



## **FIRB Advisory No. 004-2025**

**FOR : All Investment Promotion Agencies (IPAs), Registered Business Enterprises (RBEs), and all other key stakeholders**

**SUBJECT : Guidelines on New Fiscal Incentives Registration and Monitoring System (FIRMS) Enhancements and Compliance Reminders for Taxable Years 2024 and 2025**

**DATE : 04 April 2025**

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This Advisory is issued to provide guidelines on the following new features of the FIRMS, particularly in the Annual Tax Incentives Report (ATIR) and Annual Benefits Report (ABR) submodules:

1. **In the Electronic ATIR and ABR submodule:** The ability to add additional projects/activities even when the ATIR and ABR submission is returned by the concerned IPA; and
2. **In the ATIR and ABR Manual Submission submodule:** The option to select the taxable year.

These enhancements aim to improve the efficiency and accuracy of reporting while addressing common challenges encountered by users. With these enhancements, we strive to simplify our processes, improve data accuracy, and enhance efficiency for all stakeholders involved.

In addition, this Advisory is issued to provide clarifications and reminders regarding the submission of the ATIR and ABR for taxable years 2024 and 2025.

1. **Modes of RBE submission of the ATIR and ABR:** The mode of submission for the taxable years 2024 and 2025 shall be in accordance with the Fiscal Incentives Review Board (FIRB) Memorandum Circular (MC) No. 001-2024, dated 27 March 2024, as follows:
  - a. **Electronic ATIR and ABR data entry and submission** – RBEs using this submodule shall input and submit their data directly through the “Electronic ATIR-ABR” submodule, which reduces manual

entry by 50%<sup>1</sup> and enhances user experience through automated calculations and validation.

- b. **Submission through the prescribed Excel template (FIRB Form No. 3000AS)** – For RBEs using the FIRB Form No. 3000AS, the accomplished template shall be uploaded to FIRMS through the “Manual submission” submodule for purposes of copy furnishing the FIRB.

Upon successful submission of the ATIR and ABR through FIRMS under either mode of submission, a system-generated email will be sent to the submitting RBE. The system-generated email will serve as the preliminary confirmation of submission and as one of the proofs of compliance with the submission requirements, pending the full validation by the relevant IPA.

All RBEs are **strongly encouraged** to utilize the electronic ATIR and ABR submission in FIRMS, as this method is designed to enhance efficiency and accuracy in the submission process. Further, the IPAs are given the discretion to mandate the use of the electronic ATIR and ABR for the current year’s reporting cycle (covering taxable years 2024 and 2025), based on the IPAs’ assessment of the readiness of their RBEs.

## **2. Modes of IPA submission of the consolidated ATIR and ABR**

- a. **For RBE submissions received through the electronic ATIR and ABR in FIRMS**, the respective IPAs shall consolidate the submissions within FIRMS through the “ATIR-ABR Submissions” submodule. The system will handle the consolidation process, allowing IPAs to focus on data validation rather than manual aggregation.
- b. **For RBE submissions received through the Excel ATIR and ABR template (FIRB Form No. 3000AS)**, the respective IPAs are responsible for manually consolidating the reports in the prescribed Excel template (FIRB Form No. 3001AS). Once consolidated, the consolidated report must be emailed directly to the FIRB Secretariat at [firbsecretariat@ntrc.gov.ph](mailto:firbsecretariat@ntrc.gov.ph).

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<sup>1</sup> Depending on the applicable tax incentive regime of the RBE.

- 3. Deadline for submission:** All RBEs and OREs receiving tax incentives must submit their ATIR through FIRMS **within 30 calendar days after the statutory deadline for filing of tax returns and payment of taxes.** However, RBEs must submit their ABR, which contains the employment-related data, including approved and actual employment levels, job creation, compensation, and hours worked, **on or before May 15 of the following calendar year.**

Conversely, IPAs must submit the consolidated ATIR and ABR to FIRB **within 60 calendar days after the tax filing deadline.**


Please refer to **Annex A** for the detailed guidelines on new enhancements and clarifications in submitting the ATIR and ABR.

All concerned stakeholders are encouraged to monitor the FIRB website and official IPA and FIRB correspondences for updates or advisories regarding the FIRMS' operational status.

For further questions, kindly reach out to your designated IPAs. Alternatively, the FIRB Secretariat's Monitoring and Evaluation Group (MEG) can assist you with any inquiries or clarifications. They may be contacted at 5317-6363, local 6652, or through email at [firbmeg@ntrc.gov.ph](mailto:firbmeg@ntrc.gov.ph).

Your continued support and collaboration are highly appreciated.

Thank you.

