



A STEP-BY-STEP GUIDE FOR IPAs:

APPROVING AND CONSOLIDATING THE

**Annual Tax Incentives Report (ATIR) and
Annual Benefits Report (ABR)**

submissions of RBEs through FIRMS

NEXT

After the RBE's submission of the ATIR-ABR package through FIRMS, the IPAs can navigate and download the packages under **Manual Submission, or Approve/Return the RBE's ATIR-ABR under **Electronic Submission**.**



Don't forget to review and assess the submitted ATIR-ABR package



Click to view:

Manual Submission

Electronic Submission



Manual Submission

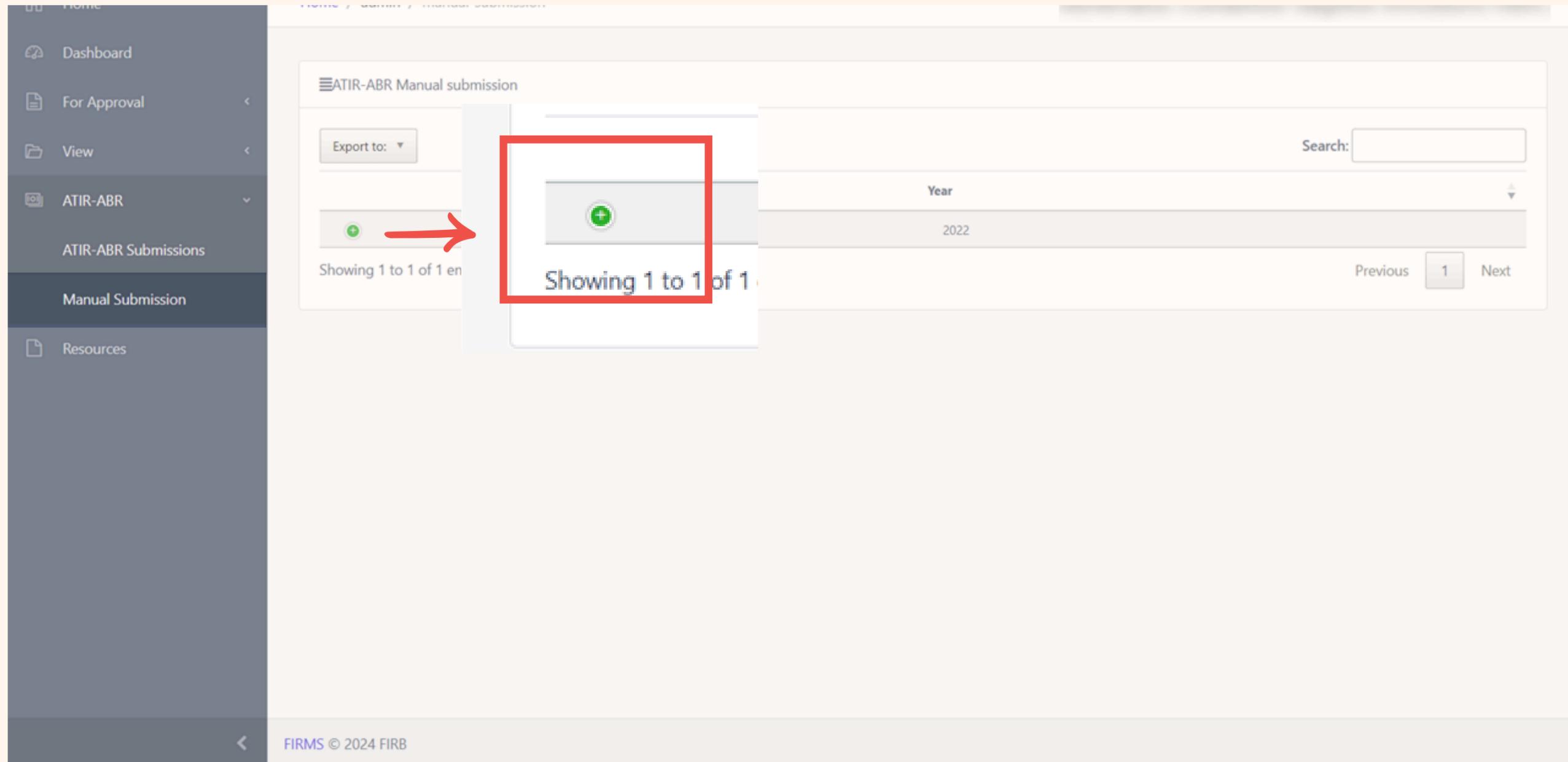


7

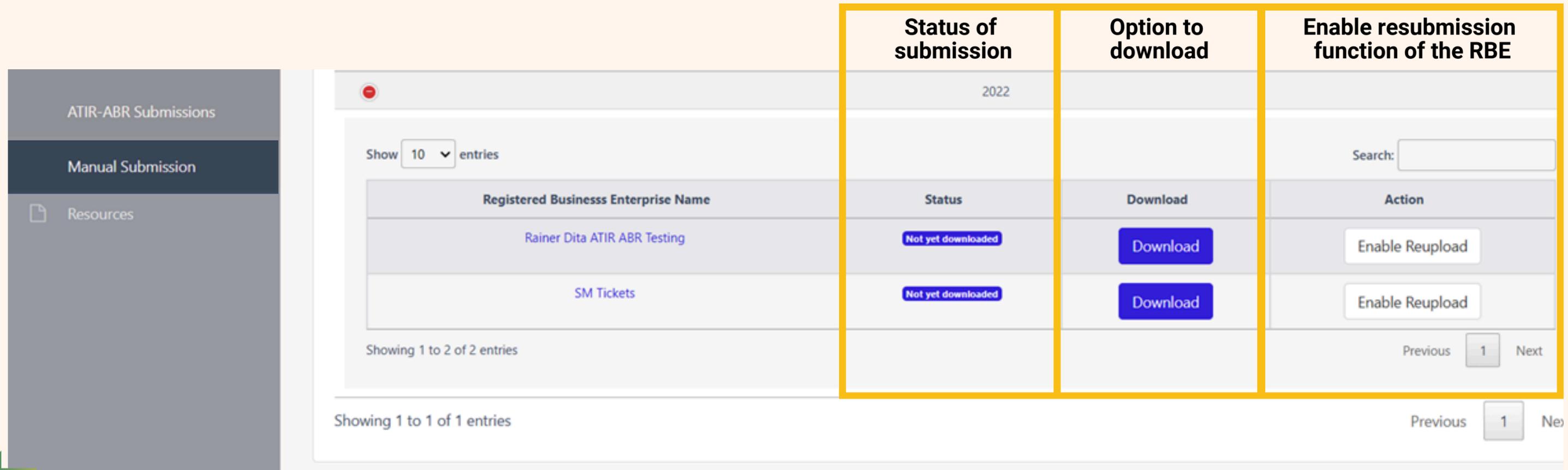
Click the “**Manual Submission**” submodule under the “**ATIR-ABR**” module.

