

FISCAL INCENTIVES REGISTRATION AND MONITORING SYSTEM (FIRMS) INVESTMENT PROMOTION AGENCY INSTRUCTIONAL MANUAL

(Version 3 - February 2022)

FISCAL INCENTIVES REVIEW BOARD



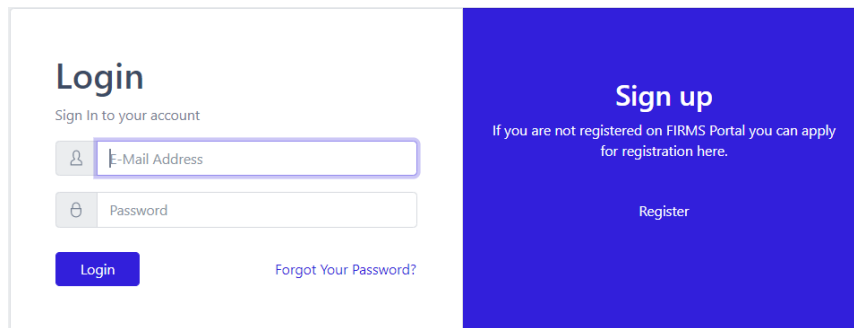
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LOG-IN STEPS FOR INVESTMENT PROMOTION AGENCIES (IPAs)

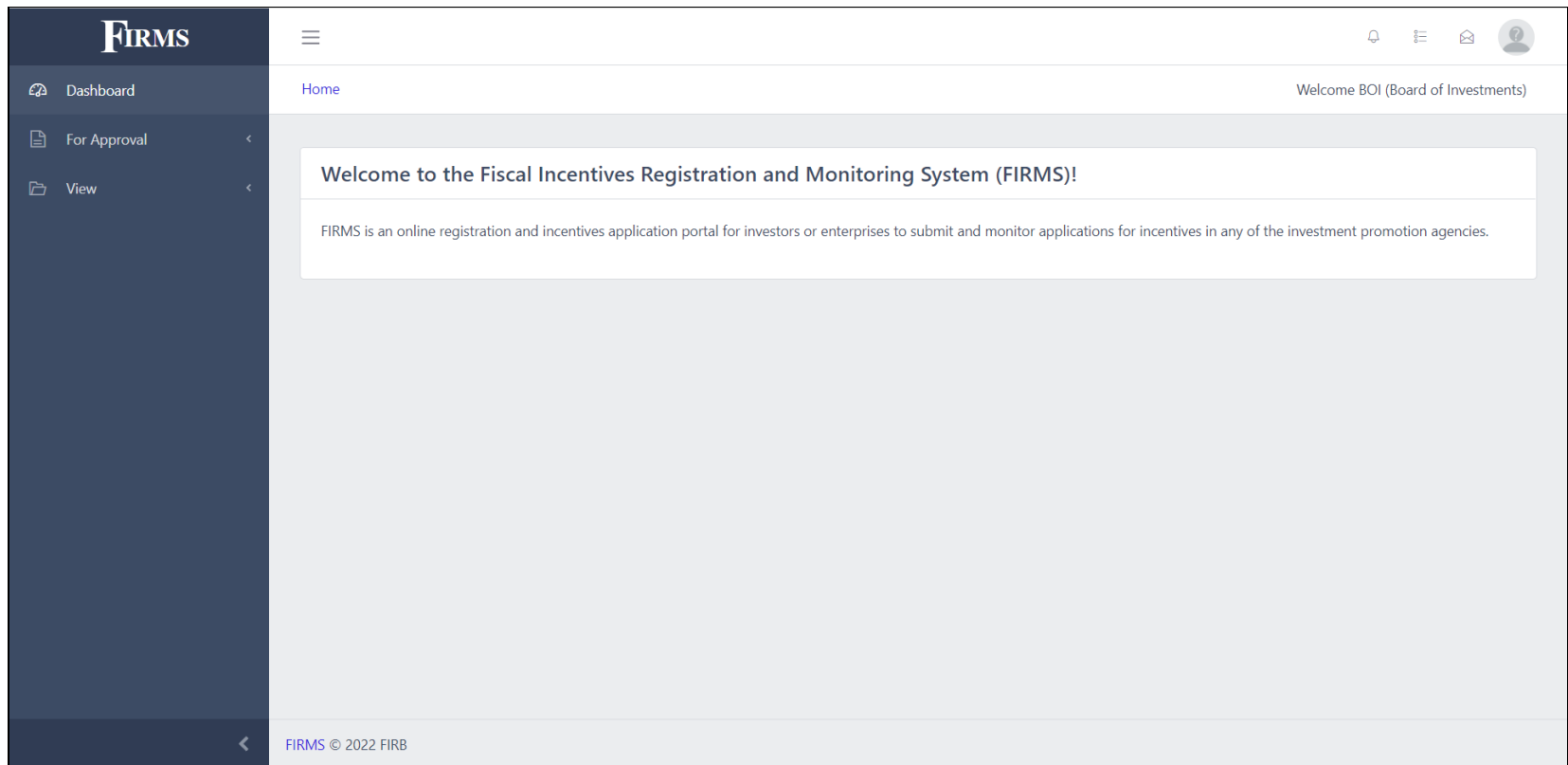
The Financial Incentives Review Board (FIRB) will provide an account for each IPA.

1. Open FIRMS via this link - <https://www.firms.firb.gov.ph/>.
2. Click the **“Login”** button located in the side panel.




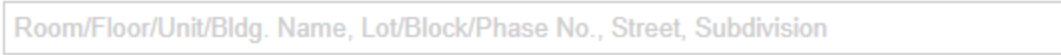

The screenshot displays the FIRMS portal interface. On the left, a white box titled 'Login' contains the text 'Sign In to your account'. Below this are two input fields: the first is labeled 'E-Mail Address' and the second is labeled 'Password'. A blue 'Login' button is positioned below the password field, and a link for 'Forgot Your Password?' is to its right. On the right, a blue box titled 'Sign up' contains the text 'If you are not registered on FIRMS Portal you can apply for registration here.' and a 'Register' button.

3. Fill-in your FIRMS username and password then click the **“Login”** button.
4. The system will show the main page of FIRMS.

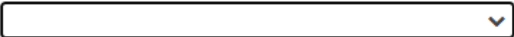
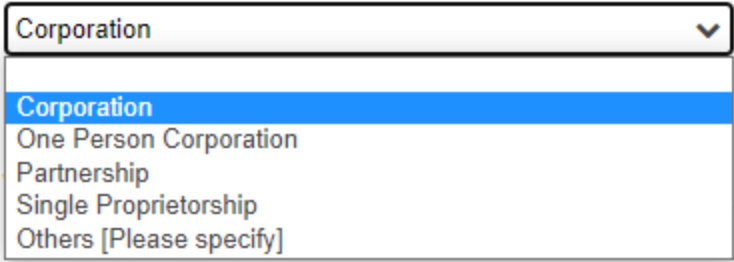





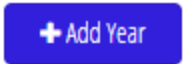



5. In the FIRMS main page, IPAs will be able to do the following:
- a. PROCESS APPLICATIONS FOR REGISTRATION OF ACTIVITY/PROJECT
 - b. PROCESS APPLICATIONS FOR CERTIFICATE OF ENTITLEMENT TO TAX INCENTIVES
 - c. VIEW LIST OF REGISTERED ACTIVITIES/PROJECTS
 - d. VIEW LIST OF INCOMING APPLICATIONS FROM VARIOUS REGISTERED BUSINESS ENTERPRISE (RBE)

TYPE OF BUTTON AND FIELD IN THE FORMS

Type of Button or Field	Description
<p>Input field</p> 	<p>This field requires the user to key in the necessary information based on its label. The applicant shall type the appropriate information in any combination of numbers and letters.</p> <p>Example of usage:</p> <p>Address *</p> 
<p>Field with red asterisk (*)</p>	<p>Field with red asterisk (*) is a mandatory field. The applicant cannot save the form if a mandatory field is not properly filled out.</p> <p>Examples of usage:</p> <ol style="list-style-type: none"> 1. Mandatory input field <p>Business Enterprise Name *</p>  2. Mandatory check box field

	<p>Economic value * (Choose at least 1 that best describes the activity/project) *</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> High potential for job creation <input type="checkbox"/> Sectors with market failures resulting in underprovision of basic goods and services <input checked="" type="checkbox"/> Generate value creation through innovation, upgrading or moving up the value chain <input checked="" type="checkbox"/> Provide essential support for sectors that are critical to industrial development <input checked="" type="checkbox"/> Emerging owing to potential comparative advantage
<p>Radio button/Option button</p> <p><input type="radio"/></p>	<p>The applicant shall select exactly one choice.</p> <p>Example of usage:</p> <p>Incentive to be Aailed</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Income Tax Holiday (ITH) plus Special Corporate Income Tax <input type="radio"/> Income Tax Holiday (ITH) plus Enhanced Deductions
<p>Check box</p> <p><input type="checkbox"/></p>	<p>The user shall select at least one option. The select and deselect actions can be done by clicking on the square box.</p> <p>Example of usage:</p>

	<p>Incentives Entitlement</p> <p><input type="checkbox"/> None</p> <p><input checked="" type="checkbox"/> Income tax holiday</p> <p><input checked="" type="checkbox"/> 5% Gross income earned (GIE)</p> <p><input type="checkbox"/> Customs duty exemption</p>
<p>Drop-down list</p> 	<p>Clicking this field will show a list of choices and the applicant shall select one option on the list.</p> <p>Example of usage:</p> <p>Business Structure *</p> 
<p>Date field</p> 	<p>Clicking this field will show a calendar that allows the applicant to choose the date</p>

Remove/Delete button 	Clicking this button will delete the field next to it
Upload button 	This button allows the applicant to upload a file. The recommended type and size of file is indicated in this user manual.
Add year button 	This button allows the applicant to add year/s.
Save button 	Clicking this button will save the form. After saving, the applicant may still edit the form later on before submitting.
Back button 	This button allows the applicant to go back to the previous page.
Next button 	This button allows the applicant to go to the next page.