  
**DAKILA ELTEEN M. NAPAO**  
Assistant Secretary of Finance  
Head of the FIRB Secretariat



## **ANNEX A**

### **Guidelines on New Enhancements in the ATIR and ABR Submodules**

**Q.1. Can RBEs add activities in the Electronic ATIR and ABR submission even when the concerned IPA returns them?**

Yes, RBEs can now add their registered activities in FIRMS, even if their ATIR and ABR submissions have been returned by the concerned IPAs. This new feature enables RBEs to update and include additional registered activities, as needed, ensuring more accurate and complete reporting without requesting a data change from the FIRMS team.

**Q.2. How can RBEs submit their ATIR and ABR for the taxable year 2025 through FIRMS using the Electronic Submission submodule?**

RBEs can follow the usual process for adding registered activities to their ATIR and ABR package. Within the Electronic ATIR and ABR submodule, they should select the "Action" dropdown box and choose "Add Registered Activity" (See **Annex B**). Thereafter, the RBEs should input the necessary details and then proceed with the submission using the standard process.

**Q.3. Can RBEs also select the taxable year of their manual ATIR and ABR submission?**

Yes, within the ATIR and ABR Manual Submission submodule, RBEs can now select the taxable year for their submissions, including previous years. This enhancement provides users with greater control over their reports, ensuring the correct taxable year is chosen during submission. By reducing errors and improving data integrity, this feature enhances the accuracy and reliability of reporting.

**Q.4. How can RBEs submit their ATIR and ABR for the taxable year 2025 through FIRMS using the Manual Submission submodule?**

Within the ATIR and ABR Manual Submission submodule, RBEs should select 2025 in the "Select Taxable Year" drop-down box located below the "Business Enterprise Name" (See **Annex C**). Once the year 2025 is selected, they can upload and submit their ATIR and ABR using the standard process.

## **Clarifications and Reminders on the ATIR and ABR Submission for Taxable Years 2024 and 2025**

**Q.1. An RBE's ATIR and ABR were returned with remarks. Who should they coordinate with?**

RBEs should coordinate directly with their IPAs, as they are responsible for validating and consolidating the ATIR and ABR submissions. The remarks indicated were provided by the IPA, not the FIRB Secretariat.

**Q.2. An RBE is having difficulty allocating its balance sheet accounts, income statement accounts, and tax return data across its projects. Is it acceptable to consolidate all amounts under one project while leaving the others zero?**

No. Under prevailing rules and regulations<sup>2</sup>, an RBE is required to maintain separate books of accounts for each registered project or activity. Accordingly, when completing the ATIR and ABR, RBEs must separately disclose balance sheet accounts, income statement accounts, revenues, costs, expenses, taxes, and benefits for each registered project or activity. This ensures accurate financial reporting and compliance with regulatory requirements.

**Q.3. How can an RBE properly allocate its financial statement accounts and tax return data?**

RBEs should use an allocation method that best reflects the distribution of financial statement accounts. It shall be the responsibility of the RBE to determine the most accurate allocation method.

- 1. Revenues, Costs, and Expenses:** RBEs may refer to the allocation used in their annual income tax return. Separate disclosure of revenues and expenses per registered project or activity is required when completing the annual income tax return.
- 2. Balance Sheet Accounts (Assets, Liabilities, and Equity):** RBEs may refer to their accounting records per project or activity, provided

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<sup>2</sup> Rule 8, Section 7 (d) of the Implementing Rules and Regulations of the Republic Act No. 12066 or the Corporate Recovery and Tax Incentives for Enterprises to Maximize Opportunities for Reinvigorating the Economy (CREATE MORE Act)

these records align with the amounts reported in the audited financial statements.

Alternatively, since IPAs have specific reportorial requirements for each project, RBEs may align their allocation method with these reporting requirements.

**Q.4. The status of the ATIR and ABR submission is “Submitted.” What should an RBE do next?**

If an RBE’s ATIR and ABR are tagged as “Submitted,” this means that the ATIR and ABR package has been submitted to the concerned IPA and is in the process of being reviewed and validated. Thus, no further action is required from the RBE at this stage. Please wait for the IPA to complete their review and approve the ATIR and ABR submission.

**Q.5. Can RBEs input negative values in the Electronic ATIR and ABR submodule?**

Generally, negative values are not allowed unless they represent a loss or deficit. Nonetheless, always double-check the final amounts to ensure they align with your financial and tax records.

**Q.6. What should an RBE do if it erroneously selects a different IPA from the one where it is registered?**

Currently, the FIRMS does not allow any change to the selected IPA after an RBE has submitted its ATIR and ABR. To resolve this, the following steps should be taken:

1. The RBE should notify the IPA with which it is registered of the erroneous selection and request a data change;
2. The IPA should endorse the data change request to the FIRB MEG ([firbmeg@ntrc.gov.ph](mailto:firbmeg@ntrc.gov.ph)). Please note that the FIRB Secretariat assumes that the IPA has already validated the RBE’s request; and
3. The FIRMS team will process the request and notify both the RBE and the IPA once the update has been made.

Please note that the FIRB can request other documents as deemed necessary in processing the data change request.