The screenshot displays the FIRMS web application interface. On the left, a dark blue sidebar contains a menu with the following items: Home, Dashboard, For Approval, View, ATIR-ABR, ATIR-ABR Submissions, Manual Submission (highlighted with a red box), and Resources. The main content area shows the 'ATIR-ABR Manual submission' page. At the top of this page, there is a breadcrumb trail: Home / admin / manual-submission. Below the breadcrumb, there is an 'Export to:' dropdown menu and a search input field. A table with one entry is visible, with a header 'Year' and a value '2022'. Below the table, it says 'Showing 1 to 1 of 1 entries' and includes pagination controls: 'Previous', '1', and 'Next'. The footer of the page contains the text 'FIRMS © 2024 FIRB'.

2 Click the **collapse button** or the **“+” icon** to show or expand the list of all RBEs under Manual Submission within the selected taxable year.



FIRMS will display the **list of RBEs** who submitted their ATIR-ABR through the Excel file upload with the **status of the submission**, an option to **download** the files, and an action to enable the **resubmission** function of the RBE.

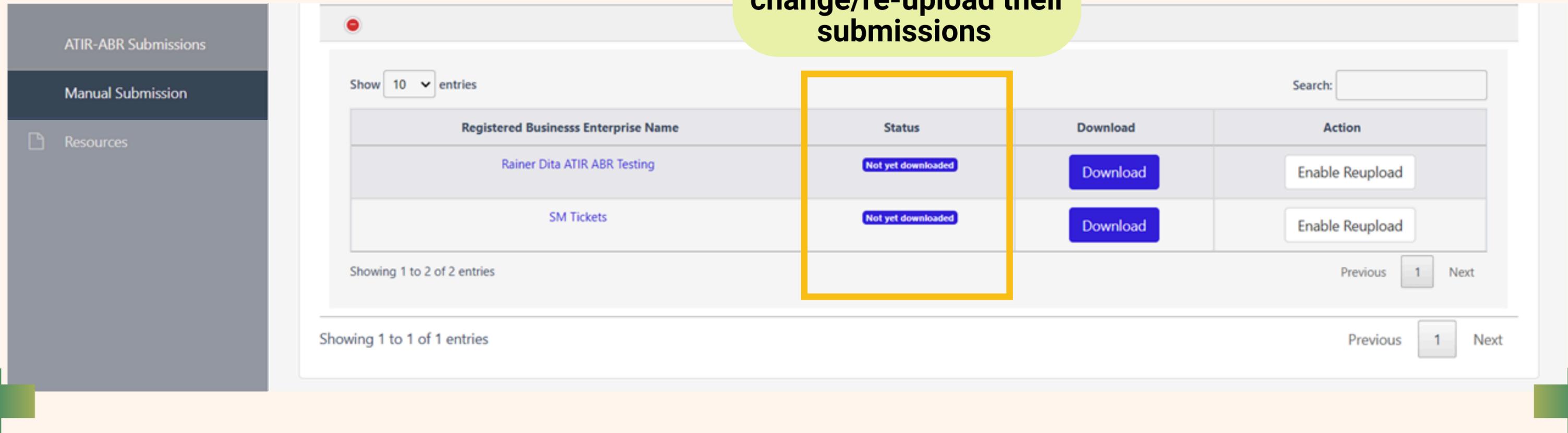


The screenshot shows the 'Manual Submission' page in the ATIR-ABR Submissions system. The left sidebar contains 'ATIR-ABR Submissions', 'Manual Submission', and 'Resources'. The main content area displays a table of submissions for the year 2022. A yellow box highlights the 'Status of submission', 'Option to download', and 'Enable resubmission function of the RBE' columns. The table lists two entries: 'Rainer Dita ATIR ABR Testing' and 'SM Tickets', both with a status of 'Not yet downloaded' and a 'Download' button. The 'Action' column for each entry contains an 'Enable Reupload' button. The interface also includes a search bar, a 'Show 10 entries' dropdown, and pagination controls.

Registered Business Enterprise Name	Status	Download	Action
Rainer Dita ATIR ABR Testing	Not yet downloaded	Download	Enable Reupload
SM Tickets	Not yet downloaded	Download	Enable Reupload

FIRMS will display the **list of RBEs** who submitted their ATIR-ABR through the Excel file upload with the **status of the submission**, an option to **download** the files, and an action to enable the **resubmission** function of the RBE.

“Not yet downloaded”
means RBEs can freely
change/re-upload their
submissions



The screenshot shows the 'Manual Submission' section of the ATIR-ABR Submissions interface. A table lists two RBEs: 'Rainer Dita ATIR ABR Testing' and 'SM Tickets'. Both have a status of 'Not yet downloaded', which is highlighted by a yellow box. Each entry has a 'Download' button and an 'Enable Reupload' button. The interface also includes a search bar, a 'Show 10 entries' dropdown, and pagination controls.

Registered Business Enterprise Name	Status	Download	Action
Rainer Dita ATIR ABR Testing	Not yet downloaded	Download	Enable Reupload
SM Tickets	Not yet downloaded	Download	Enable Reupload

Manual Submission



3

Click the **“Download”** button to download the Excel file submission of the selected RBE.