ACRONYMS USED IN THE APPLICATION FORMS

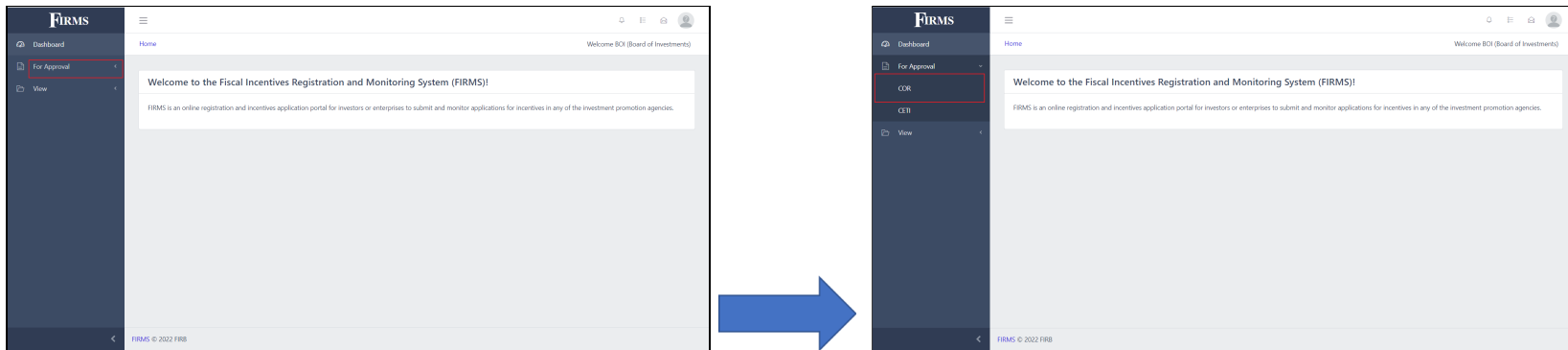
AHTN Code	ASEAN Harmonized Tariff Nomenclature Code
CBA	Cost Benefit Analysis
CETI	Certificate of Entitlement to Tax Incentives
COR	Certificate of Registration
DTI	Department of Trade and Industry
FIRB	Fiscal Incentives Review Board
IPA	Investment Promotion Agency
IPP	Investments Priorities Plan
IRR	Implementing Rules and Regulations
NOLCO	Net Operating Loss Carry-over
PSIC	Philippine Standard Industrial Classification
RDO	Revenue District Office
SEC	Securities and Exchange Commission
SIPP	Strategic Investment Priority Plan
TIN	Tax Identification Number

PROCESSING APPLICATIONS FOR CERTIFICATE OF REGISTRATION (COR)

This module allows IPAs to view and download submitted application forms, and to approve or deny activities / projects being registered by BEs. In this process, IPA will evaluate the application and may tag its status such as “Complete Submission”, “Incomplete Submission”, “Needs Additional Requirement”, or “Endorse to FIRB”. In addition, IPA may upload, view, or download Registration Terms and Conditions, generate and view COR.

(Note: IPA will receive email notification once an application is submitted.)

From the Home Page, navigate to the **“For Approval”** module and click the **“COR”** sub-module.



Activities / Projects submitted by various BEs will be displayed in this list.

The screenshot shows the FIRMS web application interface. On the left is a dark sidebar with the 'FIRMS' logo and navigation links: 'Dashboard', 'For Approval', 'COR', 'CETI', and 'View'. The main content area has a breadcrumb trail 'Home / admin / for-approval' and a welcome message 'Welcome BOI (Board of Investments)'. Below this is a section titled 'Activity/Project-Level Registrations'. Inside, there's a table titled 'List of Activities/Projects for review'. The table has five columns: 'Enterprise Name', 'Activity/Project Name/Description', 'Date Submitted', 'Status', and 'Actions'. It lists five entries, each with a 'View' button. The last entry, 'Ron Paulo Autos | Test' for 'Air Lens Face Mask Cloth Manufacturing Corp', is highlighted. At the bottom, there's a pagination bar showing 'Page 2 of 2' and a 'View 26 - 30 of 30' link.

Enterprise Name	Activity/Project Name/Description	Date Submitted	Status	Actions
Wonderful Test Company, Inc.	Build to Suit and Colocation Towers Infrastructure	2022-02-24 09:27:59	Submitted	View
Wonderful Test Company, Inc.	Renovation and Maintenance of Davao International	2022-02-25 15:27:46	Fully approved	View
Wonderful Test Company, Inc.	Test Project - Export of Chemical and Chemical P.	2022-02-28 06:35:39	Fully approved	View
Wonderful Test Company, Inc.	Test Project - Construction of Cebu-Negros-Siqui	2022-02-28 06:48:59	Complete submission endorsed	View
Ron Paulo Autos Test	Air Lens Face Mask Cloth Manufacturing Corp	2022-03-03 02:33:21	Submitted	View

This screenshot is similar to the first one but shows a different set of data. The table 'List of Activities/Projects for review' now has six entries. The last entry, 'Ron Paulo Autos | Test' for 'Axiom Textiles', is highlighted, and its 'View' button is enclosed in a red rectangle. The pagination bar at the bottom shows 'Page 2 of 2' and a 'View 26 - 31 of 31' link. The footer of the page reads 'FIRMS © 2022 FIRB'.

Enterprise Name	Activity/Project Name/Description	Date Submitted	Status	Actions
Wonderful Test Company, Inc.	Build to Suit and Colocation Towers Infrastructure	2022-02-24 09:27:59	Submitted	View
Wonderful Test Company, Inc.	Renovation and Maintenance of Davao International	2022-02-25 15:27:46	Fully approved	View
Wonderful Test Company, Inc.	Test Project - Export of Chemical and Chemical P.	2022-02-28 06:35:39	Fully approved	View
Wonderful Test Company, Inc.	Test Project - Construction of Cebu-Negros-Siqui	2022-02-28 06:48:59	Complete submission endorsed	View
Ron Paulo Autos Test	Air Lens Face Mask Cloth Manufacturing Corp	2022-03-03 02:33:21	Submitted	View
Ron Paulo Autos Test	Axiom Textiles	2022-03-04 06:42:50	Submitted	View

Click the corresponding “**View**” button to open the submitted activity / project.

In the **“Review of Application”** page, the IPA can view all the filled-out and applicable forms, and whether all required attachments are uploaded. IPA can also download the forms in portable document format (PDF) or in Excel format by clicking the corresponding button.

FIRMS

Dashboard

For Approval

View

Home / admin / submissions / 74 / review

Welcome BOI (Board of Investments)

REVIEW OF APPLICATION

General Requirements	View	Download
1 Form A: Business Enterprise Registration	View	PDF Excel
2 Form C: Activity/Project-Level Registration (For non-micro enterprises)		
Form C.1: Activity/Project-Level Registration	View	PDF Excel
Form C.2: Activity/Project Sales and Operations Information	View	PDF Excel
Form C.3: Activity/Project Employment Information	View	PDF Excel
Form C.5: Project Timetable and Cost and Financial Information	View	PDF Excel

Complete Submission

Incomplete Submission

ACTIVITY LOG

Date	Description	View
2022-03-4 14:42:50	[Submitted] Submitted for review	

After checking and reviewing the completeness of the forms and attachments, the IPA may now press the **“Complete Submission”** button at the right side of the screen.

FIRMS

Home / admin / submissions / 74 / review

Welcome BOI (Board of Investments)

REVIEW OF APPLICATION

General Requirements	View	Download
1 Form A: Business Enterprise Registration	View	PDF Excel
2 Form C: Activity/Project-Level Registration (For non-micro enterprises)		
Form C.1: Activity/Project-Level Registration	View	PDF Excel
Form C.2: Activity/Project Sales and Operations Information	View	PDF Excel
Form C.3: Activity/Project Employment Information	View	PDF Excel
Form C.5: Project Timetable and Cost and Financial Information	View	PDF Excel

[Complete Submission](#)
[Incomplete Submission](#)

ACTIVITY LOG

Date	Description	View
2022-03-4 14:42:50	[Submitted] Submitted for review	View

If there is any lacking information or attachment, the IPA should tag the application as incomplete by pressing the **“Incomplete Submission”** button. The IPA can enter their remarks in the field provided and click the **“Submit”** button.

The screenshot displays the FIRMS application interface. A modal dialog box titled "Add Remarks or Require additional requirements" is centered on the screen. The dialog contains the instruction "Before setting the submission as incomplete, provide remarks in the text area below" and a text input field with the placeholder text "Text Remarks". The input field contains the text "Lacking additional documents for employment part". A "Submit" button is located at the bottom right of the dialog. In the background, the "REVIEW OF APPLICATION" section is visible, showing a list of forms: Form A: Business Enterprise, Form C: Activity/Project-Level Registration (For non-micro enterprises), Form C.1: Activity/Project-Level Registration, Form C.2: Activity/Project Sales and Operations Information, Form C.3: Activity/Project Employment Information, and Form C.5: Project Timetable and Cost and Financial Information. Each form has "View", "PDF", and "Excel" buttons. To the right of the dialog, there are buttons for "Complete Submission" and "Incomplete Submission", and an "ACTIVITY LOG" table with columns for Date, Description, and View.

