

SECRETARY'S CERTIFICATE
(Authority for Enterprise's Representative)

I, (name of Corporate Secretary), of legal age, Filipino, being the duly elected and qualified Corporate Secretary of (name of applicant enterprise), a corporation duly organized and existing under the laws of the Philippines, with office address at (office address of applicant enterprise), 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 enterprise), (position of officer), be as it is hereby, authorized to transact, execute and sign all documents in behalf of the Corporation pertaining to its application for registration with the Board of Investments (BOI) for purposes of availing the applicable incentives under the Renewable Energy Act of 2008 (Republic Act No. 9513)/ Corporate Recovery and Tax Incentives for Enterprise Act or "CREATE" (R.A. No. 11534) for the (proposed project/activity) as Renewable Energy Developer/ (New)(Expansion)(Modernization) Project, under Tier ___ of the 2022 Strategic Investment Priority Plan (SIPP) of RA 11534.

RESOLVED, that the corporation certifies that no such action or proceeding against the project and the investment is pending in the Supreme Court, the Court of Appeals or any other tribunal or government agency; and that no action or proceeding involving the project and the investment was commenced by the corporation, or any of its officers in the Supreme Court, the Court of Appeals or any other tribunal or government agency; and that should a similar action or proceeding has been filed, pending or is decided by these courts or tribunal or agency, the corporation or any of its officers shall undertake to report the fact to the BOI within five (5) days therefrom.

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

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

**SEC/DTI CERTIFICATE OF REGISTRATION, LATEST AMENDED ARTICLES OF
INCORPORATION, BY-LAWS, & LATEST GIS**

菲律賓和府法律事務所
FullHouse

CONGLOMERATE STRUCTURE

菲律賓和府法律事務所
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ENTERPRISES WITH EXISTING OPERATIONS

Actual Production and Sales Schedule (Volume and Value) - Past Three (3) Years Operations
(Include Audited Financial Statement for the past three (3) years)

A. For Expansion Projects:

Year	Installed Capacity	Production Volume	Sales Volume		Selling Price/Service Fee (In PhP)		Sales Value (In PhP)	
			Domestic	Export	Domestic	Export	Domestic	Export

Indicate production volume and sales volume **for goods/products**. Indicate sales volume **for services**.

Indicate unit of measure for production and sales volume based on the following examples:

- For **goods/products**: kilogram, metric tons, ounces, pieces, liters, etc.
- For **services**: Cold Storage: Storage – Pallets and Pallet-Days; Handling - Pallet Movements
 IT-BPM: Contact Center/BPO/IT BPM Services – FTE Hours (Man-Hours), No. of Projects/Contracts
 Telecommunication: Telco Services – No. of Subscribers
 Healthcare (Hospital): Room Accommodation & Auxiliary Services – Occupancy Rate (In %)
 Housing: Sale of Housing units – No. of Units
 Airport: Type of Airport Services (Passenger/Cargo, Terminal, Aircraft Fees, etc.) – No. of Clients
 Seaport: Type of Seaport Services (Breakbulk Cargo – in MT, TEUs – No. of TEUs, Other Seaport Charges – No. of Clients)
 Air Transport: Passenger/Cargo – No. of Clients
 Land Transport: Vehicle Type – No. of Passengers or No. of Trips
 Water Transport: Type of Vehicle – No. of Passengers/Cargoes in MT or No. of Turnaround/Trips
 Telecommunications Infrastructure: Lease/Sale of Towers – No. of Towers
 Bulk Water: Sale of Raw/Treated Water – Cubic Meters
 Tollway: Toll Services – No. of Vehicles
 Hotels/Resort: Room Accommodation, F&B and Other Resort Services: Occupancy Rate (In %) or No. of Clients
 RA 8479 (Oil Deregulation Law): No of Storage Tanks – No. of Turnaround Per Tank; Type of Products – in MT, Liters or Million Liters

Indicate selling price/service fee and sales value for all projects/activities.