**Q.7. What should an RBE do if it cannot retrieve its account credentials (e.g., email address and/or password) in FIRMS?**

If an RBE forgets its FIRMS account password, the RBE can use the **“forgot password”** option to reset the password and regain access to the system.

However, if the email address linked to the FIRMS account cannot be retrieved, such as in cases where the employee who managed the account credentials has resigned, transferred, terminated, or the email address is inactive, the RBE should elect a new email address and request the FIRB MEG ([firbmeg@ntrc.gov.ph](mailto:firbmeg@ntrc.gov.ph)) a data change. The FIRB Secretariat will request the necessary requirements<sup>3</sup> from the RBE to support the request.

Moreover, to prevent such issues, we highly recommend using a department/division email (e.g., email address for the Accounting Division, Finance Department, etc.) instead of one assigned to a specific employee.

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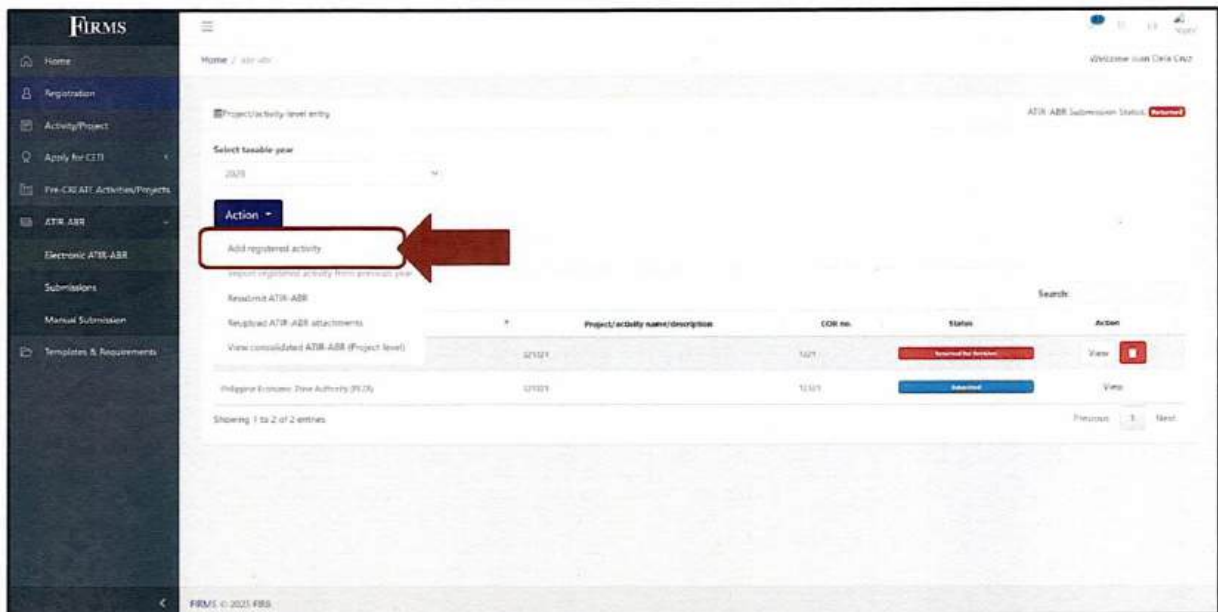
<sup>3</sup> (1) A letter request from the RBE containing the new email address and reason for the change; (2) Secretary's certificate certifying that the signatory to the letter request is authorized by the RBE; and (3) IPA endorsement which may be through email.

## ANNEX B

### Steps in adding additional projects/activities in the Electronic ATIR and ABR Package when returned by the concerned IPA

The FIRB Secretariat has developed an enhanced feature that allows the addition of projects/activities when a submission is returned by IPA to the RBE, simplifying the process and reducing delays in project management.

1. On the ATIR and ABR main page, **select the taxable year** when you want to add a registered activity. Then, click the Action button to open a drop-down menu. From the options provided, **select "Add Registered Activity"** to add a new project or activity to the system.



- Following the same process, **fill in the needed information** regarding the registered project or activity as well as the other ATIR and ABR forms (i.e., Forms 1A to 2B) of the “Summary of Requirements” page.

The screenshot shows the 'Registered project/activity details' form in the FIRMS system. The left sidebar contains navigation links: Home, Registration, Activity/Project, Apply for CDTI, Pre-CREATE Activities/Projects, ATIR-ABR, and Templates & Requirements. The main content area is titled 'Registered project/activity details' and includes the following sections:

- Investment Promotion Agency (IPA):\*** A dropdown menu to 'select an option'.
- IPA Certificate of Registration (COR):\*** A section with a 'Review COR, if any (optional)' checkbox.
- COR no.:** A text input field.
- Date issued:** A date picker.
- Date of registration:** A date picker.
- Project/activity name:** A text input field.
- Industry tier:** A dropdown menu to 'select an option'.
- Market orientation:** A dropdown menu to 'select an option'.
- Industry sector:** A section with a checkbox 'Is the registered enterprise under the renewable energy sector?' and a text input for 'Strategic Investment Priority Plan (SIPP) classification (the projects approved under the CREATE Act)'.

