

APPLICATION FOR BOI REGISTRATION (BOI FORM 501)

Application No.: _____
 Date Accepted: _____
 Law: _____

Indicate applicable law: RA 11534 (CREATE Act), RA 8479, RA 9513, PD 705, RA 7942, RA 8047, RA 7277, RA 9593, or RA 11285.

For renewable energy (RE) and downstream oil projects/activities, applicants shall elect to be governed by either RA 9513/RA 8479 or RA 11534 (CREATE Act), cognizant that such election once made shall be final.

SCHEDULE 1: ENTERPRISE REGISTRATION

Name of Enterprise					
Office Address					
Contact Details		Telephone/Mobile No.:		Fax No.:	
		Website:			
Authorized Representative		Name:		Designation:	
		Telephone/Mobile No.:		Email Address:	
Business Registration		Business Structure: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Others (please specify): _____			
		Registration No.:		Date:	
Tax Registration		TIN:			
Parent Company		Name:			
		Business Address:			
Stockholder/Owner Profile					
Ownership		<input type="checkbox"/> Filipino: _____% <input type="checkbox"/> Foreign: _____% Nationality/ies: _____			
Authorized Capital Stock:					
Name	Nationality	Designation & Indicate if Director	Capital Stock (In PhP)		% of Ownership
			Subscribed	Paid-up	
Total:					

SCHEDULE 2: ACTIVITY/PROJECT DETAILS

Project Name/Activity				
Project Location				
Type of Registration		<input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modernization % Increase in Capacity: _____		
		<input type="checkbox"/> Additional Investments (<i>Applicable only to projects under R.A. 9513</i>)		
		<input type="checkbox"/> Existing (<i>Indicate date of start of commercial operations: _____</i>)		
Market Orientation		<input type="checkbox"/> Domestic <input type="checkbox"/> Export (<i>if the enterprise will export at least 70% of its annual output</i>)		
Type of Incentives		<input type="checkbox"/> ED <input type="checkbox"/> SCIT (<i>For exporters only. Please check one.</i>)		
Products/ Services & Capacity for Registration		Products/Services		
		Capacity		
<i>For Power Generation Projects, indicate capacity in MW; For others, indicate maximum annual production capacity.</i>				
Activity as Listed in the SIPP		Tier I	Tier II	Tier III
<i>Attach a copy of endorsement, if applicable; For Renewable Energy (RE) Projects, attach a copy of DOE's Certificate of Registration.</i>				
Project Description				
<i>Highlight the following: 1. Description and use of product/service; 2. Technology; 3. Compliance with Specific Guidelines of Listed Activity (e.g., up-to-date and market-appropriate technology for All Qualified Manufacturing including Agro-Processing Activity); and 4. Other information.</i>				

SCHEDULE 3: RAW MATERIALS

Raw Material	Source*	Duty Rate, if Imported (%)	Y1	Y2	Y3	Y4	Y5
			(In PhP)				
a) Local		NA					
		NA					
		NA					
Sub-Total							
b) Imported							
Sub-Total							
Total							

* Indicate province for locally-sourced raw materials; Indicate country and import duty (%) for imported raw materials.

SCHEDULE 4: MACHINERY/EQUIPMENT

Description/ Type of Machine	Country Source	Duty Rate, if Imported (%)	Status*	Quantity	Unit Cost (Landed cost)	Total Cost (Landed cost)
Total						

* Indicate if for acquisition, already acquired, or already installed.

SCHEDULE 5: PROJECTED PRODUCTION AND SALES SCHEDULE

Year	Production Volume	Sales Volume			Selling Price/Service Fee (In PhP)		Sales Value (PhP)		
		Domestic	Export	Total	Domestic	Export	Domestic	Export	Total
1									
2									
3									
4									
5									

Annual projection is based on the 12-month operations (i.e., Year 1 is May to April if the start of commercial operations is May).

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: Power: kWh

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.

