

REPUBLIC OF THE PHILIPPINES  
 BOARD OF INVESTMENTS

APPLICATION FOR REGISTRATION  
 UNDER BOOK I OF THE OMNIBUS INVESTMENTS CODE OF 1987 AS AMENDED  
 (EXECUTIVE ORDER NO. 226)

PROPONENT

NAME OF ENTITY : \_\_\_\_\_  
 OFFICE ADDRESS : \_\_\_\_\_  
 NAME OF PROJECT : \_\_\_\_\_  
 SEC/REGISTRATION NO./DATE: \_\_\_\_\_  
 COMPANY T.I.N. : \_\_\_\_\_  
 IPP CATEGORY : \_\_\_\_\_ Regular List \_\_\_\_\_ Mandatory List \_\_\_\_\_ Export Activities  
 LOCAL-FOREIGN OWNERSHIP RATIO : \_\_\_\_\_ Filipino \_\_\_\_\_ Foreign : \_\_\_\_\_  
 (Nationality)

CONTACT DETAILS

AUTHORIZED REPRESENTATIVE  
 TO BOI/POSITION: \_\_\_\_\_  
 (attached Board Resolution Appointment)  
 E-MAIL ADDRESS: \_\_\_\_\_  
 LANDLINE/CELLPHONE NO.: \_\_\_\_\_  
 PLANT/FARM SITE ADDRESS: \_\_\_\_\_

PROJECT PROFILE:

**PROJECT COST (Refer to Schedule 1)**

PROJECT DESCRIPTION:

TYPE OF PROJECT:

New: _____ Start of Commercial Operation: _____ Capacity : _____	Expansion: _____ % increase in capacity: _____	Modernization: _____	Existing: _____
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STATUS: \_\_\_\_\_ Pioneer \_\_\_\_\_ Non-Pioneer

**Schedule 1: Project Timetable/Cost (Php)**

Activity	Schedule (Month/Year)	Related expenses	Cost (in Php)
Obtaining licenses, permits, registration with government agencies and other private firms		Pre-operating expense	
Land improvements and civil works Land & land improvements Plant building & other Infrastructure		Land:	
		Other expenses	
Site preparation & development • Hiring of Contractors • Civil works		Building	
		Leasehold Improvements	
		Other expenses	
Acquisition and installation of machinery & equipment		Machinery & equipment:	
Trial Run			
Start of commercial operation		Working capital (__ months) *	
		<b>Total Project Cost</b>	

\* Normally covers the first three (3) to four (4) months of operations.

**Schedule 2: Net Value Added (NVA)**

	Y1	Y2	Y3	Y4	Y5
Total Manufacturing Cost(000 PhP)					
Cost of RMs, (Local & Imported)(000 PhP)					
<i>Net Value Added</i>					

**Schedule 3: Job Generation**

Classification	Number of Personnel				
	Y1	Y2	Y3	Y4	Y5
Direct Labor					
Indirect Labor					
Selling/Admin					
Managers					
Supervisors					
Total					

**Schedule 4: Timetable of the Project**

Activities	Schedule (Month/Year)	Related Expenses	Total Cost (P'000)
Start of Commercial Operation			
Total Project Cost			



### Schedule 9: Market/Buyers

Name of Buyers*	Market/Country

\*Submit copies of Purchase Orders, Letter of Intent, Agreements

### Schedule 10: Justification for Pioneer Status (if applicable)

### Schedule 11: List of Raw Materials

Description	Unit Cost *	Usage Rate per Unit of Finished Product	Source (Write <u>LS</u> if Locally Sourced or <u>I</u> if Imported)

\* Indicate Php per unit of measure (e.g., metric tons, liters, etc.)