The screenshot shows the 'Summary of Requirements' page in the FIRMS system. The left sidebar is the same as the previous screenshot. The main content area is titled 'Summary of Requirements' and contains a table with the following data:

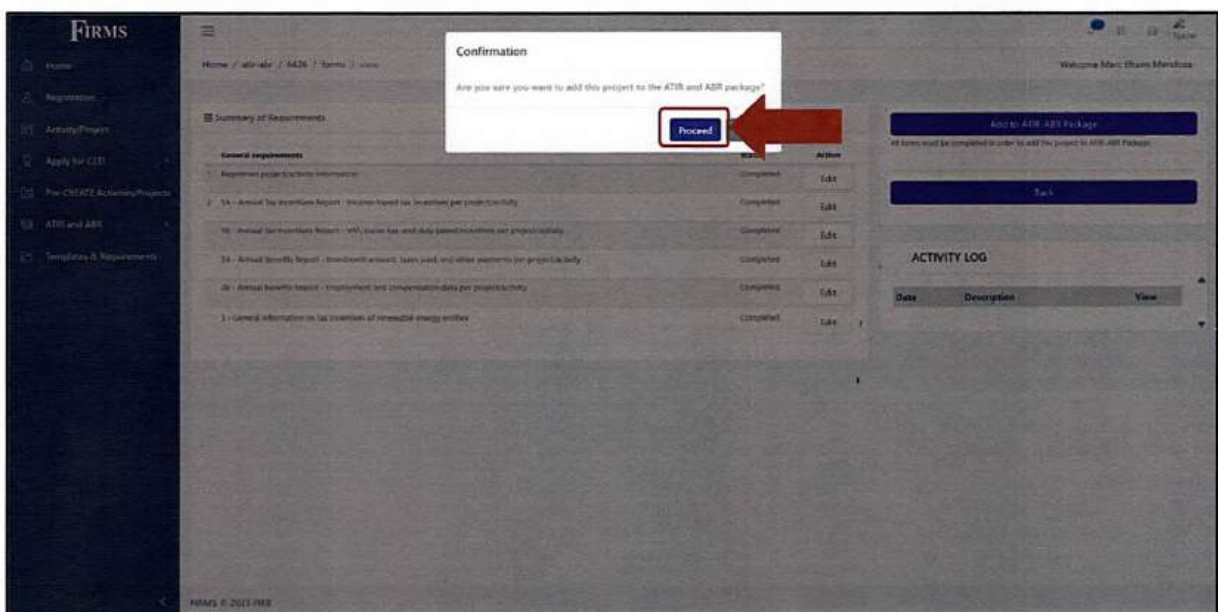
General requirements	Status	Action
1. Registered project/activity information	Completed	Edit
2. EA - Annual Tax Incentives Report - Income based tax incentives per project/activity	Not yet started	Create
3A - Annual Tax Incentives Report - RIT, entity tax and fully exempt incentives per project/activity	Not yet started	Create
3B - Annual Benefits Report - Investment amount, loans paid, and other payments per project/activity	Not yet started	Create
3C - Annual Benefits Report - Employment and compensation data per project/activity	Not yet started	Create
4. General information on tax incentives of renewable energy entities	Not yet started	Create

On the right side of the page, there is a button 'Add to ATIR-ABR Package' and a note 'All forms must be completed in order to add the project to ATIR-ABR Package.' Below this is a 'Back' button and an 'ACTIVITY LOG' section with a table showing 'Date', 'Description', and 'View'.