FIRMS

Home / admin / submissions / 7

Welcome BOI (Board of Investments)

REVIEW OF APPLICATION

General Requirements

1 Form A: Business Enterprise

2 Form C: Activity/Project-Level Registration (For non-micro enterprises)

Form C.1: Activity/Project-Level Registration

Form C.2: Activity/Project Sales and Operations Information

Form C.3: Activity/Project Employment Information

Form C.5: Project Timetable and Cost and Financial Information

Add Remarks or Require additional requirements

Before setting the submission as incomplete, provide remarks in the text area below

Text Remarks

Lacking additional documents for employment part

Submit

Complete Submission

Incomplete Submission

ACTIVITY LOG

Date	Description	View
2022-03-4 14:42:50	[Submitted] Submitted for review	

Once the remark is submitted, a bell notification in the FIRMS dashboard of the BE and an email notification will be sent to the BE informing that the application was tagged as incomplete. With this action, IPA will be displayed by “Pending resubmission from the user” as the status of the application.

FIRMS

Home / admin / submissions / 74 / review

Welcome BOI (Board of Investments)

Successfully saved remarks

REVIEW OF APPLICATION

General Requirements	View	Download
1 Form A: Business Enterprise Registration	View	PDF Excel
2 Form C: Activity/Project-Level Registration (For non-micro enterprises)		
Form C.1: Activity/Project-Level Registration	View	PDF Excel
Form C.2: Activity/Project Sales and Operations Information	View	PDF Excel
Form C.3: Activity/Project Employment Information	View	PDF Excel
Form C.5: Project Timetable and Cost and Financial Information	View	PDF Excel

Pending resubmission from the user

ACTIVITY LOG

Date	Description	View
2022-03-7 07:54:53	[needs action] Incomplete Submission	View
2022-03-4 14:42:50	[Submitted] Submitted for review	View

The BE is required to act on the details entered on the remarks of the IPA, or upload the necessary documents if necessary.

Once changes have been made, the applicant must re-submit the application. The application status will be changed to **“Submitted”**. IPA may check the application and attachments, and may tag it as **“Complete Submission”** or **“Incomplete Submission”**.

FIRMS

Dashboard

For Approval

View

Home / admin / submissions / 74 / review

Welcome BOI (Board of Investments)

REVIEW OF APPLICATION

General Requirements	View	Download
1 Form A: Business Enterprise Registration	View	PDF Excel
2 Form C: Activity/Project-Level Registration (For non-micro enterprises)		
Form C.1: Activity/Project-Level Registration	View	PDF Excel
Form C.2: Activity/Project Sales and Operations Information	View	PDF Excel
Form C.3: Activity/Project Employment Information	View	PDF Excel
Form C.5: Project Timetable and Cost and Financial Information	View	PDF Excel

[Complete Submission](#)

[Incomplete Submission](#)

ACTIVITY LOG

Date	Description	View
2022-03-7 08:14:43	[Submitted] Submitted for review	View
2022-03-7 08:14:37	[upload files] Upload files successful	View
2022-03-7 07:54:53	[needs action] Incomplete Submission	View
2022-03-4 14:42:50	[Submitted] Submitted for review	View

Once tagged as **“Complete Submission”**, the application status will be displayed as **“Evaluation Started”**.

The screenshot displays the FIRMS application interface. On the left is a dark sidebar with navigation links: Dashboard, For Approval, and View. The main content area has a header with a breadcrumb trail: Home / admin / submissions / 74 / review, and a welcome message: Welcome BOI (Board of Investments). The central section is titled 'REVIEW OF APPLICATION' and contains a table of requirements. To the right, a red-bordered box highlights the 'Evaluation started' status with two buttons: 'Complete Submission' and 'Needs Addtl Requirement'. Below this is an 'ACTIVITY LOG' table.

REVIEW OF APPLICATION		
General Requirements	View	Download
1 Form A: Business Enterprise Registration	View	PDF Excel
2 Form C: Activity/Project-Level Registration (For non-micro enterprises)		
Form C.1: Activity/Project-Level Registration	View	PDF Excel
Form C.2: Activity/Project Sales and Operations Information	View	PDF Excel
Form C.3: Activity/Project Employment Information	View	PDF Excel
Form C.5: Project Timetable and Cost and Financial Information	View	PDF Excel

Evaluation started

[Complete Submission](#)

[Needs Addtl Requirement](#)

ACTIVITY LOG		
Date	Description	View
2022-03-7 08:30:32	[Complete submission] Set as Complete submission	View
2022-03-7 08:14:43	[Submitted] Submitted for review	View
2022-03-7 08:14:37	[upload files] Upload files successful	View
2022-03-7 07:54:53	[needs action] Incomplete Submission	View
2022-03-4 14:42:50	[Submitted] Submitted for review	View

The IPA may now thoroughly evaluate the application, and tag it as **“Complete Submission”** when the IPA finds the application as sufficient and with merit for possible approval. However, IPA should click the **“Needs Addtl Requirement”** button if it needs more supporting documents and information.

For applications with **more than P1 billion** of capital investment, after evaluation, the IPA should endorse the application to the FIRB by clicking “**Endorse to FIRB**” button. After endorsing the application to FIRB, the application status will now be “Complete Submission Endorsed”.

FIRMS

Dashboard

For Approval

View

Home / admin / submissions / 78 / review

Welcome Bases Conversion and Development Authority (BCDA)

REVIEW OF APPLICATION

General Requirements	View	Download
1 Form A: Business Enterprise Registration	View	PDF Excel
2 Form C: Activity/Project-Level Registration (For non-micro enterprises)		
Form C.1: Activity/Project-Level Registration	View	PDF Excel
Form C.2: Activity/Project Sales and Operations Information	View	PDF Excel
Form C.3: Activity/Project Employment Information	View	PDF Excel
Form C.4: Facility Requirement Information	View	PDF Excel
Form C.5: Project Timetable and Cost and Financial Information	View	PDF Excel

Endorse To FIRB

ACTIVITY LOG

Date	Description	View
2022-03-10 07:17:26	[Complete submission eval] Set as Complete submission	View
2022-03-10 07:17:20	[Complete submission] Set as Complete submission	View
2022-03-10 07:17:00	[Submitted] Submitted for review	View

Upload the evaluation report and the CBA.

The screenshot displays the FIRMS (Firm Registration and Monitoring System) interface. A modal window titled "Upload evaluation report" is centered on the screen, prompting the user to upload an evaluation report to continue with the endorsement process. The modal includes a "Browse..." button, a status message "No file selected.", and an "Upload and Endorse" button.

The background interface shows the "REVIEW OF APPLICATION" section under the "General Requirements" tab. It lists several forms for review, each with "View", "PDF", and "Excel" download options.

	General Requirements	View	Download
1	Form A: Business Enterprise Registration	View	PDF Excel
2	Form C: Activity/Project-Level Registration (For non-micro enterprises)		
	Form C.1: Activity/Project-Level Registration	View	PDF Excel
	Form C.2: Activity/Project Sales and Operations Information	View	PDF Excel
	Form C.3: Activity/Project Employment Information	View	PDF Excel
	Form C.4: Facility Requirement Information	View	PDF Excel
	Form C.5: Project Timetable and Cost and Financial Information	View	PDF Excel

On the right side of the interface, there is an "Endorse To FIRB" button and an "ACTIVITY LOG" section. The activity log table shows recent actions:

Date	Description	View
2022-03-10 07:17:26	[Complete submission eval] Set as Complete submission	View
2022-03-10 07:17:20	[Complete submission] Set as Complete submission	View
2022-03-10 07:17:00	[Submitted] Submitted for review	View

Wait for the FIRB's decision and the Board Resolution. Reflect the decision in the system by clicking the “**Approve**” or “**Deny**”.

FIRMS

Dashboard

For Approval

View

Home / admin / submissions / 78 / review

Welcome Bases Conversion and Development Authority (BCDA)

REVIEW OF APPLICATION

General Requirements	View	Download
1 Form A: Business Enterprise Registration	View	PDF Excel
2 Form C: Activity/Project-Level Registration (For non-micro enterprises)		
Form C.1: Activity/Project-Level Registration	View	PDF Excel
Form C.2: Activity/Project Sales and Operations Information	View	PDF Excel
Form C.3: Activity/Project Employment Information	View	PDF Excel
Form C.4: Facility Requirement Information	View	PDF Excel
Form C.5: Project Timetable and Cost and Financial Information	View	PDF Excel

[Download board resolution](#)

[Approve](#)

[Deny](#)

ACTIVITY LOG

Date	Description	View
2022-03-10 07:24:28	[Decided by FIRB] FIRB uploaded resolution Mar 9, 2022, 11:24 PM	View
2022-03-10 07:24:28	[upload files] Upload files successful	View
2022-03-10 07:21:24	[Complete submission endorsed] For FIRB evaluation Mar 9, 2022, 11:21 PM	View
2022-03-10 07:21:24	[upload files] Upload files successful	View
2022-03-10 07:17:26	[Complete submission eval] Set as Complete submission	View
2022-03-10 07:17:20	[Complete submission] Set as Complete submission	View

For applications with P1 billion and below investment capital and once the IPA has already completed the evaluation, the IPA may tag the application as approved or denied based on the result of the evaluation. To do this, simply click on the **“Approve”** or **“Deny”** button on the right side of the screen. It will prompt the IPA to upload IPA Resolution on its decision.