The screenshot shows the 'ATIR-ABR Manual submission' interface. The breadcrumb path is 'Home / admin / manual-submission'. The main content area displays a table of submissions for the year 2022. The table has columns for 'Registered Business Enterprise Name', 'Status', 'Download', and 'Action'. Two entries are visible: 'Rainer Dita ATIR ABR Testing' and 'SM Tickets', both with a status of 'Not yet downloaded'. The 'Download' buttons for both entries are highlighted with a red box. The 'Action' column contains 'Enable Reupload' buttons for each entry. The interface also includes an 'Export to:' dropdown, a search bar, and pagination controls.

Registered Business Enterprise Name	Status	Download	Action
Rainer Dita ATIR ABR Testing	Not yet downloaded	Download	Enable Reupload
SM Tickets	Not yet downloaded	Download	Enable Reupload

Manual Submission



Once the user clicks the **“Download”** button, the **RBEs will not be able to re-upload or make any changes to their submissions.** The RBE should contact their respective IPA for requests for ATIR-ABR resubmissions or amendments.

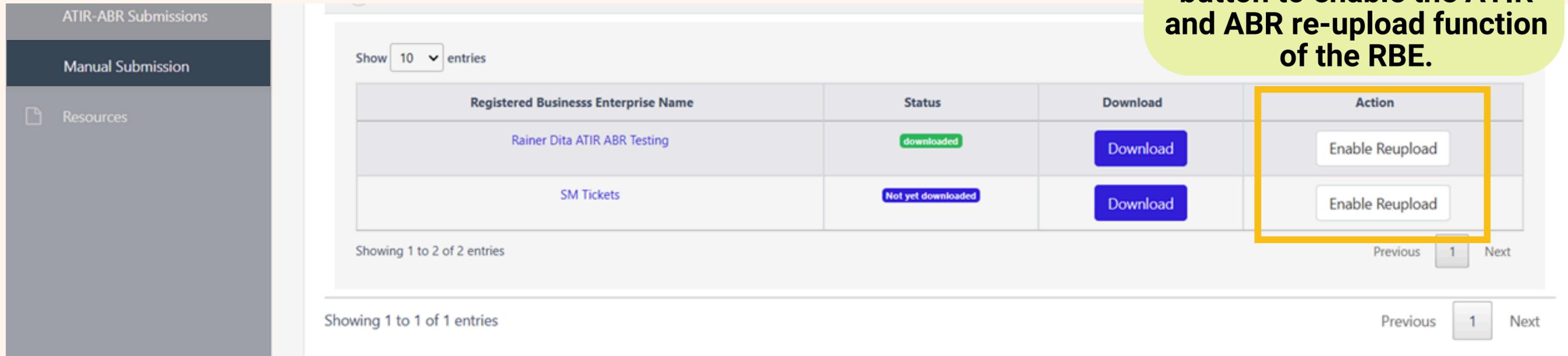
The screenshot displays the ATIR-ABR Submissions interface. On the left, a sidebar contains 'ATIR-ABR Submissions', 'Manual Submission', and 'Resources'. The main content area shows a table with columns: Registered Business Enterprise Name, Status, Download, and Action. The first row shows 'Rainer Dita ATIR ABR Testing' with a 'downloaded' status tag, a 'Download' button, and an 'Enable Reupload' button. The second row shows 'SM Tickets' with a 'Download' button and an 'Enable Reupload' button. A callout box points to the 'Status' column, stating: 'Status of the submission will be tagged as “Downloaded”'. The interface also includes a search bar, a 'Show 10 entries' dropdown, and pagination controls.

Registered Business Enterprise Name	Status	Download	Action
Rainer Dita ATIR ABR Testing	downloaded	Download	Enable Reupload
SM Tickets		Download	Enable Reupload



Once the user clicks the **“Download”** button, the **RBEs will not be able to re-upload or make any changes to their submissions.** The RBE should contact their respective IPA for requests for ATIR-ABR resubmissions or amendments.

Click the **“Enable Reupload”** button to enable the ATIR and ABR re-upload function of the RBE.



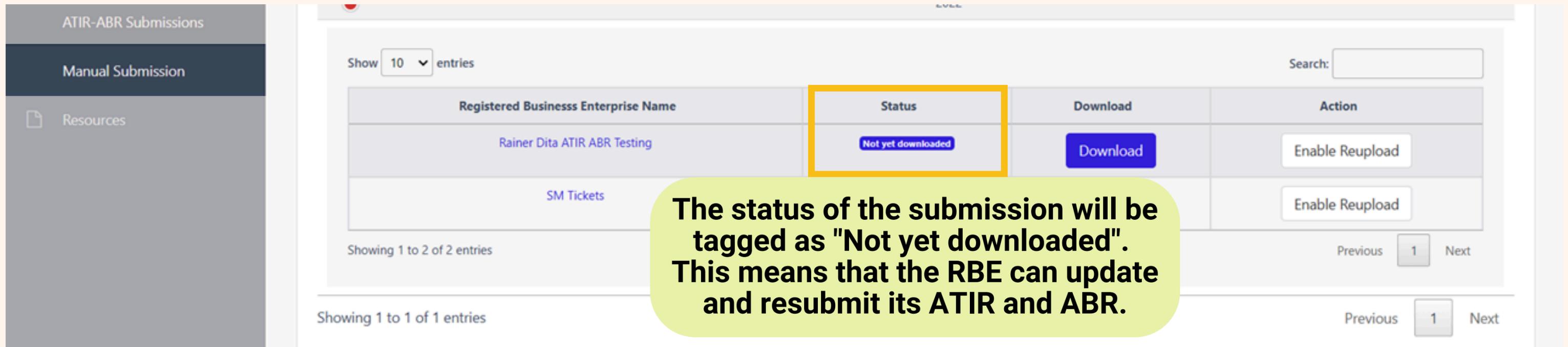
The screenshot shows the ATIR-ABR Submissions interface. On the left is a sidebar with 'Manual Submission' selected. The main area displays a table with the following data:

Registered Business Enterprise Name	Status	Download	Action
Rainer Dita ATIR ABR Testing	downloaded	Download	Enable Reupload
SM Tickets	Not yet downloaded	Download	Enable Reupload

Below the table, it says 'Showing 1 to 2 of 2 entries'. At the bottom of the page, it says 'Showing 1 to 1 of 1 entries'.