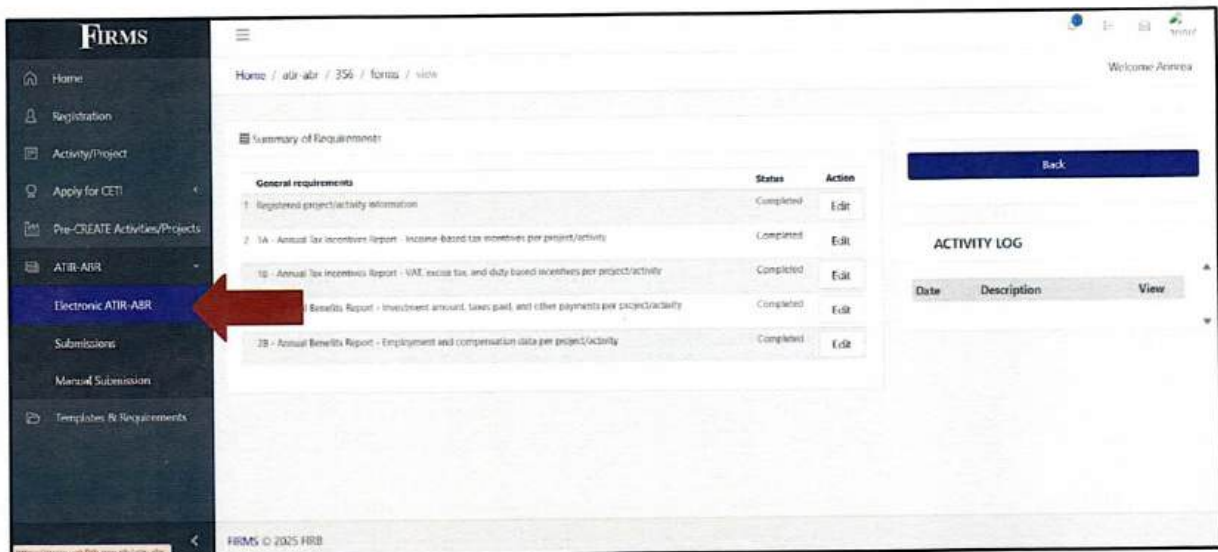
3. Kindly click the **"Add to ATIR-ABR Package"** button at the upper right of the screen. Please note that the "Add to ATIR-ABR Package" button will become active once all required forms in the "Summary of Requirements" page have been completed.



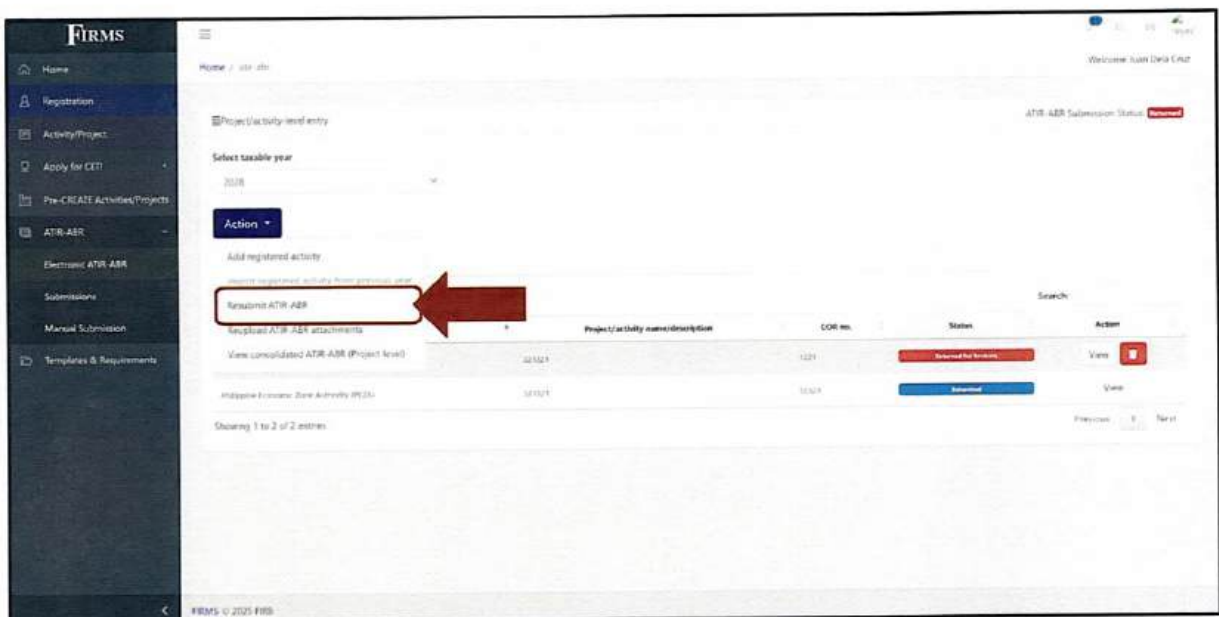
4. After clicking the **"Add to ATIR-ABR Package"** button, a confirmation prompt will appear to verify your action. This step ensures that you intend to proceed with adding the ATIR and ABR of a certain project to the package. **Click "Proceed" to confirm**, and the project/activity will be successfully added to the ATIR and ABR package.



