

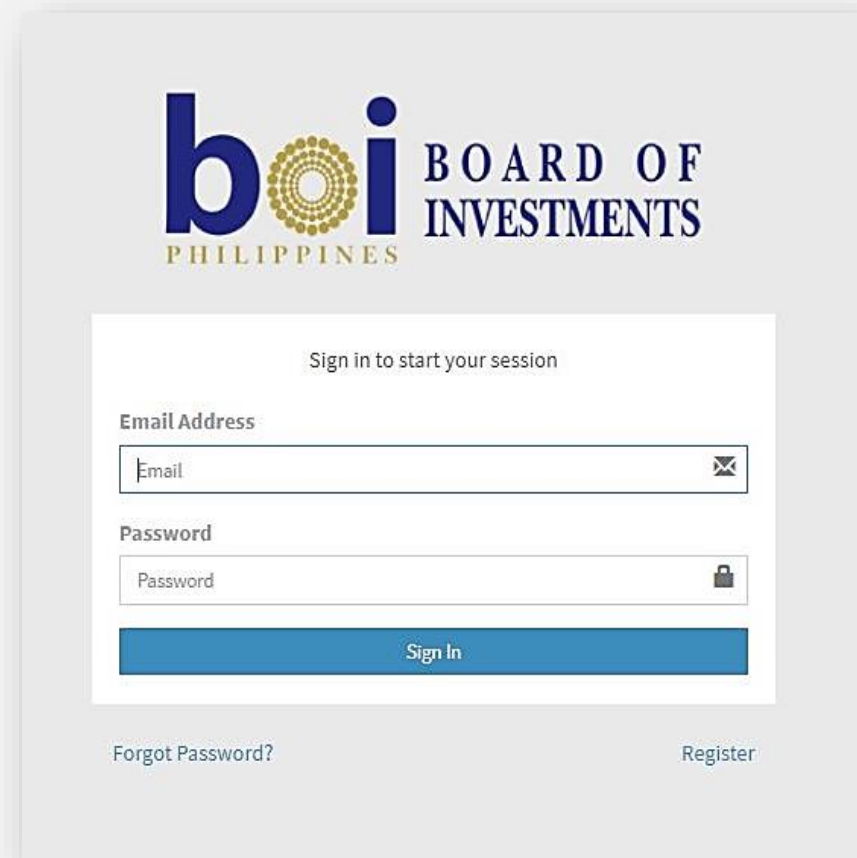
APPLICATION PROCESS - TIMTA

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

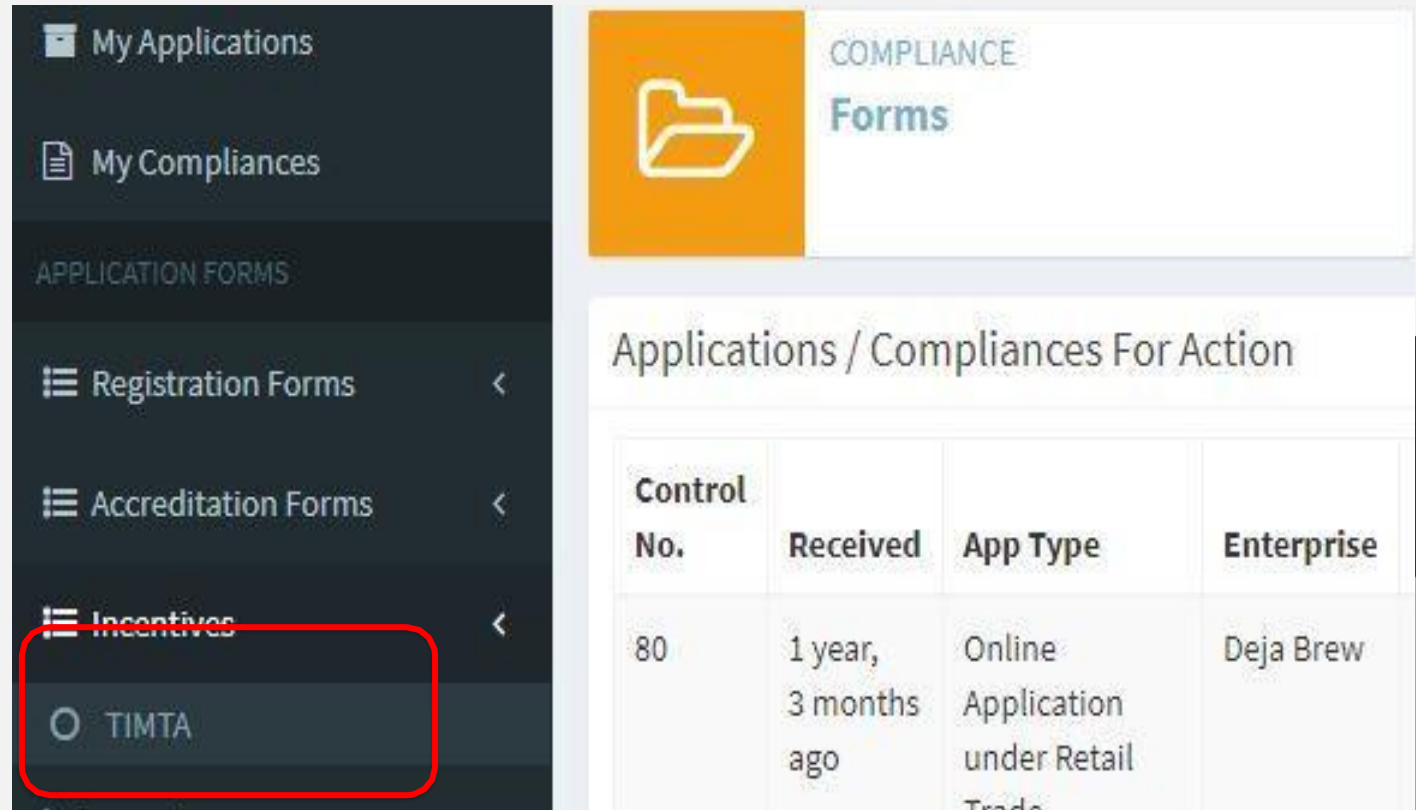
Password
Password

Sign In

[Forgot Password?](#) [Register](#)

Step 2

Click on **TIMTA** Module.



The screenshot displays a software interface. On the left is a dark sidebar menu with the following items: 'My Applications', 'My Compliances', 'APPLICATION FORMS', 'Registration Forms', 'Accreditation Forms', 'Incentives', and 'TIMTA'. The 'TIMTA' item is highlighted with a red rounded rectangle. On the right is the main content area, which has an orange folder icon and the text 'COMPLIANCE Forms'. Below this is a table titled 'Applications / Compliances For Action'.

Control No.	Received	App Type	Enterprise
80	1 year, 3 months ago	Online Application under Retail Trade	Deja Brew

Step 3

Fill in the application form's fields B1. Then click on proceed to save the details.

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

Make sure to click **Proceed** in order to save the current step.

Do you have any claimed tax incentives to report?

Registration No.	Date of Registration	Registered Activities / Actual Activities	ITH Extension (Y or N)	Entitlement Period of Tax Incentives		Tax Incentives Claimed (as described in ITR)									
				Start	End	Net Sales	Cost of Sales	Gross Income	Net Taxable Income	Tax Rate	Income Tax Otherwise Due		Income Tax Paid	Net Tax Relief	Other Income Tax Incentives
											Special Rate	ITH			
a	b	c = (a - b)	d	e	f	g = (d*30%)	h	i = g	j						
2021-004	March 8, 2021	Located in LDA of Special Laws - Tourist Accommodation Facilities	N	-	-	--	--	--	--	--	--	--	--	--	--
TOTAL						₱ 0.00	₱ 0.00	₱ 0.00	₱ 0.00		₱ 0.00	₱ 0.00	₱ 0.00	₱ 0.00	₱ 0.00

Proceed

Step 5

The 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 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 Income-based Tax Incentives Claimed Step 2 VAT, Excise Tax

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 submission button will only be enabled once the required documents are uploaded.

ITR page 1 (with BIR stamp)*

Notarized Form*

Secretary's Certificate (if signatory is not president)

No attachments yet.