### Schedule 12: List of Equipment

Description / Type of Machine	AHTN <sup>3</sup> Code	Check <input checked="" type="checkbox"/> if <sup>4</sup>	Check <input checked="" type="checkbox"/> if <sup>5</sup>	Check <input checked="" type="checkbox"/> if <sup>6</sup>	Source (Write <u>LS</u> if Locally Sourced or <u>I</u> if Imported)	End-use <sup>7</sup>	Qty (No. of units)	Unit Cost (Php)	Total Cost (Php)
<b>Total:</b>									

<sup>3</sup> ASEAN Harmonized Tariff Nomenclature

<sup>4</sup> Already acquired

<sup>5</sup> Already installed

<sup>6</sup> For acquisition

<sup>7</sup> Application or manufacturing stage where the equipment will be used

- Depreciation Schedule
- Plan and drawings of structures, sites and plant and machinery layout (For large projects only, optional)
- Analysis of Rated and Utilized Capacity

**Schedule 13: Financial Projections**

Financial Projections (at least 5 years projection): (*preferably in Excel format*) presented in two sets: (i) Projections *WITH* Income Tax Holiday (ITH); and, (ii) Projections *WITHOUT* Income Tax Holiday:

- a. Income Statements  
(Itemized Cost of Goods Sold, Manufacturing Overhead and Operating Expenses)
- b. Cash Flow Statements (Receipts & Disbursements)
- c. Balance sheets

• **Assumptions used in Financial Projections**

**Schedule 14: Actual Production & Sales Schedule (Volume & Value)  
For The Past Three (3) Years**

Year	Production Volume (No. of units)	% Capacity Utilization	Sales Volume (No. of units)		Unit Selling Price per Unit		Total Sales Value	
			Domestic	Export	Domestic (Php)	Export (US\$)	Domestic (Php)	Export (US\$)
Existing Operations:								
o No. of shifts per day _____								
o Working days per year _____								
o Unit of Volume (e.g., metric tons, liters, etc.) _____								

**ATTACHMENTS:**

- a. Project site should be shown in Google Map. Sketches not acceptable (also indicate previously registered project, if any).
- b. Schematic Diagram showing Forward-Backward Linkages.
- c. Schematic Diagram showing Business Model of the activity being registered (clearly indicate how the proponent will earn revenues and make profit).
- d. Attach SEC Certificate of Registration, Articles of Incorporation and By-Laws, General Information Sheet (GIS)
- e. Audited Financial Statements for the past 3 years, if applicable
- f. Secretary's Certificate
- g. Other Sector-Specific requirements:

The applicant has read the Omnibus Investment Code of 1987 and the Rules and Regulations adopted by the BOI and commits itself to abide by the provisions thereof.

DONE IN THE CITY OF \_\_\_\_\_ THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2014.

Applicant/Authorized Officer

**REPUBLIC OF THE PHILIPPINES**

**CITY/PROVINCE OF \_\_\_\_\_) S.S.**  
**MUNICIPALITY OF \_\_\_\_\_)**

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_ 2012 in the City/Province of \_\_\_\_\_ affiant exhibited to me his CTC No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_ City.

NOTARY PUBLIC

**DOCUMENTARY REQUIREMENTS**

	SEC Registration/ DTI Business Registration (include amendments, if any)
	Latest Audited Financial Statements (for existing corporations) For projects applying as Expansion/Modernization, last three years' AFS and ITR.
	Latest General Information Sheet (GIS) submitted to SEC
	Board Resolution Authorizing Officer to represent the company (see format)
	Publisher's Affidavit of Publication of 'Notice'
	Environmental Clearance Certificate (DENR)
	Other documents as may be required in the Specific Guidelines

**SAMPLE FORMAT FOR SECRETARY'S CERTIFICATE**

**SECRETARY'S CERTIFICATE**

I, (name of Corporate Secretary), of legal age, Filipino, being the duly elected and qualified Corporate Secretary of (name of applicant firm), a corporation duly organized and existing under the laws of the Philippines, with office address at (office address of applicant firm), under oath, do hereby certify that at the special meeting of the Board of Directors of the Corporation held on (date of special meeting), the following resolution was unanimously adopted:

RESOLVED, that (name of officer of firm), (position of officer) be as it hereby, authorized to transact, execute and sign all documents in behalf of the Corporation pertaining to its application for registration under the Omnibus Investments Code of 1987 (Executive Order No. 226) with the Board of Investments for its (proposed project activity) as (new)(expanding)(existing) (export) producer of \_\_\_\_\_ under the 20\_\_ Investment Priorities Plan.

**IN WITNESS WHEREOF**, I have hereunto affixed my signature this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_.

**Corporate Secretary**

**Subscribed and Sworn** to before me this \_\_\_\_\_ at \_\_\_\_\_, affiant exhibited to me his CTC No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

**Notary Public**

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Series of \_\_\_\_\_