Capacity Utilization: _____

B. For Additional Investments *(Applicable only to projects under R.A. 9513)*

Year	No. of Generators/PV Modules	Capacity (MW)	Total Rated Capacity (MW)	Operating Hours per Year	Production (kWh)	Sales (kWh)	Selling Price (PhP/kWh)	Sales Value (PhP)

Capacity Utilization: _____

Annex D

ADDITIONAL INFORMATION for
MODERNIZATION PROJECTS UNDER RA NO. 11534;
Or ADDITIONAL INVESTMENTS UNDER RA NO. 9513

A. Compliance to the REQUIRED 25% Substantial Reduction of Total Production Cost (Under RA No. 11534)

	Production Cost Before Modernization (A)	Production Cost After Modernization (B)	Substantial Reduction Cost on Production cost	
			Amount Difference A-B = (C)	Percentage C / TCGS
Total Raw Materials				
Local				
Imported				
Direct Labor				
Manufacturing Overhead:				
Utilities:				
Electricity				
Water				
Communication				
Total Utilities				
Other Manufacturing Overhead:				
Indirect Labor				
Factory Supplies				
Insurance Expenses				
Depreciation & Amortization				
Repairs & Maintenance				
Others				
Total Other Manufacturing Overhead				
Total Cost of Goods Sold (TCGS)				(25% minimum)

B. List of Machinery/ Equipment (Existing & Replacement) (Under RA No. 11534 & RA 9513)

Process Flow/ Section	Existing Machines & Equipment					Replacement Machines & Equipment under Modernization Program		
	Machine Type/Model	Age/ Year Acquired	Quantity	Actual Production Capacity	End-Use	Quantity	Production Capacity	Expected Efficiency

(Provide additional sheet if necessary)

**ENDORSEMENT /CERTIFICATION/OTHER DOCUMENTS REQUIRED UNDER THE
2022 SIPP GUIDELINES**

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REQUIREMENTS FOR MASS HOUSING PROJECTS

A	Project Name																																														
B	Project Location/ No of H&L units																																														
C	Development Permit (DP)																																														
	- DP No																																														
	- Issued By:																																														
	- Affected Area																																														
D	DHSUD Certificate of Registration (CR)																																														
	- CR No.																																														
	- Area																																														
E	DHSUD License to Sell (LTS)																																														
	- LTS No.																																														
	- Selling price																																														
	- Housing units applied	<table border="1"> <thead> <tr> <th>Block No</th> <th>Lot No.</th> <th>Total Applied Units</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </tbody> </table>	Block No	Lot No.	Total Applied Units																																										
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	- SH Compliance project																																														
F	DAR Conversion/Exemption																																														
G	Notarized Undertaking of No Sales																																														
H	Notarized Secretary's Certificate adopting that only revenues arising from sale of housing units used as family home or dwelling shall be covered by income tax holiday																																														
I	Building House Construction Cost																																														
J	Unit Size/Type/Selling	<table border="1"> <thead> <tr> <th>Unit Type</th> <th>No. of Units</th> <th>Floor Area/unit</th> <th>Lot Area/unit</th> <th>Selling price</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Unit Type	No. of Units	Floor Area/unit	Lot Area/unit	Selling price																																								
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		Total Area (per DP/DHSUD CoR)			

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PROOF OF LOAN

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FINANCIAL PROJECTIONS (Excel File)

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Annex I

PERSPECTIVE VIEW AND PICTURE OF PRODUCT/S

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PROCESS FLOWCHART

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COPY OF CONTRACT/CONCESSION AGREEMENT/ JV AGREEMENT

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(Company Letterhead)

INTEGRITY PLEDGE
(FOR APPLICANTS)

We believe that the Government is committed to encourage investments in desirable areas and activities.

We recognize that the national executive government, in particular, the Board of Investments (BOI) is taking initiatives to accelerate the sound development of the national economy in consonance with the principles and objectives of economic nationalism and declared investment policies of the State.

We realize that such initiatives cannot be successful without our full cooperation and commitment.

As professionals, business owners, and investors, we are fully aware of our responsibilities to our stakeholders, consumers, and to society to conduct our business with the highest degree of professionalism and ethical standards, promote industry development, and encourage fair business competition.

In view of the following, we pledge the following:

- We will accept full accountability and responsibility as to the information, data, and records submitted pursuant to our application for registration of (Name of Project).
- We will not engage in bribery in cash or in any other form and we will not offer or yield any demand or request for payoff money in consideration of our application.

Very truly yours,

Name & Signature of Applicant
Chief Executive Officer/Managing Owner/BOI Authorized Rep
NAME OF ENTERPRISE

Date Signed

REPUBLIC OF THE PHILIPPINES
CITY OF _____

SUBSCRIBED and SWORN TO before me this ____ day of _____, 20__
at _____, affiant exhibiting to me his/her Residence Certificate No. _____ issued on
_____, 20__.

Notary Public

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

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