FIRMS

Home / admin / submissions / 74 / review

Welcome BOI (Board of Investments)

REVIEW OF APPLICATION

General Requirements		View	Download	
1	Form A: Business Enterprise Registration	View	PDF	Excel
2	Form C: Activity/Project-Level Registration (For non-micro enterprises)			
	Form C.1: Activity/Project-Level Registration	View	PDF	Excel
	Form C.2: Activity/Project Sales and Operations Information	View	PDF	Excel
	Form C.3: Activity/Project Employment Information	View	PDF	Excel
	Form C.5: Project Timetable and Cost and Financial Information	View	PDF	Excel

[Approve](#)
[Deny](#)

ACTIVITY LOG

Date	Description	View
2022-03-7 08:41:55	[Complete submission eval] Set as Complete submission	View
2022-03-7 08:30:32	[Complete submission] Set as Complete submission	View
2022-03-7 08:14:43	[Submitted] Submitted for review	View
2022-03-7 08:14:37	[upload files] Upload files successful	View
2022-03-7 07:54:53	[needs action] Incomplete Submission	View
2022-03-4 14:42:50	[Submitted] Submitted for review	View

To illustrate,

When the “Deny” button has been clicked, a copy of the IPA resolution for denial is required to be uploaded. Attach the file by clicking “**Choose File**”, then click the “**Submit**” button.

The screenshot displays the FIRMS application interface. A modal window titled "Deny — Ron Paulo Autos | Test" is centered on the screen. The modal contains the text "To continue with the denial, upload an IPA resolution." and a "Choose File" button. Below the button, it says "No file chosen". At the bottom of the modal are "Submit" and "Cancel" buttons. The background interface shows a sidebar with "Dashboard", "For Approval", and "View" options. The main content area is titled "REVIEW OF APPLICATION" and lists "General Requirements" with various forms (Form A, Form C, Form C.1, Form C.2, Form C.3, Form C.5) and their respective "View", "PDF", and "Excel" buttons. On the right, there is an "ACTIVITY LOG" table with columns for "Date", "Description", and "View". The table contains several entries with timestamps and descriptions of submission status changes. At the top right of the interface, there is a "Welcome BOI (Board of Investments)" message and a "Deny" button.

Date	Description	View
2022-03-7 09:05:36	[Complete submission eval] Set as Complete submission	View
2022-03-7 09:05:20	[Complete submission] Set as Complete submission	View
2022-03-3 10:33:21	[Submitted] Submitted for review	View
2022-03-3 10:27:33	[needs action] Incomplete Submission	View
2022-03-3 10:27:06	[Complete submission] Set as Complete submission	View
2022-03-3 10:26:30	[Submitted] Submitted for review	View
2022-03-3 09:55:57	[needs action] Incomplete Submission	View
2022-03-3	[Submitted] Submitted for	View

This will end the application process for the said project / activity, and the BE will be notified of the denial of their application.

Home / admin / submissions / 52 / review

Welcome Bases Conversion and Development Authority (BCDA)

REVIEW OF APPLICATION

General Requirements		View	Download	
1	Form A: Business Enterprise Registration	View	PDF	Excel
2	Form C: Activity/Project-Level Registration (For non-micro enterprises)			
	Form C.1: Activity/Project-Level Registration	View	PDF	Excel
	Form C.2: Activity/Project Sales and Operations Information	View	PDF	Excel
	Form C.3: Activity/Project Employment Information	View	PDF	Excel
	Form C.4: Facility Requirement Information	View	PDF	Excel
	Form C.5: Project Timetable and Cost and Financial Information	View	PDF	Excel

DENIED

ACTIVITY LOG

Date	Description	View
2022-02-10 13:51:40	[Denied] Application denied	View
2022-02-10 13:50:49	[Submitted T&C remarks] Submitted terms and conditions comments/remarks	View
2022-02-10 13:50:21	[Sent T&C draft] Draft Registration T&C now available for download. Registration fee 56700	View
2022-02-10 13:50:21	[upload files] Upload files successful	View
2022-02-10 13:49:54	[Approved] Provisionally approved	View
2022-02-10 13:49:54	[upload files] Upload files successful	View
2022-02-10 13:49:42	[Complete submission eval] Set as Complete submission	View

Activity Log ID 1594

Date	2022-02-10 13:51:40
Activity By	Bases Conversion and Development Authority (BCDA) (firms@bcdca.gov.ph)
Status	Denied
Description	Application denied
Properties	

Close

Welcome Bases Conversion and Development Authority (BCDA)

DENIED

ACTIVITY LOG

Date	Description	View
2022-02-10 13:51:40	[Denied] Application denied	
2022-02-10 13:50:49	[Submitted T&C remarks] Submitted terms and conditions comments/remarks	
2022-02-10 13:50:21	[Sent T&C draft] Draft Registration T&C now available for download. Registration fee 56700	
2022-02-10 13:50:21	[upload files] Upload files successful	

To approve an application, the IPA must click the **“Approve”** button and upload a copy of the IPA resolution for approval in the modal. Click the **“Submit”** button to upload the file and notify the RBE that the application has been approved.

The screenshot displays the Firms application interface. A modal window titled "Approve — Ron Paulo Autos | Test" is open, prompting the user to upload an IPA resolution. The modal contains a "Choose File" button, a text input field with "COR-Application-Resolution.pdf", and "Submit" and "Cancel" buttons. The background shows the "REVIEW OF APPLICATION" page with a list of forms and an "ACTIVITY LOG" on the right.

REVIEW OF APPLICATION

General Requirements

- Form A: Business Enterprise Registration [View](#) [PDF](#) [Excel](#)
- Form C: Activity/Project-Level Registration (For non-micro enterprises)
 - Form C.1: Activity/Project-Level Registration [View](#) [PDF](#) [Excel](#)
 - Form C.2: Activity/Project Sales and Operations Information [View](#) [PDF](#) [Excel](#)
 - Form C.3: Activity/Project Employment Information [View](#) [PDF](#) [Excel](#)
 - Form C.5: Project Timetable and Cost and Financial Information [View](#) [PDF](#) [Excel](#)

ACTIVITY LOG

Date	Description	View
2022-03-7 08:41:55	[Complete submission eval] Set as Complete submission	View
2022-03-7 08:30:32	[Complete submission] Set as Complete submission	View
2022-03-7 08:14:43	[Submitted] Submitted for review	View
2022-03-7 08:14:37	[upload files] Upload files successful	View
2022-03-7 07:54:53	[needs action] Incomplete Submission	View
2022-03-4 14:42:50	[Submitted] Submitted for review	View

Subsequent to the approval, the IPA will prepare the Terms and Conditions (T&C). Once available, the IPA may upload the T&C on the right side panel.

The screenshot displays the FIRMS application interface. On the left is a dark sidebar with navigation links: Dashboard, For Approval, and View. The main content area is titled 'REVIEW OF APPLICATION' and contains a table of requirements. To the right, a red-bordered box highlights the 'Upload Registration Terms and Conditions' panel, which includes a file upload area, a 'Choose File' button, a 'Registration Fee' input field, and an 'Upload & Save' button. Below this is an 'ACTIVITY LOG' table showing recent system events.

General Requirements			View	Download	
1	Form A: Business Enterprise Registration		View	PDF	Excel
2	Form C: Activity/Project-Level Registration (For non-micro enterprises)				
	Form C.1: Activity/Project-Level Registration		View	PDF	Excel
	Form C.2: Activity/Project Sales and Operations Information		View	PDF	Excel
	Form C.3: Activity/Project Employment Information		View	PDF	Excel
	Form C.5: Project Timetable and Cost and Financial Information		View	PDF	Excel

Upload Registration Terms and Conditions

Upload here the registration terms and conditions, and other additional files (if needed)

[Choose File](#) No file chosen

Registration Fee

[Upload & Save](#)

ACTIVITY LOG

Date	Description	View
2022-03-7 09:00:08	[Approved] Provisionally approved	View
2022-03-7 09:00:08	[upload files] Upload files successful	View
2022-03-7 09:44:55	[Complete submission eval] Set as Complete submission	View

Fill in the **“Registration Fee”** for the fee to be paid by the BE and click the **“Upload and Save”** button. Registration Fee or its related term is based on the existing rates of the IPAs. Payment

Once done, FIRMS will notify the BE that the draft Terms and Conditions has been uploaded for their review and approval.

FIRMS

Home / admin / submissions / 74 / review

Welcome BOI (Board of Investments)

Successfully uploaded terms & conditions.

REVIEW OF APPLICATION

General Requirements	View	Download
1 Form A: Business Enterprise Registration	View	PDF Excel
2 Form C: Activity/Project-Level Registration (For non-micro enterprises)		
Form C.1: Activity/Project-Level Registration	View	PDF Excel
Form C.2: Activity/Project Sales and Operations Information	View	PDF Excel
Form C.3: Activity/Project Employment Information	View	PDF Excel
Form C.5: Project Timetable and Cost and Financial Information	View	PDF Excel

Pending Terms & Conditions acceptance or remarks from the user

ACTIVITY LOG

Date	Description	View
2022-03-7 09:20:09	[Sent T&C draft] Draft Registration T&C now available for download. Registration fe...	View
2022-03-7 09:20:09	[upload files] Upload files successful	View
2022-03-7 09:00:08	[Approved] Provisionally approved	View
2022-03-7 09:00:08	[upload files] Upload files successful	View
2022-03-7 08:41:55	[Complete submission eval] Set as Complete submission	View
2022-03-7 08:30:32	[Complete submission] Set as Complete submission	View
2022-03-7	[Submitted] Submitted for	View

Upon agreement on the Terms and Conditions, the BE is required to upload a signed copy of the T&C. This will update the application status to **“Signed T&C”**.