Provide all assumptions used in the Projections:

- Total number of shifts per day _____
- Total number of operating days per year _____
- Total number of capacity determinant machine _____
- Other assumptions used _____

Schedule 6: EMPLOYMENT

With Employer-Employee Relationship																				
Classification	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10	Y11	Y12	Y13	Y14	Y15	Y16	Y17	Y18	Y19	Y20
Direct Labor																				
Indirect Labor																				
Admin/Sales																				
Total																				
Without Employer-Employee Relationship																				
Classification	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10	Y11	Y12	Y13	Y14	Y15	Y16	Y17	Y18	Y19	Y20
Direct Labor																				
Indirect Labor																				
Admin/Sales																				
Total																				

Indicate the number of employees. The existence of employer-employee relationship is associated with social security registration, employment contract, etc.

SCHEDULE 7: PROJECT TIMETABLE AND COST

Activity	Schedule Start Date - End Date (Month and Year)	Related Expenses <i>(Please specify)</i>	Amount (In PhP)
Obtaining licenses, permits, registration		Obtaining licenses, permits, registration	
Acquisition of land/building or land/building improvement		Land/Lease Cost	
Site preparation and development Construction—building/civil works		Construction cost/Leasehold improvement	
Acquisition and installation of machinery and equipment		Equipment cost	
Trial run		Pre-opening	
Start of commercial operations		Working capital cost <i>(Covers the first three (3) months of operations)</i>	
Total:			

SCHEDULE 8: PROJECT FUNDING

Particular	Amount (PhP)	% Share
Equity		
Loans*		
Other sources <i>(Please specify: _____)</i>		
Total:		

*Attach proof of loan; Indicate Average Annual Interest Rate (%): _____; Loan Period (in years): _____; and Loan Status: _____

Weighted Average Cost of Capital (WACC)

SCHEDULE 9: FINANCIAL PROJECTIONS

Financial Projections for Twenty (20) Years:

1. Income Statement with itemized Cost of Sales or Cost of Goods Sold, Payroll, Operating Expenses, and Taxes;
2. Balance Sheet;
3. Cash Flow;
4. List of domestic inputs during construction and operations, if any; and
5. Other applicable taxes and benefits (e.g., government share (i.e., 1% of Gross Income); ER 1-94 Contribution (i.e., PhP 0.01 per kWh of the electricity sales) for RE Projects)

Attach Excel file with cells linked and formulas in the cells retained; Include all assumptions used.

ATTACHMENTS:

- Annex A: Secretary's Certificate
- Annex B1: Business Registration (SEC/DTI Certificate of Registration, Latest Amended Articles of Incorporation, By-Laws, & Latest GIS), if applicable
- Annex B2: Conglomerate Structure, if applicable
- Annex C: Requirements for Expansion Projects
- Annex D: Requirements for Modernization Projects under CREATE Act or Additional Investments under RA 9513
- Annex E: Endorsement/Certification/Other documents required under 2022 SIPP Specific Guidelines, if applicable
- Annex F: Requirements for Mass Housing Projects
- Annex G: Proof of Loan, if applicable
- Annex H: Financial Projections (Excel File)
- Annex I: Perspective View and Picture of Product/s
- Annex J: Process Flowchart
- Annex K: Business Model
- Annex L: Copy of Contract/Concession Agreement/ JV Agreement, if applicable
- Annex M: Integrity Pledge

ATTESTATION:

- The applicant understands that submission of an application is not a guarantee of BOI registration and availment of incentives;
- The applicant understands applications with incomplete information or document will not be considered;
- The applicant has read and understands the applicable laws and Board of Investments (BOI) policies and guidelines governing the application for registration and agrees to adhere to the requirements therein;
- The applicant attests that application documentation is true and accurate; and
- Applicant confirms that he or she is authorized by project proponent/s to submit the application.

DONE IN THE CITY/PROVINCE OF _____ THIS _____ DAY OF _____ 20 ____ .

Printed Name & Signature
Applicant/Authorized Officer

REPUBLIC OF THE PHILIPPINES

CITY/PROVINCE OF _____) S.S.
MUNICIPALITY OF _____)

SUBSCRIBED AND SWORN to before me this _____ day of _____ 20 ____ in
the City/Province of _____ affiant exhibited to me his _____
No. _____ issued at _____ on
_____ 20 ____ .

NOTARY PUBLIC
Until December 31, _____

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