Once the user clicks the “**Download**” button, the **RBEs will not be able to re-upload or make any changes to their submissions**. The RBE should contact their respective IPA for requests for ATIR-ABR resubmissions or amendments.



The screenshot shows the 'Manual Submission' section of the ATIR-ABR Submissions interface. A table lists two submissions: 'Rainer Dita ATIR ABR Testing' and 'SM Tickets'. The 'Status' column for the first submission is highlighted with a yellow box and contains the text 'Not yet downloaded'. A callout box explains that this status means the RBE can update and resubmit its ATIR and ABR. The interface also includes a search bar, a 'Download' button, and 'Enable Reupload' buttons for each submission.

Registered Business Enterprise Name	Status	Download	Action
Rainer Dita ATIR ABR Testing	Not yet downloaded	Download	Enable Reupload
SM Tickets			Enable Reupload

Showing 1 to 2 of 2 entries

Showing 1 to 1 of 1 entries

Previous 1 Next

Previous 1 Next

The status of the submission will be tagged as "Not yet downloaded". This means that the RBE can update and resubmit its ATIR and ABR.





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**Annual Tax Incentives Report (ATIR) and
Annual Benefits Report (ABR)**

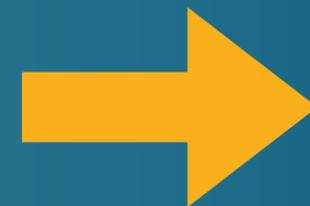
submissions of RBEs through FIRMS

NEXT

For Electronic Submission of the ATIR-ABR through FIRMS, the IPAs will then review all forms and assess whether the submissions will be tagged for **Approval or for **Return**.**

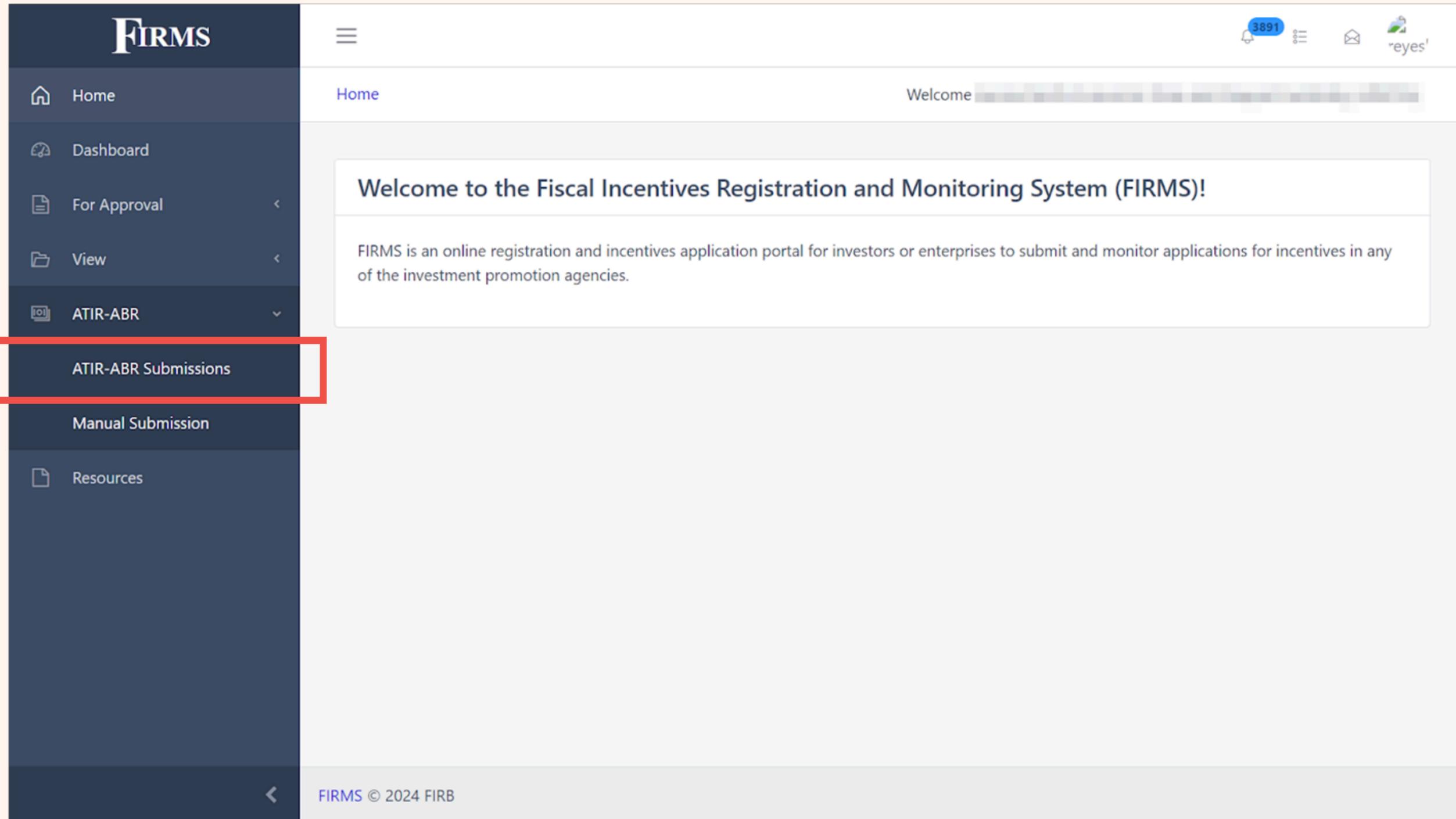
But first...

Let's review the RBE submissions



7

Click the **“ATIR-ABR Submissions”** submodule under the **“ATIR-ABR”** module.