+ Add files Cancel upload Finalize submission

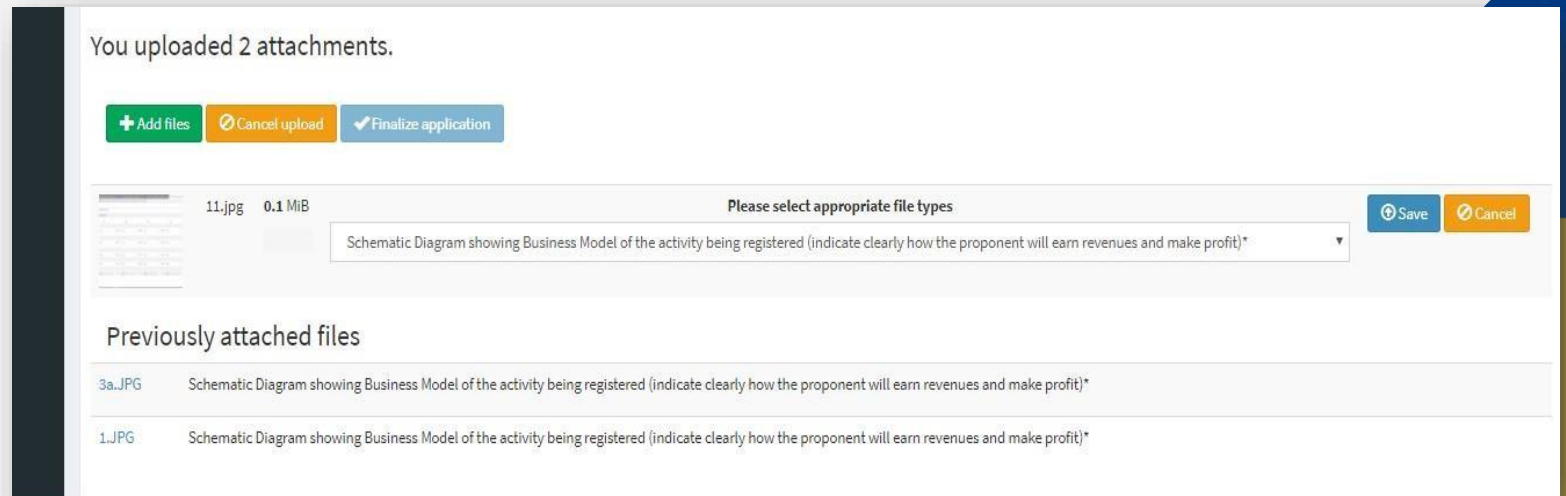
Step 6

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 a user interface for file uploads. At the top, it states "You uploaded 2 attachments." Below this, there are three buttons: "+ Add files" (green), "Cancel upload" (orange), and "Finalize application" (blue). The main area shows a file named "11.jpg" with a size of "0.1 MiB". To the right of the file name is a dropdown menu labeled "Please select appropriate file types" with the selected option being "Schematic Diagram showing Business Model of the activity being registered (indicate clearly how the proponent will earn revenues and make profit)*". To the right of the dropdown are "Save" and "Cancel" buttons. Below the main file area is a section titled "Previously attached files" which contains a list of two files: "3a.JPG" and "1.JPG", both with the same description as the selected file type.

Step 7

Wait for the upload to finish.

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.

Schematic Diagram showing Business Model of the activity being registered (indicate clearly how the proponent will earn revenues and make profit)*

DA Endorsement (applicable only to Agri/Fishery commercial production activities)*

Samples*

You uploaded 3 attachments.

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

File Name	Size	File Type	Actions
11.jpg	0.1 MiB	Please select appropriate file types	Delete

Previously attached files

3a..JPG	Schematic Diagram showing Business Model of the activity being registered (indicate clearly how the proponent will earn revenues and make profit)*
1..JPG	Schematic Diagram showing Business Model of the activity being registered (indicate clearly how the proponent will earn revenues and make profit)*

Copyright © 2018 BOI. All rights reserved.