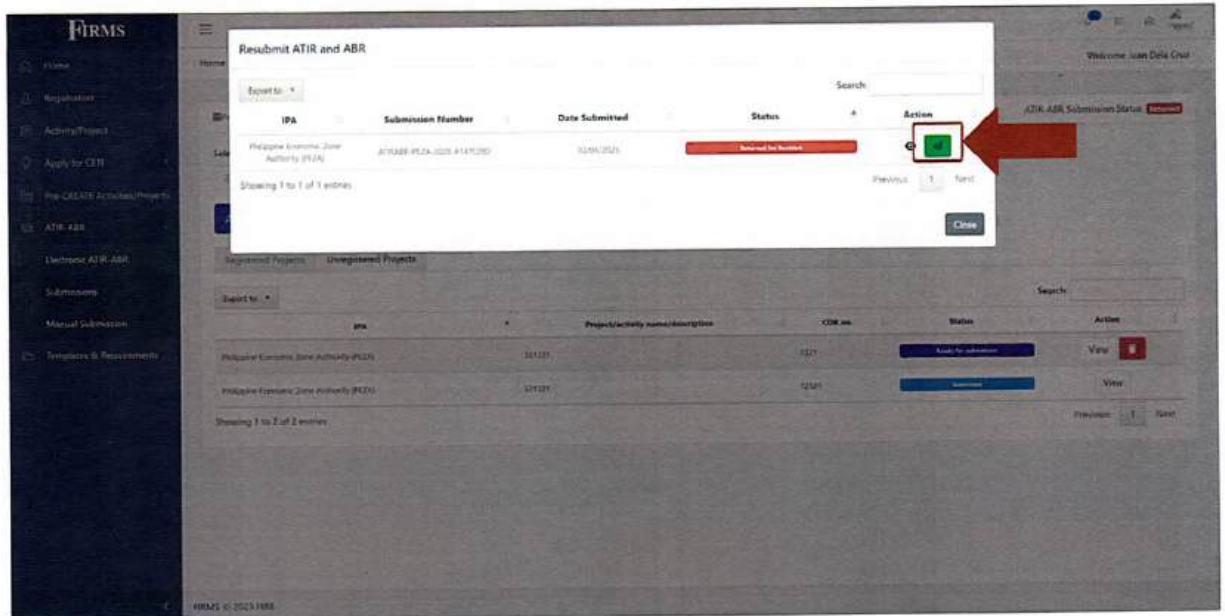
5. After adding the registered or unregistered activities, click the **"Electronic ATIR-ABR"** submodule to return to the ATIR and ABR main page.



6. Click the **"Action"** dropdown box and then select **"Resubmit ATIR-ABR Package"**.



- Click the **green paper plane button** to resubmit the ATIR and ABR package.



- Click **"Proceed"** to resubmit your ATIR and ABR.