The screenshot shows the FIRMS web application interface. On the left, a dark sidebar menu contains the following items: Home, Dashboard, For Approval, View, ATIR-ABR, **ATIR-ABR Submissions** (highlighted with a red box), Manual Submission, and Resources. The main content area features a header with the FIRMS logo, a navigation menu icon, a notification bell with '3891', and a user profile icon labeled 'eyes'. Below the header, the page title is 'Home' and the user is greeted with 'Welcome'. The main content area displays a large white box with the text: 'Welcome to the Fiscal Incentives Registration and Monitoring System (FIRMS)! FIRMS is an online registration and incentives application portal for investors or enterprises to submit and monitor applications for incentives in any of the investment promotion agencies.' The footer of the page contains the text 'FIRMS © 2024 FIRB'.



Electronic Submission



2 Select the relevant submission year from the provided list.

The screenshot displays the FIRMS web application interface. The sidebar on the left contains navigation options: Home, Dashboard, For Approval, View, ATIR-ABR, ATIR-ABR Submissions (selected), Manual Submission, and Resources. The main content area shows a breadcrumb trail: Home / admin / atir-abr-submissions. A welcome message is visible. Two notification banners are present: a pink one stating the deadline for ATIR and ABR submissions has passed, and a yellow one indicating that some RBEs have not submitted their reports. Below these is a table with two columns: 'Deadline of RBE Submissions' (04/25/2024) and 'Deadline of submission to FIRB' (05/25/2024). The main section is titled 'ATIR-ABR Submissions' and includes a search bar and a 'Show 10 entries' dropdown. A table with the following structure is shown:

	Year	Progress	Action
	2022	0 out of 2 submissions approved by IPA.	

Below the table, it says 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'. The footer of the page reads 'FIRMS © 2024 FIRB'.



Electronic Submission



3

A list of RBEs that have submitted their ATIR-ABR packages will be displayed. Click the **“View”** button to open the desired RBE submission.

Home / admin / atir-abr-submissions

Welcome [User Name]

There are RBEs that have not submitted their ATIR and ABR package for the reporting period. [View List of RBEs.](#)

Deadline of RBE Submissions	Deadline of submission to FIRB
04/25/2024	05/25/2024

ATIR-ABR Submissions

Show 10 entries Search:

Year	Progress	Action
2022	0 out of 2 submissions approved by IPA.	

Enterprise Name	Submission Number	Date Submitted	Status	Action
FIRB Test Company	ATIRABR-APECO-2022-F2D18766	05/10/2024	Submitted	View
Rainer Dita Test Febuary 14, 2024	ATIRABR-APECO-2022-1BB22253	05/20/2024	Submitted	View

Showing 1 to 1 of 1 entries

Previous 1 Next

4

The submission details will be displayed including all projects within the ATIR-ABR package. The IPA can review each project by clicking the “**View Project**” button (eye symbol).

All projects must be reviewed and tagged for approval or return.

ATIR-ABR Submissions

Submission Number
ATIRABR-APECO-2022-1BB22253

Enterprise Name
Rainer Dita Test Febuary 14, 2024

Show 10 entries Search:

Project Name	Status	Actions
Test project for a specific Investment Promotion Agency.	Submitted	  

Showing 1 to 1 of 1 entries

Attachments

ATIR-ABR Submission Package Status:
Submitted

Actions

View ATIR and ABR Consolidated Reports

Back

ACTIVITY LOG

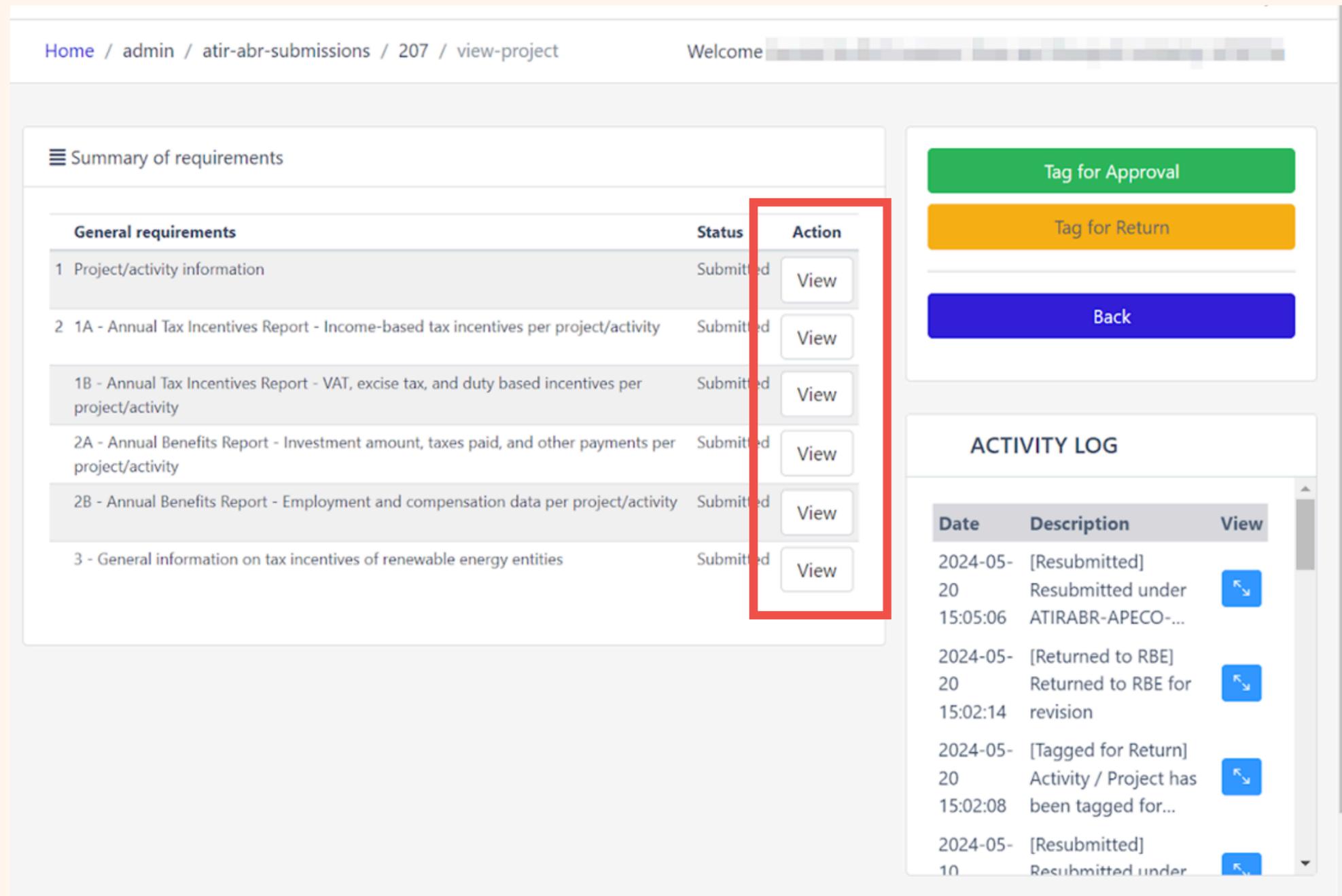
Date	Description	View
2024-05-20 15:05:06	[Resubmitted] Resubmitted ATIR-ABR Package...	
2024-05-20 15:02:14	[Returned to RBE] Submission has been returned to...	
2024-05-	[Resubmitted]	