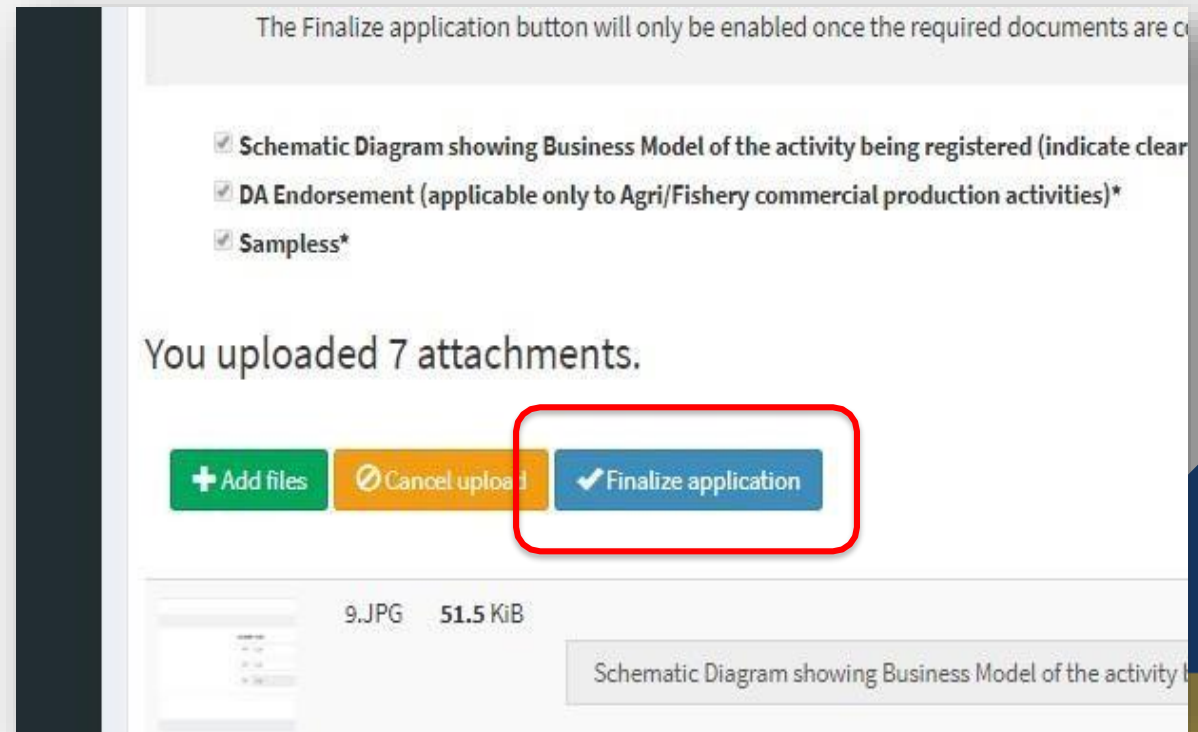
For technical concerns, please call (02) 920-2232 or email support@boi.gov.ph

Step 8

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.



Step 9

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.

without incurring any liability.

2.6. We shall be indemnified and not be held liable against any and all proceedings, claims, losses, damages or expenses, including legal costs that arise from any of the following conditions:

2.6.1. Any of your instructions verified by us or by the System as conveyed with the use of your username and password;

2.6.2. Any unauthorized use of BOI Online Services System, your username and password;

2.6.3. Any loss or damage caused by any access through your username and password when the same is prohibited, restricted, delayed or otherwise affected by:

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.

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.

s reserved. For technical concerns, please call (02) 91

Step 10

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.

View Compliance

Your compliance submission has been received by the BOI Online Services System.

[Home](#) / [View Compliance](#) / [Annual Tax Incentives Report \(TIMTA\)](#)

Compliance Number: 410

Submitted

[Compliance Details](#) [Assessment](#) [Applicant Details](#)

COMPLIANCE INFORMATION

ID :	410	Compliance No :	COMP-2022-02293
Application Type :	Annual Tax Incentives Report (TIMTA)		
Date Added :	March 11, 2021, midnight	Date Submitted :	April 29, 2021, 8:20 p.m.
Date Accepted :	--		

Thank you