FIRMS

Dashboard

For Approval

COR

CETI

View

Home / admin / for-approval

Welcome BOI (Board of Investments)

List of Activities/Projects for review

Enterprise Name	Activity/Project Name/Description	Date Submitted	Status	Actions
Wonderful Test Company, Inc.	Build to Suit and Colocation Towers Infrastructure	2022-02-24 09:27:59	Submitted	View
Wonderful Test Company, Inc.	Renovation and Maintenance of Davao Internation	2022-02-25 15:27:46	Fully approved	View
Wonderful Test Company, Inc.	Test Project - Export of Chemical and Chemical Pi	2022-02-28 06:35:39	Fully approved	View
Wonderful Test Company, Inc.	Test Project - Construction of Cebu-Negros-Siquij	2022-02-28 06:48:59	Complete submission endorsed	View
Ron Paulo Autos Test	Air Leni Face Mask Cloth Manufacturing Corp	2022-03-03 02:33:21	Complete submission eval	View
Ron Paulo Autos Test	Airism Textiles	2022-03-07 00:14:43	Signed T&C	View

Page 2 of 2 25 View 26 - 31 of 31

FIRMS © 2022 FIRB

FIRMS

Dashboard

For Approval

View

Home / admin / submissions / 74 / review

Welcome BOI (Board of Investments)

REVIEW OF APPLICATION

	General Requirements	View	Download	
1	Form A: Business Enterprise Registration	View	PDF	Excel
2	Form C: Activity/Project-Level Registration (For non-micro enterprises)			
	Form C.1: Activity/Project-Level Registration	View	PDF	Excel
	Form C.2: Activity/Project Sales and Operations Information	View	PDF	Excel
	Form C.3: Activity/Project Employment Information	View	PDF	Excel
	Form C.5: Project Timetable and Cost and Financial Information	View	PDF	Excel

[View T&C and Other docs](#)

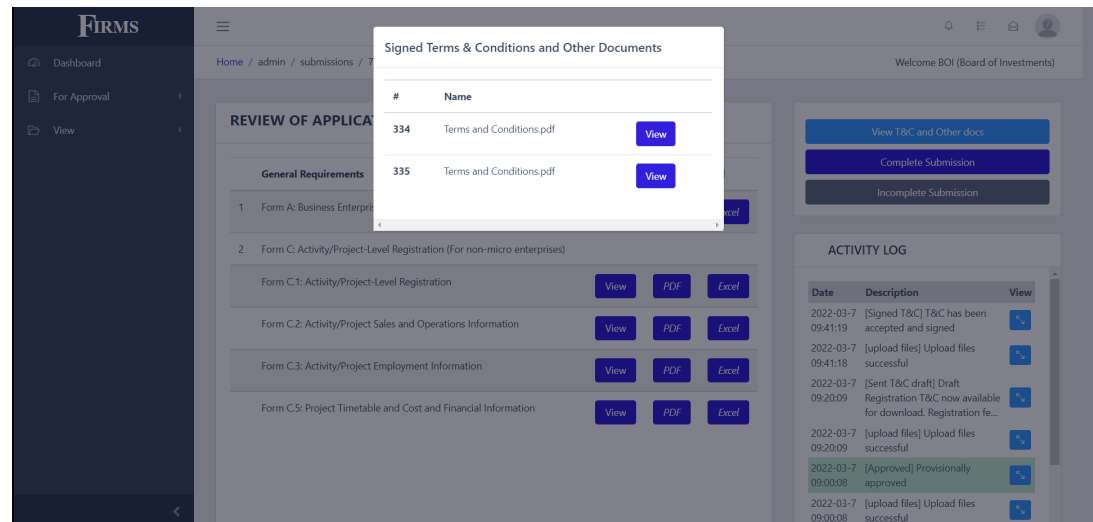
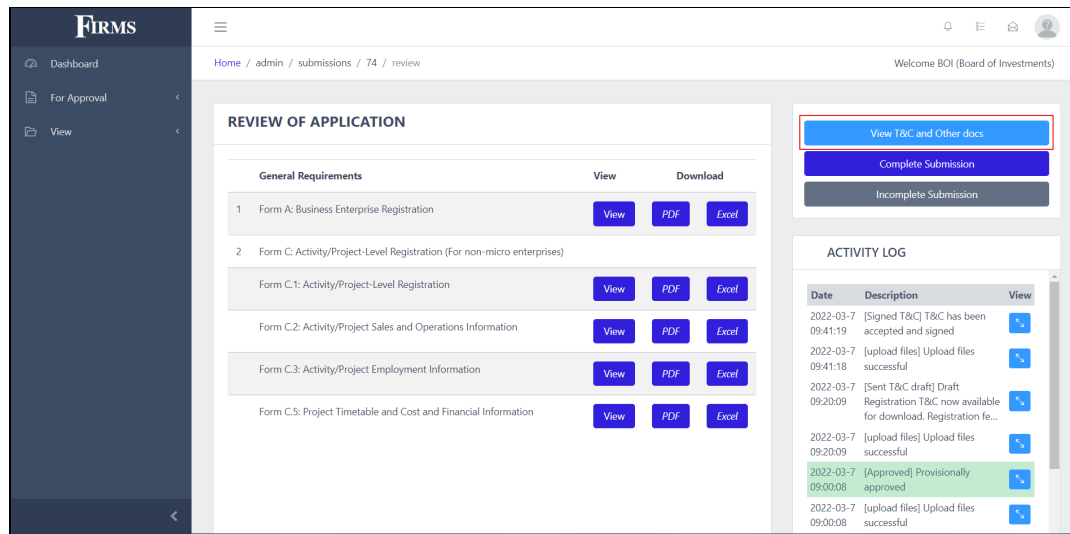
[Complete Submission](#)

[Incomplete Submission](#)

ACTIVITY LOG

Date	Description	View
2022-03-7 09:41:19	[Signed T&C] T&C has been accepted and signed	View
2022-03-7 09:41:18	[upload files] Upload files successful	View
2022-03-7 09:20:09	[Sent T&C draft] Draft Registration T&C now available for download. Registration fe...	View
2022-03-7 09:20:09	[upload files] Upload files successful	View
2022-03-7 09:00:08	[Approved] Provisionally approved	View
2022-03-7 09:00:08	[upload files] Upload files successful	View

The IPA can view the signed Terms and Conditions and other documents by clicking on the **“View T&C and Other docs”** button.



The IPA may tag the application as Complete or Incomplete Submission by clicking the appropriate button on the right side of the screen.

FIRMS

Dashboard

For Approval

View

Home / admin / submissions / 74 / review

Welcome BOI (Board of Investments)

REVIEW OF APPLICATION

General Requirements	View	Download
1 Form A: Business Enterprise Registration	View	PDF Excel
2 Form C: Activity/Project-Level Registration (For non-micro enterprises)		
Form C.1: Activity/Project-Level Registration	View	PDF Excel
Form C.2: Activity/Project Sales and Operations Information	View	PDF Excel
Form C.3: Activity/Project Employment Information	View	PDF Excel
Form C.5: Project Timetable and Cost and Financial Information	View	PDF Excel

[View T&C and Other docs](#)

[Complete Submission](#)

[Incomplete Submission](#)

ACTIVITY LOG

Date	Description	View
2022-03-7 09:41:19	[Signed T&C] T&C has been accepted and signed	View
2022-03-7 09:41:18	[upload files] Upload files successful	View
2022-03-7 09:20:09	[Sent T&C draft] Draft Registration T&C now available for download. Registration fe...	View
2022-03-7 09:20:09	[upload files] Upload files successful	View
2022-03-7 09:00:08	[Approved] Provisionally approved	View
2022-03-7 09:00:08	[upload files] Upload files successful	View

Once tagged as **“Complete Submission”**, the BE will be notified that the application is **“Signed T&C”**. Then, the IPA will be redirected to the **“Generate Certificate of Registration”** screen. The IPA is required to enter the required registration information, tax incentive grant information, and IPA/FIRB resolution information. If the application is tagged as **“Incomplete Submission”**, then the IPA may require additional documents to be uploaded by the RBE.

The screenshot shows the 'FIRMS' web application interface. On the left is a dark sidebar with navigation links: 'Dashboard', 'For Approval', and 'View'. The main content area is titled 'Generate Certificate of Registration' and includes a 'Return to Submission' button. The form is titled 'UAT - CERTIFICATE OF REGISTRATION' and contains several input fields with red asterisks indicating required fields. The fields are: 'Business Enterprise Name' (filled with 'Ron Paulo Autos | Test'), 'Business Enterprise Main Office Address' (filled with '111, Amacalan, Gerona Tarlac Amacalan Gerona Tarlac Region III (Central Luzon)'), 'Tax Identification Number' (filled with '053-111-231'), 'IPA' (filled with 'Board of Investments (BOI)'), 'IPA Code' (filled with 'BOI'), 'IPA Registration Date' (filled with '3/7/2022'), 'Place of Registration' (filled with 'Clark'), 'Activity/Project Name or Description' (filled with 'Airsun Textiles'), 'Nth (#) of Projects of Business Registered' (empty), and 'Project Address' (empty).