Electronic Submission

5

A list of forms associated with each project will be displayed. Review each form by clicking the corresponding **“View”** button.



The screenshot displays a web application interface for viewing project requirements. The breadcrumb trail is "Home / admin / atir-abr-submissions / 207 / view-project". The page title is "Summary of requirements".

On the right side, there are three buttons: "Tag for Approval" (green), "Tag for Return" (orange), and "Back" (blue).

The main content area contains a table with the following data:

General requirements	Status	Action
1 Project/activity information	Submitted	View
2 1A - Annual Tax Incentives Report - Income-based tax incentives per project/activity	Submitted	View
1B - Annual Tax Incentives Report - VAT, excise tax, and duty based incentives per project/activity	Submitted	View
2A - Annual Benefits Report - Investment amount, taxes paid, and other payments per project/activity	Submitted	View
2B - Annual Benefits Report - Employment and compensation data per project/activity	Submitted	View
3 - General information on tax incentives of renewable energy entities	Submitted	View

Below the table is an "ACTIVITY LOG" section with the following data:

Date	Description	View
2024-05-20 15:05:06	[Resubmitted] Resubmitted under ATIRABR-APECO-...	View
2024-05-20 15:02:14	[Returned to RBE] Returned to RBE for revision	View
2024-05-20 15:02:08	[Tagged for Return] Activity / Project has been tagged for...	View
2024-05-10	[Resubmitted] Resubmitted under	View

After reviewing all forms, you can either:

Tag for Approval

If there are no needed revisions

or

Tag for Return

If the submission needs corrections



Tag for Approval

Tag for Return

[Go back to Approval/Return menu](#)

Electronic Submission



RETURN

1

After selecting the “**Tag for Return**” button, a dialog box will appear.

Select the specific form/s requiring corrections. Specify the reason for returning the form and add the remarks. A letter of deficiency may be uploaded if applicable.

Tag Project for Return

Please select the form(s) to be returned to the RBE. Kindly also indicate the reason(s) for returning the form(s) in the text box below.

Project/Activity Information

1A - Annual Tax Incentives Report - Income-Based Tax Incentives per Project/Activity

1B - Annual Tax Incentives Report - VAT, Excise Tax, and Duty Based Incentives per Project/activityt

2A - Annual Benefits Report - Investment Amount, Taxes Paid, and Other Payments per Project/Activity

2B - Annual Benefits Report - Employment and Compensation Data per Project/Activity

Reason for Returning Project *

Remarks *

Please upload Letter of Deficiency if applicable

Choose File No file chosen

Note: Max file size: 8 MB, in .pdf extension

Tag for Approval

Tag for Return

[Go back to Approval/Return menu](#)

Electronic Submission



RETURN

2

Provide all the required details and click the “**Submit**” button to tag the project for return.

Please select the form(s) to be returned to the RBE. Kindly also indicate the reason(s) for returning the form(s) in the text box below.

- Project/Activity Information
- 1A - Annual Tax Incentives Report - Income-Based Tax Incentives per Project/Activity
- 1B - Annual Tax Incentives Report - VAT, Excise Tax, and Duty Based Incentives per Project/activityt
- 2A - Annual Benefits Report - Investment Amount, Taxes Paid, and Other Payments per Project/Activity
- 2B - Annual Benefits Report - Employment and Compensation Data per Project/Activity

Reason for Returning Project *

× Insufficient information

Remarks *

Please provide more information.

Please upload Letter of Deficiency if applicable

Choose File No file chosen

Note: Max file size: 8 MB, in .pdf extension

Submit Cancel



If there are multiple projects in the ATIR-ABR submission, **all projects must be reviewed** before the IPA can return the submission to the RBE.

If only one project is marked for return while the others are not, the entire submission will still be returned to the RBE but the editing access will only be allowed for the marked project.



Tag for Approval

Tag for Return

[Go back to Approval/Return menu](#)

Electronic Submission



RETURN

3 To return the submission to the RBE, click the **“Return ATIR-ABR Package to RBE”** button.

The screenshot shows the FIRMS web application interface. The left sidebar contains navigation options: Home, Dashboard, For Approval, View, ATIR-ABR, and Resources. The main content area displays submission details for 'ATIRABR-APECO-2022-1BB22253' with the enterprise name 'Rainer Dita Test Febuary 14, 2024'. A table below shows one entry with the project name 'Test project for a specific Investment Promotion Agency.' and a 'Tagged for Return' status. The 'Actions' column for this entry contains a yellow button labeled 'Return ATIR-ABR Package to RBE', which is highlighted with a red box. Other buttons in the actions list include 'View ATIR and ABR Consolidated Reports' and 'Back'. An 'ACTIVITY LOG' section at the bottom right shows a list of activities with columns for Date, Description, and View.