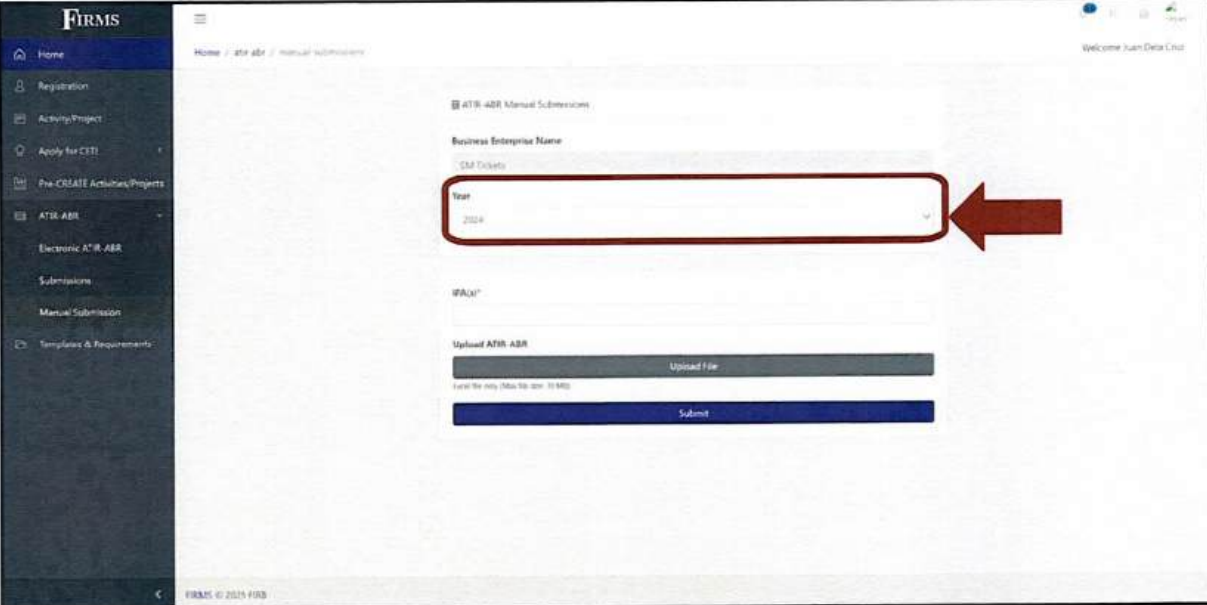


## ANNEX C

### Steps in selecting the taxable year in the Manual Submission Submodule

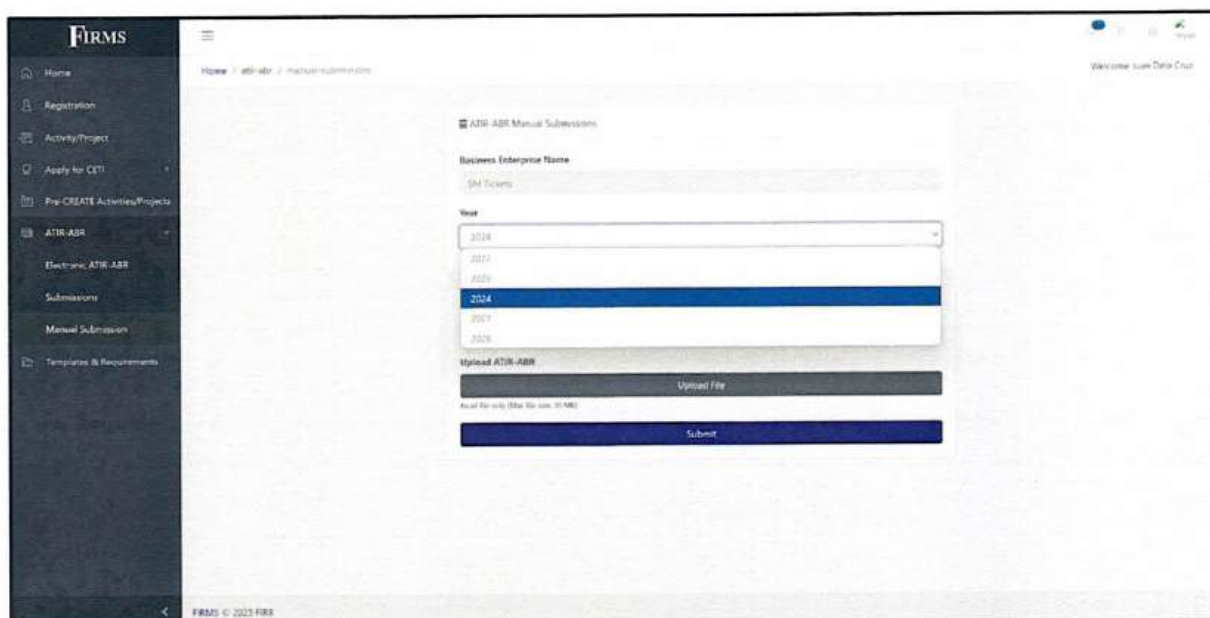
To enable users to select the taxable year in the manual submission submodule, the FIRB Secretariat has created an improved feature, ensuring accurate and efficient submission of relevant data for the chosen period.

1. In the Manual Submission submodule, click on the **“Year” dropdown menu** below the **“Business Enterprise Name”**.



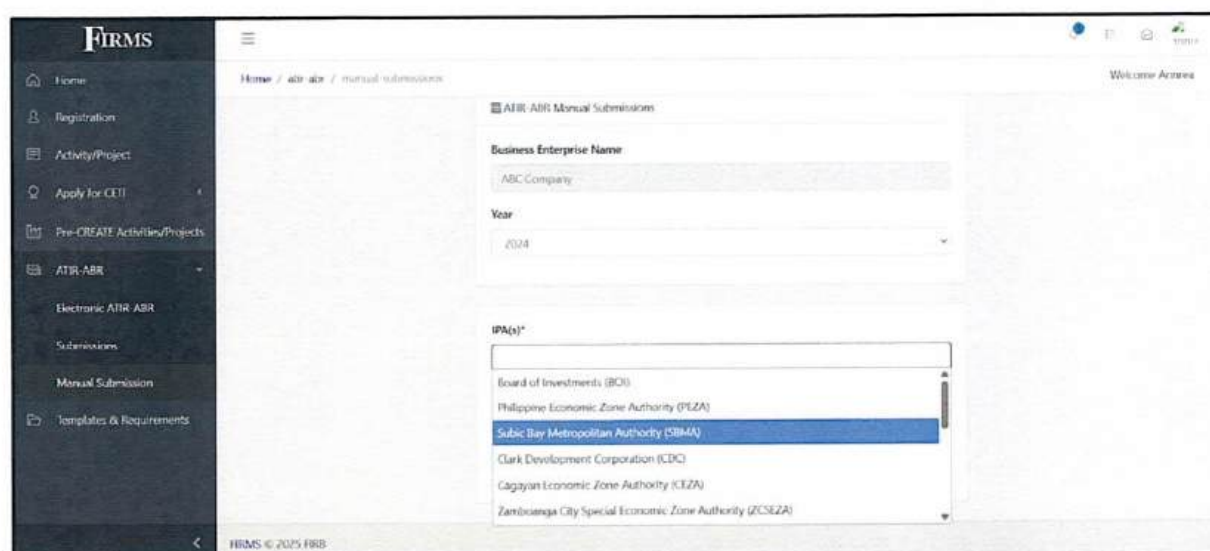
The screenshot displays the FIRMS web application interface. On the left is a dark sidebar with the 'FIRMS' logo and a menu including Home, Registration, Activity/Project, Apply for CEST, Pre-CREATE Activities/Projects, ATR ABR, Electronic ATR ABR, Submissions, Manual Submission, and Templates & Requirements. The main content area shows the 'ATR ABR Manual Submissions' page. Under the 'Business Enterprise Name' section, there is a 'Year' dropdown menu currently set to '2024'. This dropdown is highlighted with a red rectangular box, and a large red arrow points to it from the right. Below the year selection, there is a 'WPA/AT' field, an 'Upload ATR ABR' section with an 'Upload File' button, and a 'Submit' button at the bottom. The footer of the page reads 'FIRMS © 2025 FIRB'.

