Annual Payroll', 'Step 7 Project Production and Sales Schedule', 'Step 8 Equipments / Production and Sales Schedule', 'Step 9 Upload Documents', and 'Next'. The 'Step 9 Upload Documents' step is currently active. Below the progress bar, there is a text box with instructions: '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 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.' Below the notes is a list of requirements with checkboxes: '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*', 'Schematic Diagram showing Business Model of the activity being registered (indicate clearly how the proponent will earn revenues and make profit)*', '5-year Financial Projections (for new project) of AFS for the last 3 years (for existing project/s)*', and 'SEC/DTI Certificate of Registration*'. Below the requirements, it says 'You uploaded 4 attachments.' At the bottom, there are three buttons: '+ Add files', 'Cancel upload', and 'Finalize application'. Below the buttons, there is a file upload area showing 'Department of Foreign Affairs _ Payment Facility.pdf' with a size of '0.2 MIB'. To the right of the file name is the text 'Please select appropriate file types' and a 'Delete' button.

Application for Manufacturing Sector for Small Enterprise Projects

Application Forms / Manufacturing Sector for Small Enterprise Projects

Upload Required Documents

Previous	Step 1 Proponent	Step 2 Project Details	Step 3 Stockholder Profile	Step 4 Project Timetable and Cost	Step 5 Raw Material Cost	Step 6 Job Generation / Annual Payroll	Step 7 Project Production and Sales Schedule	Step 8 Equipments / Production and Sales Schedule	Step 9 Upload Documents	Next
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Upload supporting documents by dragging files to this page or by clicking the Add Files button.

NOTES:

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- 5-year Financial Projections (for new project) of AFS for the last 3 years (for existing project/s)*
- SEC/DTI Certificate of Registration*

You uploaded 4 attachments.

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

Department of Foreign Affairs _ Payment Facility.pdf 0.2 MIB Please select appropriate file types [Delete](#)

Step 20

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.

Previous Step 1 Proponent Step 2 Project Details Step 3 Stockholder Profile Step 4 Project Timetable and Cost Step 5 Raw Material Cost Step 6 Job Generation / Annual Payroll Step 7 Project Production and Sales Schedule Step 8 Equipments / Production and Sales Schedule Step 9 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 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.

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- Schematic Diagram showing Business Model of the activity being registered (indicate clearly how the proponent will earn revenues and make profit)*
- 5-year Financial Projections (for new project) of AFS for the last 3 years (for existing project/s)*
- SEC/DTI Certificate of Registration*

You uploaded 4 attachments

+ Add files Cancel upload Finalize application

Department of Foreign Affairs _ Payment Facility.pdf 0.2 MiB Please select appropriate file types Delete

Step 21

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 dark background. 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 blue "I agree" button and an orange "Cancel" button. The "I agree" button is highlighted with a red rounded rectangle. In the background, there are buttons for "Cancel upload" and "Finalize".

Step 22

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 a web application interface for viewing application details. The page title is "View Application" and the breadcrumb trail is "Home / View Application / Agriculture / Tourism / Services / Manufacturing Sectors for Micro Enterprise Projects". The application number is 8, and the status is "Submitted".

Navigation tabs include "Application Details" (selected), "Application Attachments", "Applicant Details", and "Download All Application Documents". A "Print Application" button is located in the top right corner.

APPLICATION INFORMATION

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 :	--

PROPONENT DETAILS

Name Of Entity :	Haper	Branch Name :	--
Office Address	79 street, bacarra, Nasugbu, Batangas, Philippines		
Telephone No :	897-09799	Fax No :	6778-200-090
Tin No :	--	Ownership Filipino :	100.00
Ownership Foreign :	--	Nationality:	Filipino

Thank you