Date	Description	View
2024-05-20 15:05:06	[Resubmitted] Resubmitted ATIR-ABR Package...	View
2024-05-20 15:02:14	[Returned to RBE] Submission has been returned to...	View
2024-05-10 11:40:33	[Resubmitted] Resubmitted ATIR-ABR Package...	View

A confirmation dialog will appear. Click **“Proceed”** to complete the return process.

Tag for Approval

Tag for Return

[Go back to Approval/Return menu](#)

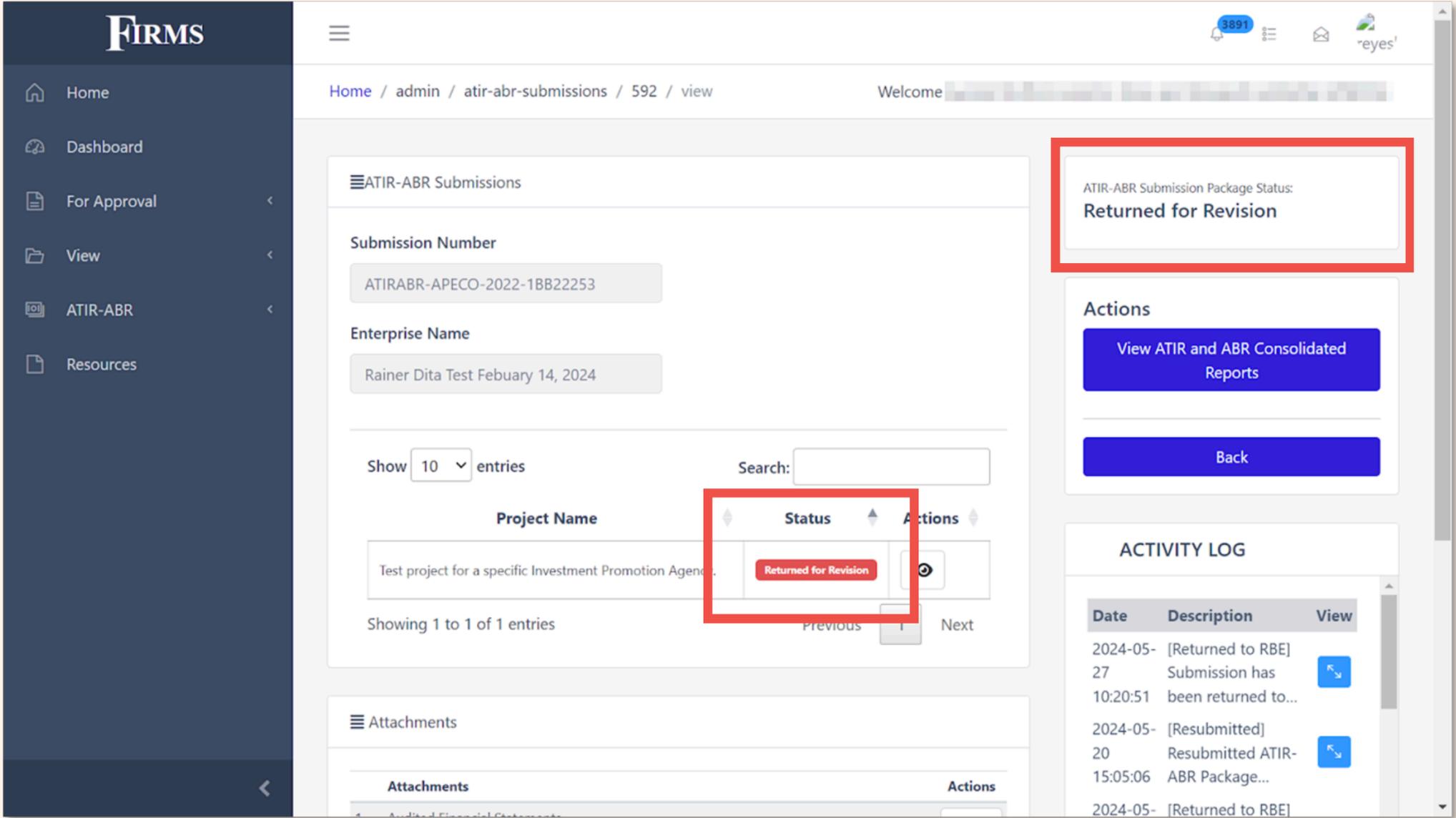
Electronic Submission

RETURN

 [Home](#)

4

Once returned, the status of the ATIR-ABR package will be tagged as **“Returned for Revision”**.



The screenshot displays the FIRMS web application interface. On the left is a dark sidebar with navigation options: Home, Dashboard, For Approval, View, ATIR-ABR, and Resources. The main content area shows the 'ATIR-ABR Submissions' page for a specific submission. The submission details include:

- Submission Number: ATIRABR-APECO-2022-1BB22253
- Enterprise Name: Rainer Dita Test Febuary 14, 2024

Below the details is a table with one entry:

Project Name	Status	Actions
Test project for a specific Investment Promotion Agency...	Returned for Revision	

The status 'Returned for Revision' is highlighted with a red box. To the right of the table, there is a summary box for the submission status, also highlighted with a red box, which reads: 'ATIR-ABR Submission Package Status: Returned for Revision'. Below this are two buttons: 'View ATIR and ABR Consolidated Reports' and 'Back'. At the bottom right, there is an 'ACTIVITY LOG' section with a table of recent events:

Date	Description	View
2024-05-27 10:20:51	[Returned to RBE] Submission has been returned to...	
2024-05-20 15:05:06	[Resubmitted] Resubmitted ATIR-ABR Package...	
2024-05-	[Returned to RBE]	



RETURN

Note:

- If projects were inadvertently added by the RBE, please contact the FIRB Secretariat at firbsecretariat@ntrc.gov.ph to request the deletion.
- **Attachments for resubmissions are not allowed.** Please obtain the necessary documentary attachments from your RBEs through other channels.