2. Scroll through the list of taxable years and select the appropriate taxable year for your ATIR and ABR submission. Ensure that the correct taxable year is displayed in the dropdown field before proceeding. Kindly check that the **correct taxable year** is now **displayed** in the dropdown field.



The screenshot shows the FIRMS portal interface. On the left is a dark sidebar with navigation links: Home, Registration, Activity/Project, Apply for CETI, Pre-CREATE Activities/Projects, ATIR-ABR, Electronic ATIR-ABR, Submissions, Manual Submission, and Templates & Requirements. The main content area is titled 'Home / atir-abr / manual-submissions'. Below this, the 'ATIR-ABR Manual Submissions' form is displayed. It includes a 'Business Enterprise Name' field with 'SM Telecom' entered. The 'Year' dropdown menu is open, showing a list of years from 2016 to 2024. The year 2024 is highlighted in blue. Below the year dropdown is an 'Upload ATIR-ABR' section with a 'Upload File' button and a note 'Attach Records (Max file size: 10 MB)'. At the bottom of the form is a 'Submit' button. The footer of the page reads 'FIRMS © 2025 FIRS'.

3. After confirming the taxable year is correct, select the empty field under the name IPA, then choose the designated IPA.



The screenshot shows the FIRMS portal interface. On the left is a dark sidebar with navigation links: Home, Registration, Activity/Project, Apply for CETI, Pre-CREATE Activities/Projects, ATIR-ABR, Electronic ATIR-ABR, Submissions, Manual Submission, and Templates & Requirements. The main content area is titled 'Home / atir-abr / manual-submissions'. Below this, the 'ATIR-ABR Manual Submissions' form is displayed. It includes a 'Business Enterprise Name' field with 'ABC Company' entered. The 'Year' dropdown menu is open, showing a list of years from 2016 to 2024. The year 2024 is highlighted in blue. Below the year dropdown is an 'IPA(s)\*' dropdown menu. This menu is open, showing a list of designated IPAs: Board of Investments (BOI), Philippine Economic Zone Authority (PEZA), Subic Bay Metropolitan Authority (SBMA), Clark Development Corporation (CDC), Cagayan Economic Zone Authority (CEZA), and Zamboanga City Special Economic Zone Authority (ZCSEZA). The 'Subic Bay Metropolitan Authority (SBMA)' is highlighted in blue. Below the IPA dropdown is an 'Upload ATIR-ABR' section with a 'Upload File' button and a note 'Attach Records (Max file size: 10 MB)'. At the bottom of the form is a 'Submit' button. The footer of the page reads 'FIRMS © 2025 FIRS'.

4. After selecting the IPA, click the **“Upload”** button to submit the ATIR-ABR file.

The screenshot shows the FIRMS web application interface. On the left is a dark sidebar with the 'FIRMS' logo and a menu including Home, Registration, Activity/Project, Apply for CETI, Pre-CREATE Activities/Projects, ATIR-ABR (selected), Electronic ATIR-ABR, Submissions, Manual Submission, and Templates & Requirements. The main content area is titled 'Home / atir-abr / manual-submissions' and 'Welcome Annika'. It contains a form for 'ATIR-ABR Manual Submissions'. Fields include 'Business Enterprise Name' (ABC Company), 'Year' (2024), and 'IPA(s)\*' (Board of Investments (BOI)). Below these is the 'Upload ATIR-ABR' section with an 'Upload File' button (highlighted by a red arrow) and a 'Submit' button. A message 'Please select a file.' is displayed above the upload button. A footer note says 'FIRMS © 2025 FIRB'.

5. After completing and verifying the accuracy of the information, you can now click the **“Submit”** button.

This screenshot shows the same FIRMS web application interface as the previous one, but with the 'Submit' button highlighted by a red arrow. The form fields remain the same: 'Business Enterprise Name' (ABC Company), 'Year' (2024), and 'IPA(s)\*' (Board of Investments (BOI)). The 'Upload ATIR-ABR' section now shows a disabled 'Upload File' button and the 'Submit' button is active. The footer note 'FIRMS © 2025 FIRB' is still present.