FIRMS

Home / admin / submissions / 74 / generate-cor

Welcome BOI (Board of Investments)

Generate Certificate of Registration [Return to Submission](#)

UAT - CERTIFICATE OF REGISTRATION

Business Enterprise Name *
Ron Paulo Autos | Test

Business Enterprise Main Office Address *
111, Amacalan, Gerona Tarlac Amacalan Gerona Tarlac Region III (Central Luzon)

Tax Identification Number
053-111-231

IPA *
Board of Investments (BOI)

IPA Code *
BOI

IPA Registration Date
3/7/2022

Place of Registration *
Clark

Activity/Project Name or Description *
Airsun Textiles

Nth (#) of Projects of Business Registered *

Project Address *

The screenshot shows the FIRMS web application interface. On the left is a dark blue sidebar with navigation links: Dashboard, For Approval, and View. The main content area is white and displays the 'generate-cor' form. At the top of the form, there are input fields for 'Years of VAT Exemption and Zero-Rating' (value: 1), 'Start Date' (3/7/2022), and 'End Date' (3/7/2023). Below these is a section titled 'Board Resolution Proof on Approval of Registration (to be filled up by IPA and FIRB Secretariat)'. It contains two input fields: 'IPA Board Resolution No.' (value: 55555) and 'FIRB Board Resolution No. (if applicable)'. The next section is 'For Signatories', which includes 'IPA Designated Authority name' (Gian Carlo Rodriguez) and 'Designation' (Deputy Executive Director). There are also fields for 'Attestation: For 1B and up' and 'Designation'. At the bottom, there are fields for 'Name of FIRB Secretariat Head (if applicable)' and 'Designation'. A red 'Submit' button is located at the bottom center of the form. The footer of the page shows 'FIRMS © 2022 FIRB'.

After filling out the details, click the **“Submit”** button. This will generate a COR for the project / activity.

Important Note:

IPAs must follow COR ID nomenclature. Actual COR ID example: **2022-00004-BOI-EX-C23-1**
where:

2022 = **YEAR**

00004 = **5-digit Iterative Number which resets every year per IPA**

BOI = **IPA CODE**

EX = **Market Orientation (EXPORT <EX> or DOMESTIC<DM>)**

C = **PSIC Section Code (A to U)**

23 = **PSIC 2-digit Code or Division Code (01 to 99)**

1 = **Nth project of BE being registered**

Below is a sample COR generated from FIRMS:

CERTIFICATE OF REGISTRATION

2022-00004-BCD-EX-C23-1

This is to certify that the **Bases Conversion and Development Authority (BCDA)** pursuant to its Charter and Title XIII of the National Internal Revenue Code of 1997, as amended by Republic Act No. 11534, or the Corporate Recovery and Tax Incentives for Enterprises (CREATE) Act, has duly registered

Rainer Enterprise

B122, L123 Mabolo II City of Bacoor Cavite Region IV-A (CALABARZON)

as (a/an)

Domestic Enterprise

engaged in

PSIC 42900 - Construction of Other Civil Engineering Projects New

B122, L123 Mabolo II City of Bacoor Cavite Region IV-A (CALABARZON)

The registered project or activity of **Rainer Enterprise** is entitled to the following incentives:

- ☒ Income Tax Holiday for one (1) year
- ☐ Enhanced Deductions
- ☐ Special Corporate Income Tax
- ☒ Duty Exemption maximum of eleven (11) years upon the date of registration
- ☐ VAT Exemption and Zero Rating maximum of eleven (11) years upon the date of registration

subject to the representation and commitments set forth in its application for registration, the provisions of the above laws, the rules and regulations promulgated thereunder, and the terms and conditions of the Registration Agreement.

In testimony whereof, the seal of the **Races Conversion and Development**

Upon generation of the COR, the project / activity status will be changed to **“Fully Approved”**. Click **“View”** to open the project details.

Dashboard

For Approval

COR

CETI

View

Home / admin / for-approval

Welcome BOI (Board of Investments)

List of Activities/Projects for review

Enterprise Name	Activity/Project Name/Description	Date Submitted	Status	Actions
Wonderful Test Company, Inc.	Build to Suit and Colocation Towers Infrastructure	2022-02-24 09:27:59	Submitted	View
Wonderful Test Company, Inc.	Renovation and Maintenance of Davao Internation	2022-02-25 15:27:46	Fully approved	View
Wonderful Test Company, Inc.	Test Project - Export of Chemical and Chemical P	2022-02-28 06:35:39	Fully approved	View
Wonderful Test Company, Inc.	Test Project - Construction of Cebu-Negros-Siquij	2022-02-28 06:48:59	Complete submission endorsed	View
Ron Paulo Autos Test	Air Leni Face Mask Cloth Manufacturing Corp	2022-03-03 02:33:21	Complete submission eval	View
Ron Paulo Autos Test	Airism Textiles	2022-03-07 00:14:43	Fully approved	View

Page 2 of 2 25 View 26 - 31 of 31

FIRMS © 2022 FIRB

Click “**View COR**” to open the generated **Certificate of Registration**.

The screenshot displays the Firms application review interface. The left sidebar contains navigation links: Dashboard, For Approval, and View. The main content area is titled 'REVIEW OF APPLICATION' and lists several forms under 'General Requirements'. Each form has 'View', 'PDF', and 'Excel' buttons. A red box highlights the 'View COR' button in the top right corner, along with the 'View T&C and Other docs' button and the 'FULLY APPROVED' status. The bottom right section shows an 'ACTIVITY LOG' with a table of recent actions.

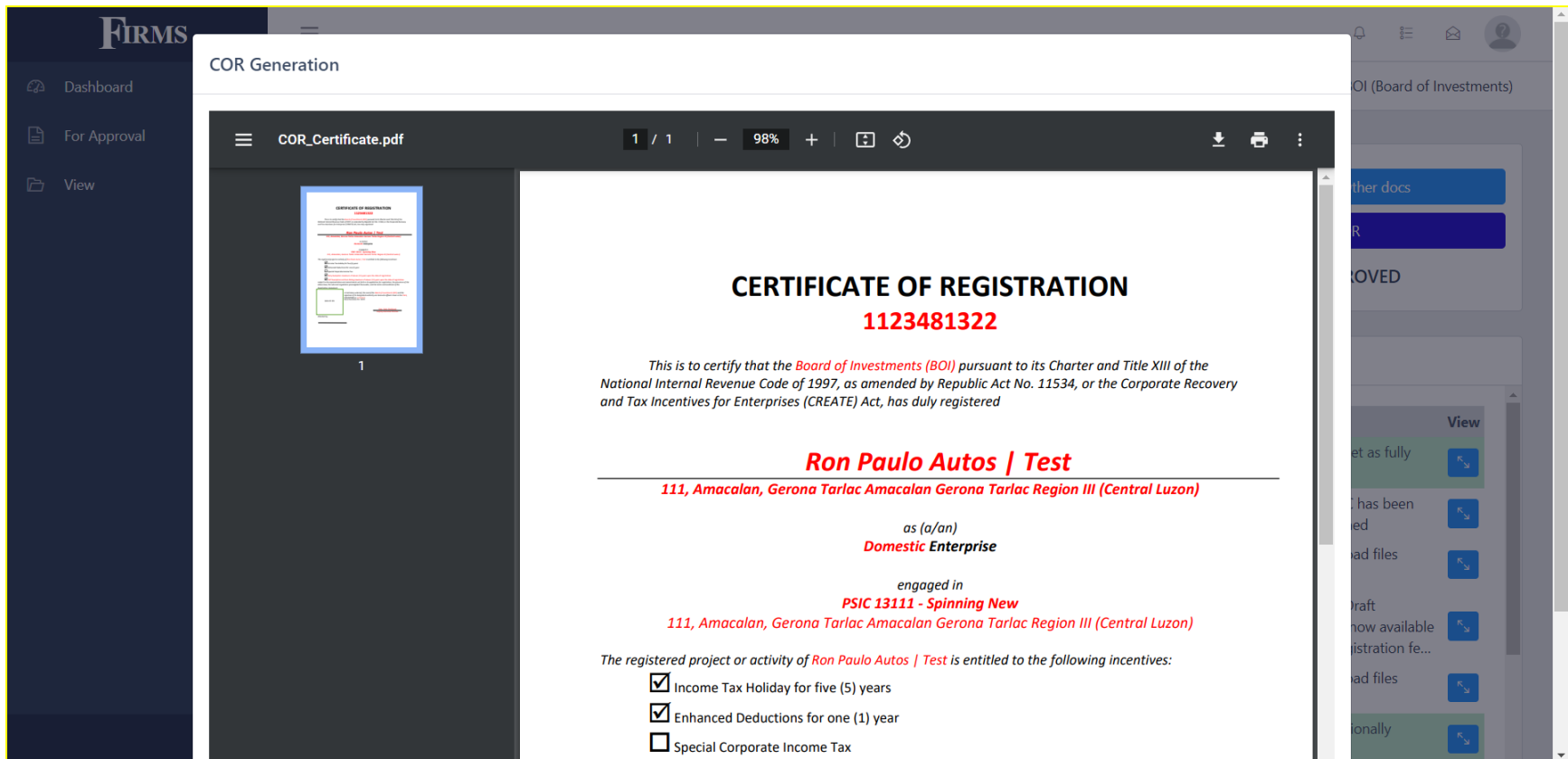
Date	Description	View
2022-03-7 10:26:32	[Fully approved] Set as fully approved	View
2022-03-7 09:41:19	[Signed T&C] T&C has been accepted and signed	View
2022-03-7 09:41:18	[upload files] Upload files successful	View
2022-03-7 09:20:09	[Sent T&C draft] Draft Registration T&C now available for download. Registration fe...	View
2022-03-7 09:20:09	[upload files] Upload files successful	View
2022-03-7 09:00:08	[Approved] Provi	View