Tag for Approval

Tag for Return

[Go back to
Approval/Return
menu](#)

After reviewing all forms, you can either:

Tag for Approval

If there are no needed revisions

or

Tag for Return

If the submission needs corrections

Tag for Approval

Tag for Return

[Go back to Approval/Return menu](#)

Electronic Submission

APPROVAL



1

To approve the project submission of the RBE, click the “Tag for Approval” button. This will change the project status to “Tagged for Approval”.

The screenshot shows the FIRMS web application interface. On the left is a dark sidebar with navigation options: Home, Dashboard, For Approval, View, ATIR-ABR, and Resources. The main content area displays the 'Summary of requirements' for a project. A table lists various requirements, all with a 'Submitted' status and a 'View' button. To the right of the table are three buttons: 'Tag for Approval' (green), 'Tag for Return' (orange), and 'Back' (blue). The 'Tag for Approval' button is highlighted with a red rectangular box. Below the buttons is an 'ACTIVITY LOG' section with a table of recent activities.

Summary of requirements		
General requirements	Status	Action
1 Project/activity information	Submitted	View
2 1A - Annual Tax Incentives Report - Income-based tax incentives per project/activity	Submitted	View
1B - Annual Tax Incentives Report - VAT, excise tax, and duty based incentives per project/activity	Submitted	View
2A - Annual Benefits Report - Investment amount, taxes paid, and other payments per project/activity	Submitted	View
2B - Annual Benefits Report - Employment and compensation data per project/activity	Submitted	View
3 - General information on tax incentives of renewable energy entities	Submitted	View

Date	Description	View
2024-05-27 10:35:41	[Resubmitted] Resubmitted under ATIRABR-APECO-...	View
2024-05-27 10:20:51	[Returned to RBE] Returned to RBE for revision	View
2024-05-27 10:10:49	[Tagged for Return] Activity / Project has been tagged for...	View
2024-05-20	[Resubmitted] Resubmitted under	View

Tag for Approval

Tag for Return

[Go back to Approval/Return menu](#)

Electronic Submission

APPROVAL



2

Once all projects have been reviewed and tagged for approval, the **“Approve ATIR-ABR Package”** button will appear.

Click the button to approve the RBE submission. An **email notification** will be sent to the RBE upon approval.

The screenshot shows the ATIR-ABR Submissions web application interface. The main content area displays a submission for 'ATIRABR-APECO-2022-1BB22253' with the enterprise name 'Rainer Dita Test February 14, 2024'. The submission is currently 'Tagged for Approval'. A table below shows the submission details, including the project name 'Test project for a specific Investment Promotion Agency.' and a green 'Tagged for Approval' button. The 'Actions' column in the table contains a red-bordered button labeled 'Approve ATIR-ABR Package'. Other buttons include 'View ATIR and ABR Consolidated Reports' and 'Back'. The 'ACTIVITY LOG' section shows a list of activities, including 'Resubmitted ATIR-ABR Package...' and 'Returned to RBE Submission has...'. The interface also includes a navigation bar with 'Home / admin / atir-abr-submissions / 592 / view' and a 'Welcome' message.

Tag for Approval

Tag for Return

[Go back to Approval/Return menu](#)

Electronic Submission



CONSOLIDATE

To view the consolidated ATIR-ABR report for the RBE, click [View ATIR and ABR Consolidated Reports](#) button.

ATIR-ABR Consolidated Report

Project Level ATIR-ABR

Export to:

Search:

Project Type	Investment Promotion Agency (IPA)	COR No.	Date issued	Date of registration	Previous COR - COR No.	Previous COR - Date issued	Project/activity name	Industry tier	Market orientation	Is the registered enterprise under the renewable energy sector?
Registered projects from other IPAs										
Total										
Unregistered Project	FIRB Test IPA						Tst Unreg Project February 14, 2024			No

Showing 1 to 3 of 3 entries

Previous 1 Next

Close

A consolidated report will be displayed which can be exported as a CSV file.

To do this, click the **“Export to”** button at the upper left portion of the screen.

Tag for Approval

Tag for Return

[Go back to Approval/Return menu](#)

Electronic Submission

GENERATE FLD



Home / admin / atir-abr-submissions

Welcome [User Name]

The deadline for submitting the ATIR and ABR has passed. Please submit the reports as soon as possible to avoid additional penalties.

There are RBEs that have not submitted their ATIR and ABR package for the reporting period. [View List of RBEs.](#)

Deadline of RBE Submissions	Deadline of submission to FIRB
04/25/2024	05/25/2024

ATIR-ABR Submissions

Show 10 entries

Search:

Year	Progress	Action
2022	1 out of 2 submissions approved by IPA.	[Document Icon] [List Icon] [Checkmark Icon]

Showing 1 to 1 of 1 entries

Previous 1 Next

FIRMS © 2024 FIRB

The IPAs may **generate the Firm Level Data (FLD)** report for the submission year by clicking the **“View Firm Level Data (FLD)”** button.

This will generate an FLD report containing the list of all RBEs with submissions.

Tag for Approval

Tag for Return

[Go back to Approval/Return menu](#)

Electronic Submission

CONFIRM SUBMISSION



Home / admin / atir-abr-submissions

The deadline for submitting the ATIR and ABR has passed. Please submit the reports as soon as possible to avoid penalties.

There are RBEs that have not submitted their ATIR and ABR package for the reporting period. [View List of RBEs.](#)

Deadline of RBE Submissions	Deadline of submission to FIRB
04/25/2024	05/25/2024

ATIR-ABR Submissions

Show 10 entries

Search:

Year	Progress	Action
2022	1 out of 2 submissions approved by IPA.	

Showing 1 to 1 of 1 entries

FIRMS © 2024 FIRB



When all RBEs have submitted their ATIR-ABR packages and they have been reviewed by the IPA, or if the submission deadline has passed, a **“Confirm submission to FIRB”** button will be displayed.

Confirming submissions will finalize all reviews. Any submissions made after this confirmation will be **marked as late.**





AND THAT'S IT!

*YOU HAVE NOW COMPLETED NAVIGATING AND REVIEWING
THE RBE ATIR-ABR SUBMISSIONS!*

GO BACK TO REVISIT THE STEPS:

Manual Submission

Electronic Submission