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| --- | --- |
| Company Name : |  |
| BBOI Registration No. : |  |  Availment Period : |  |

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| **DOCUMENTARY REQUIREMENTS (2 COMPLETE SETS)** | Submitted | Not Submitted |
| A. FOR ALL APPLICATIONS |
| 1. Duly accomplished and notarized application form |  |  |
| 2. Certificate of ITH Entitlement duly received by the BIR |  |  |
| 3. Secretary’s Certificate re: authorized signatory/representative of the application |  |  |
| 4. Complete Set of Income Tax Return (ITR) whichever is applicable:1. Form 1702 EX - For firms with income from registered projects qualified under exempt transactions only (e.g. ITH Incentive)
2. Form 1702 MX – For firms with multiple registrations and/or with income under both regular and exempt transactions
3. Breakdown of reconciling/adjusting entries with explanation as to the nature of each

For multiple registrations, provide individual/segregated ITR for each BOI-registered project/activity |  |  |
| 5. Complete Audited Financial Statements with complete notes to Financial Statements* Breakdown of miscellaneous/other income and/or scrap sales
 |  |  |
| 6. Filled up Cost Benefit Analysis Data Form  |  |  |
| 7. Sales Summary (in volume and value) |  |  |
| 8. Latest General Information Sheet (GIS)  |  |  |
| 9. SSS Certificate of Good Standing |  |  |
| B. FOR FIRMS WITH MULTIPLE BOI-REGISTERED/NON-REGISTERED ACTIVITIES AND/OR WITH LESS THAN A YEAR ITH CLAIM |
| Supplemental Report from External Auditor reflecting Audited Segregated Income Statement for BOI-registered and non-BOI-registered projects/activities |  |  |
| B.1. Detailed breakdown of all costs and expenses segregated per registered and non-registered activities |  |  |
| B.2. List of cost items common to all its projects/activities (whether BOI or not BOI-registered) and the methodology adopted in allocating the common costs |  |  |
| B.3. Explanation/justification on the allocation of costs/expenses for registered and non-registered activities |  |  |
| B.4. List and nature/profile of non-BOI registered activities/projects |  |  |
| C. FOR FIRST TIME ITH AVAILOR  |
| 1. Sworn Statement as to the actual start of commercial operation of registered activity signed by authorized representative
 |  |  |
| 1. BOI Certificate of Registration with Terms and Conditions showing ITH entitlement
 |  |  |
| 1. Copy of Certificate of Registration with the Bureau of Internal Revenue
 |  |  |
| **D. FOR OTHER SPECIFIC SECTORS / PROJECTS** |
| **1. For Export Producers/ Service Exporters** |  |  |
| 1. Summary of export and domestic sales in volume and value broken down per invoice number (export sales shall include values in Philippine Pesos (PhP), other currency used, e.g., US$ and the exchange rate used)
 |  |  |
| 1. Duly signed and notarized bank certification/notification on inward remittance of export proceeds (original copy)
 |  |  |
| 1. Authorization for BOI to verify and validate bank certification/notification
 |  |  |
| **2. For Indirect Export Producers\*** |
| 1. **With Clients who are BOI Registered Enterprises or EcoZone Locators**
 |
| 1. Notarized certifications from direct exporters that product sold by indirect export producer was used in their exported finished product and formed part thereof
 |  |  |
| 1. Additionally for direct exporters who are EcoZone locators, certification from the EcoZone authority that the firm is a bonafide/registered EcoZone locator
 |  |  |
| 1. **With Clients who are Non-BOI Registered Enterprises or Non-EcoZone Locators**
 |
| 1. Detailed summary of sales enumerating invoices covering the product(s) sold to direct exporters;
 |  |  |
| 1. Certification of raw material composition of exported product issued by the client showing the indirect exporters’ product(s) as part of the components;
 |  |  |
| 1. Schedule of export sales of the client, detailing the export invoice numbers, export declaration, bill of lading number and date, product exported, quantity, volume unit, value of export sales in US$ and PhP.
 |  |  |
| **3. For Constructive Exports** |  |  |
|  Notarized certifications by the buyers that they are CBW operators or PEZA registered firms |  |  |
| **4. For Availors whose ITH period is covered by Approved Bonus Year** |
| 1. **ITH Bonus Year Approval Letter**
 |  |  |
| 1. **Proof of CSR Activities completed on the actual availment of ITH Bonus Year**
 |  |  |
| 1. **Capital Equipment to Labor Ratio criterion**
 |
| 1. List of machinery/equipment acquired during bonus year with acquisition cost
 |  |  |
| 1. Copy of monthly payroll sheets for the bonus year
 |  |  |
| 1. **Use of Indigenous Raw Materials criterion**
 |
| Duly certified Breakdown of Cost of Raw Materials used in the registered activity and indicating what items are indigenous during the bonus year |  |  |
| **5 For Power Projects** |
| 1. Certification from the Philippine Electricity Market Corporation (PEMC) / Independent Electricity Market Operators of the Philippines (IEMOP) on the amount and volume of electricity sold and/or bought from WESM / that the firm did not buy and/or sell to WESM
 |  |  |
| 1. Letter explaining how the purchased power (if any) was utilized
 |  |  |
| 1. Sales Summary showing the list of the buyers of the power being produced and sold to by the registered firm.
 |  |  |
| **6**. **For Modernization Projects** |
| 1. Appraised value of existing investment prior to modernization activity certified by licensed independent appraiser
 |  |  |
| 1. Proof(s) of actual investment in modernization project (e.g. contracts or invoices)
 |  |  |
| 1. Complete Audited Financial Statements for the year prior to modernization
 |  |  |
| **7. For Housing Projects** |
| 1. Sales Summary per BOI format duly signed by authorized representative.
 |  |  |
| 1. One set of Valid Contracts-To-Sell (duly signed and notarized) arranged in accordance to Sales Summary submitted.
 |  |  |
| 1. HLURB Certificate of Registration and License to Sell of the Main BOI-registered Housing Project
 |  |  |
| 1. HLURB Certificate of Registration and License to Sell of the firm’s socialized housing compliance project
 |  |  |
| 1. Engineer’s Affidavit per BOI format certifying the compliance with the 20% socialized housing requirement, supported by a valid Project Development Plan or Development Permit.
 |  |  |
| 1. Status of registered project’s completion and its Socialized Housing Project Compliance Project
 |  |  |
| E. OTHERS (Per General and Specific Terms and Conditions of BOI Project Registration), if any |  |  |
| 1. Withdrawal Certificate and Delivery Receipt with Summary
 |  |  |
| 1. Net Value Added (NVA)
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| Filed by : |  | Date ITR Filed w/ BIR:(e-filing date) |  |
|  | (Signature over Printed Name) (Authorized Representative / Designation) | Last Day of Filing w/ BOI(w/o penalty-30 calendar days **after** filing of ITR with the BIR) : |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Contact Person: |  | Action Taken :  |  | Approved For Official Acceptance  |
|  |
| Designation : |  |  |  |  |
| Telephone/Fax: |  |  |  | Approved For Provisional Acceptance  |
| Email: |  |  |  |  |
|  |  |  |  |  |
| Checklisted by : |  | BY: |  |  |
|  | (Signature over Printed Name) |   |  | (Signature over Printed Name) |
|  |  | DATE: |  |  |