View COR

FULLY APPROVED

ACTIVITY LOG

NTRC7 Internet access

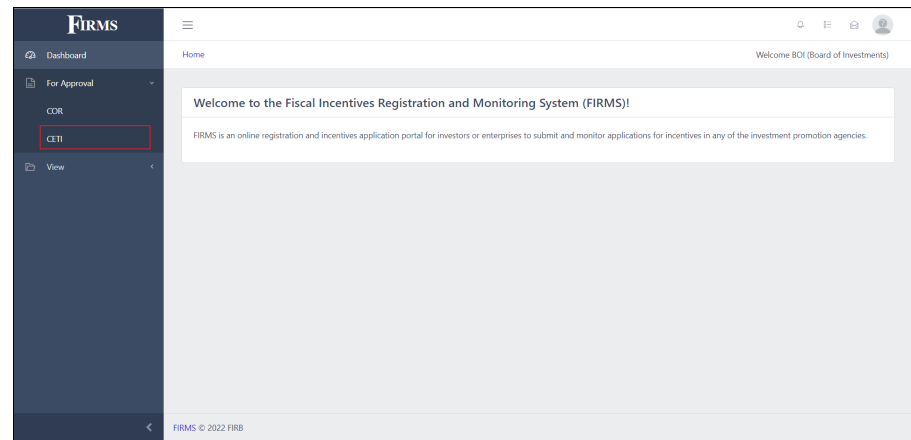
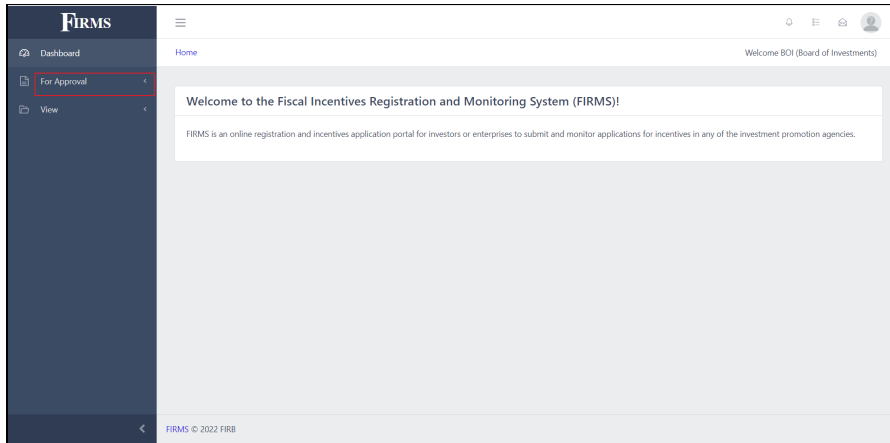


This ends the process of Application for Activity / Project Registration.

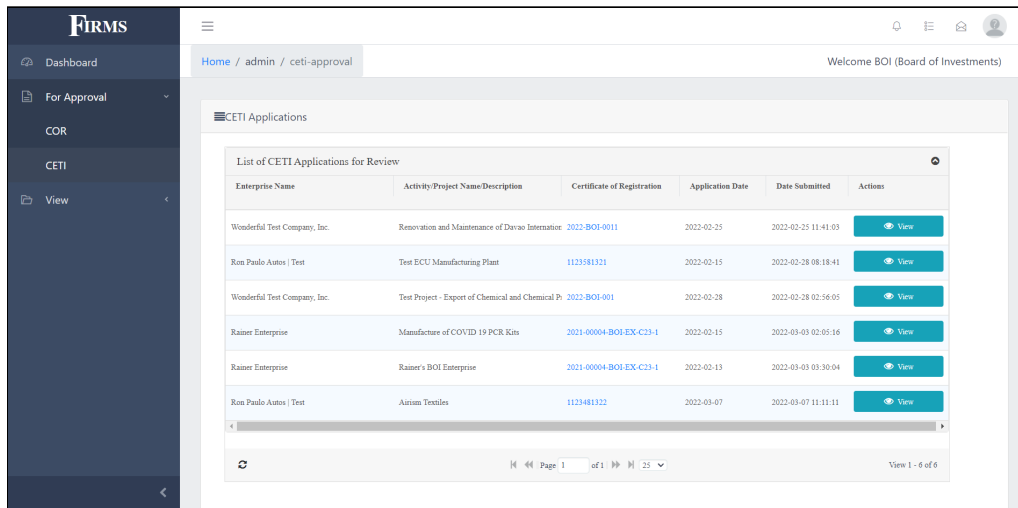
PROCESSING APPLICATIONS FOR CERTIFICATE OF ENTITLEMENT TO TAX INCENTIVES (CETI)

This module allows IPAs to approve or deny applications for CETI.

From the Home Page, navigate to the **“For Approval”** module and click the **“CETI”** sub-module.

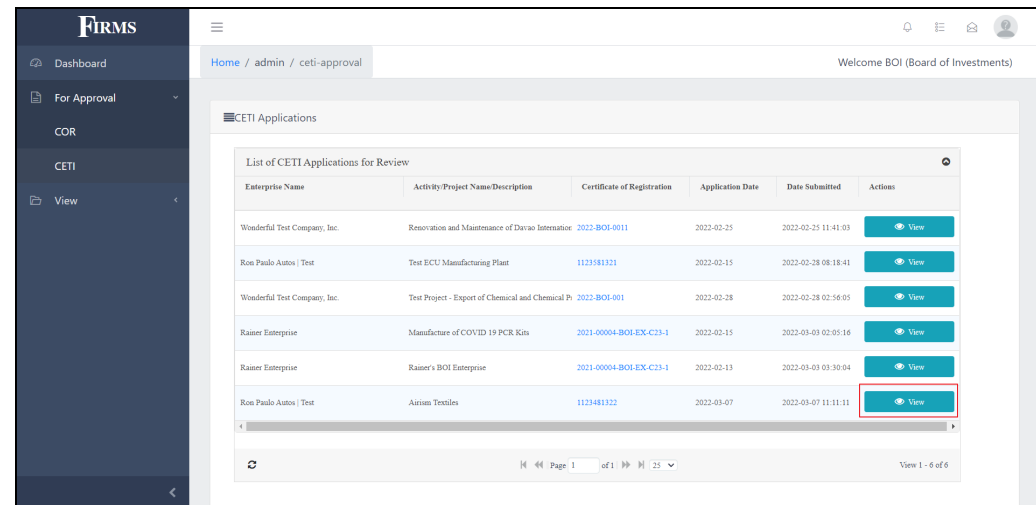


List of Applications for Certificate of Entitlement to Tax Incentives will be displayed here.



The screenshot shows the Firms application interface. On the left is a dark sidebar with navigation links: Dashboard, For Approval, COR, CETI, and View. The main content area has a header with 'Home / admin / ceti-approval' and 'Welcome BOI (Board of Investments)'. Below this is a section titled 'CETI Applications' containing a table 'List of CETI Applications for Review'. The table has columns: Enterprise Name, Activity/Project Name/Description, Certificate of Registration, Application Date, Date Submitted, and Actions. There are six rows of data, each with a 'View' button. At the bottom, there is a pagination bar showing 'Page 1 of 1' and 'View 1 - 6 of 6'.

Enterprise Name	Activity/Project Name/Description	Certificate of Registration	Application Date	Date Submitted	Actions
Wonderful Test Company, Inc.	Renovation and Maintenance of Davao International	2022-BOI-0011	2022-02-25	2022-02-25 11:41:03	View
Ron Paulo Autos Test	Test ECU Manufacturing Plant	1123581321	2022-02-15	2022-02-28 08:18:41	View
Wonderful Test Company, Inc.	Test Project - Export of Chemical and Chemical P	2022-BOI-001	2022-02-28	2022-02-28 02:56:05	View
Rainer Enterprise	Manufacture of COVID 19 PCR Kits	2021-00004-BOI-EX-C23-1	2022-02-15	2022-03-03 02:05:16	View
Rainer Enterprise	Rainer's BOI Enterprise	2021-00004-BOI-EX-C23-1	2022-02-13	2022-03-03 03:30:04	View
Ron Paulo Autos Test	Airium Textiles	1123481322	2022-03-07	2022-03-07 11:11:11	View



This screenshot is identical to the one above, but with a red rectangle highlighting the 'View' button in the 'Actions' column of the last row (Ron Paulo Autos | Test, Airium Textiles).

Enterprise Name	Activity/Project Name/Description	Certificate of Registration	Application Date	Date Submitted	Actions
Wonderful Test Company, Inc.	Renovation and Maintenance of Davao International	2022-BOI-0011	2022-02-25	2022-02-25 11:41:03	View
Ron Paulo Autos Test	Test ECU Manufacturing Plant	1123581321	2022-02-15	2022-02-28 08:18:41	View
Wonderful Test Company, Inc.	Test Project - Export of Chemical and Chemical P	2022-BOI-001	2022-02-28	2022-02-28 02:56:05	View
Rainer Enterprise	Manufacture of COVID 19 PCR Kits	2021-00004-BOI-EX-C23-1	2022-02-15	2022-03-03 02:05:16	View
Rainer Enterprise	Rainer's BOI Enterprise	2021-00004-BOI-EX-C23-1	2022-02-13	2022-03-03 03:30:04	View
Ron Paulo Autos Test	Airium Textiles	1123481322	2022-03-07	2022-03-07 11:11:11	View

Click the corresponding **“View”** button to open the application.

A window that contains the information about the business enterprise, and the activity / project details will be displayed. The IPA may proceed to the evaluation process on the CETI application by clicking the **“For Evaluation”** button. However, the IPA can click **“For Justification or Completion”** if there are discrepancies, or any lacking information. The IPA can also download a zip file containing the application form and other documents, by clicking the **“Download Form and Other Docs”** button.

The screenshot shows the FIRMS application interface. On the left is a dark sidebar with the FIRMS logo and navigation links: Dashboard, For Approval, and View. The main content area has a header with a hamburger menu, a breadcrumb trail (Home / admin / ceti / 81 / review), and a welcome message (Welcome BOI (Board of Investments)). The main section is titled 'REVIEW OF CETI APPLICATION' and contains details for 'UAT - APPLICATION FOR CERTIFICATE OF ENTITLEMENT TO TAX INCENTIVES'. The details include Business Enterprise Name (Ron Paulo Autos | Test), Business Enterprise Main Office Address (111, Amacalan, Gerona Tarlac Amacalan Gerona Tarlac Region III (Central Luzon)), Tax Identification Number (953-111-231), RDO (001 - Laoag City, Ilocos Norte), IPA (Board of Investments (BOI)), IPA Code (BOI), IPA Registration Date (3/7/2022), Place of Registration (Clark), Activity/Project Name or Description (Airism Textiles), Project Representative (Rainer Dita), and Contact Number (1112345678). On the right side, there are three buttons: 'For Evaluation' (blue), 'For Justification or Completion' (grey), and 'Download Form and Other Docs' (blue), which are highlighted by a red box. Below these buttons is an 'ACTIVITY LOG' section with a table header (Date, Description, View).

Date	Description	View
------	-------------	------

When the **“For Justification or Completion”** button has been clicked, a modal will be displayed. The IPA is required to enter remarks in the field provided and click **“Submit”**.

The screenshot displays the FIRMS application interface. A modal titled "Add Remarks or Require additional requirements" is centered on the screen, overlaid on the "REVIEW OF CETI APP" page. The modal contains a text area for "Text Remarks" and a "Submit" button. The background page shows the "UAT - APPLICATION INCENTIVES" section with details for "Ron Paulo Autos | Test". The right sidebar includes buttons for "For Evaluation", "For Justification or Completion", and "Download Form and Other Docs", along with an "ACTIVITY LOG" table.

FIRMS

Home / admin / ceti / 81 / review

Welcome BOI (Board of Investments)

REVIEW OF CETI APP

UAT - APPLICATION INCENTIVES

Business Enterprise Name
Ron Paulo Autos | Test

Business Enterprise Main Office Address
111, Amacalan, Gerona Tarlac Amacalan Gerona Tarlac Region III (Central Luzon)

Tax Identification Number
953-111-231

RDO
001 - Laoag City, Ilocos Norte

IPA
Board of Investments (BOI)

IPA Code
BOI

IPA Registration Date
3/7/2022

Place of Registration
Clark

Activity/Project Name or Description
Airism Textiles

Add Remarks or Require additional requirements

Before setting the application as for justification or completion, provide remarks in the text area below

Text Remarks

Submit

For Evaluation

For Justification or Completion

Download Form and Other Docs

ACTIVITY LOG

Date	Description	View
------	-------------	------

This will notify the applicant of the required changes to be made in the application.

Once the application is tagged as **“For Evaluation”**, the IPA may proceed with the review, and may tag it as **“Approve”** or **“Disapprove”**.

The screenshot shows a web application interface for reviewing a Ceti application. On the left is a dark sidebar with the 'FIRMS' logo and navigation links: 'Dashboard', 'For Approval', and 'View'. The main content area has a breadcrumb trail 'Home / admin / ceti / 81 / review' and a welcome message 'Welcome BOI (Board of Investments)'. The central section is titled 'REVIEW OF CETI APPLICATION' and contains details for 'UAT - APPLICATION FOR CERTIFICATE OF ENTITLEMENT TO TAX INCENTIVES'. The details are organized into sections: 'Business Enterprise Name' (Ron Paulo Autos | Test), 'Business Enterprise Main Office Address' (111, Amacalan, Gerona Tarlac Amacalan Gerona Tarlac Region III (Central Luzon)), 'Tax Identification Number' (953-111-231) and 'RDO' (001 - Laoag City, Ilocos Norte), 'IPA' (Board of Investments (BOI)) and 'IPA Code' (BOI), 'IPA Registration Date' (3/7/2022) and 'Place of Registration' (Clark), 'Activity/Project Name or Description' (Airism Textiles), 'Project Representative' (Rainer Dita), and 'Contact Number' (1112345678). On the right side, there is a red-bordered box containing three buttons: 'Approve' (blue), 'Disapprove' (grey), and 'Download Form and Other Docs' (light blue). Below this box is an 'ACTIVITY LOG' table with columns 'Date', 'Description', and 'View'. The table contains one entry: '2022-03-7 13:16:27' with description '[for evaluation] Set as for evaluation' and a 'View' button.

Date	Description	View
2022-03-7 13:16:27	[for evaluation] Set as for evaluation	View

Note that clicking the **“Disapprove”** button will end the application process for CETI, and notify the applicant that the application has been disapproved.

When the **“Approved”** button is clicked, the IPA will be required to enter **“RBE’s Fee”** in the space provided. Click the **“Submit”** button to proceed.

FIRMS

Home / admin / ceti / 81 / review

Welcome BOI (Board of Investments)

REVIEW OF CETI APPLICATION

UAT - APPLICATION FOR CERTIFICATE OF ENTITLEMENT TO TAX INCENTIVES

Business Enterprise Name
Ron Paulo Autos | Test

Business Enterprise Main Office Address
111, Amacalan, Gerona Tarlac Amacalan Gerona Tarlac Region III (Central Luzon)

Tax Identification Number
953-111-231

RDO
001 - Laoag City, Ilocos Norte

IPA
Board of Investments (BOI)

IPA Code
BOI

IPA Registration Date
3/7/2022

Place of Registration
Clark

Activity/Project Name or Description
Airism Textiles

Project Representative
Rainer Dita

Contact Number
1112345678

To proceed with the approval, please provide a fee, and click submit

RBE's Fee **Submit**

Approve

Disapprove

Download Form and Other Docs

ACTIVITY LOG

Date	Description	View
2022-03-7 13:16:27	[for evaluation] Set as for evaluation	View

The applicant will be required to pay and upload the proof of payment in their CETI application page.

Once the proof of payment has been uploaded, the IPA will be able to validate by clicking the **“View Proof of Payment”** button.

REVIEW OF CETI APPLICATION

UAT - APPLICATION FOR CERTIFICATE OF ENTITLEMENT TO TAX INCENTIVES

Business Enterprise Name
Ron Paulo Autos | Test

Business Enterprise Main Office Address
111, Amacalan, Gerona Tariat, Amacalan Gerona Tariat, Region III (Central Luzon)

Tax Identification Number
953-111-231

RDO
001 - Laoag City, Ilocos Norte

IPA
Board of Investments (BOI)

IPA Code
BOI

IPA Registration Date
3/7/2022

Place of Registration
Clark

Activity/Project Name or Description
Aurum Textiles

Project Representative
Rainer Dita

Contact Number
1112345678

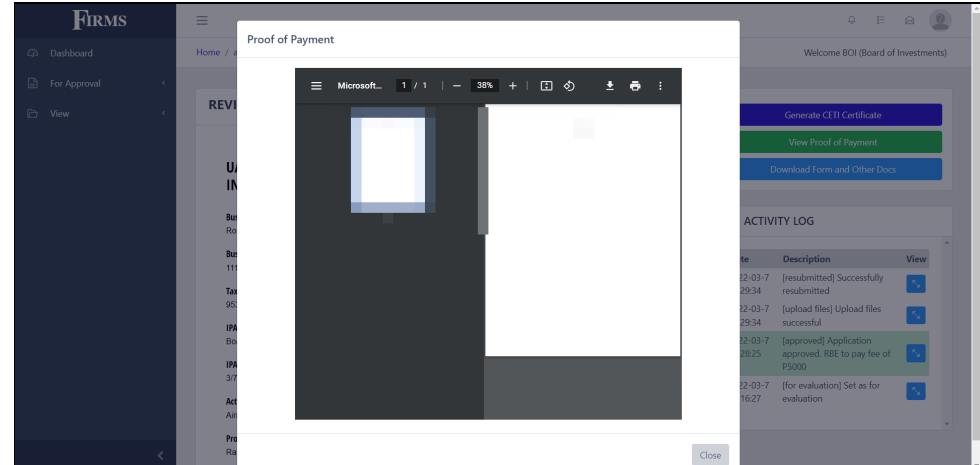
Generate CETI Certificate

View Proof of Payment

Download Form and Other Docs

ACTIVITY LOG

Date	Description	View
2022-03-7 13:29:34	[resubmitted] Successfully resubmitted	View
2022-03-7 13:29:34	[upload files] Upload files successful	View
2022-03-7 13:28:25	[approved] Application approved. RBE to pay fee of P5000	View
2022-03-7 13:16:27	[for evaluation] Set as for evaluation	View



IPAs can generate CETI by clicking the **“Generate CETI Certificate”** button.

FIRMS

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Welcome BOI (Board of Investments)

REVIEW OF CETI APPLICATION

UAT - APPLICATION FOR CERTIFICATE OF ENTITLEMENT TO TAX INCENTIVES

Business Enterprise Name
Ron Paulo Autos | Test

Business Enterprise Main Office Address
111, Amacalan, Gerona Tarlac Amacalan Gerona Tarlac Region III (Central Luzon)

Tax Identification Number
953-111-231

RDO
001 - Laoag City, Ilocos Norte

IPA
Board of Investments (BOI)

IPA Code
BOI

IPA Registration Date
3/7/2022

Place of Registration
Clark

Activity/Project Name or Description
Airism Textiles

Project Representative
Rainer Dita

Contact Number
1112345678

Generate CETI Certificate

View Proof of Payment

Download Form and Other Docs

ACTIVITY LOG

Date	Description	View
2022-03-7 13:29:34	[resubmitted] Successfully resubmitted	View
2022-03-7 13:29:34	[upload files] Upload files successful	View
2022-03-7 13:28:25	[approved] Application approved. RBE to pay fee of P5000	View
2022-03-7 13:16:27	[for evaluation] Set as for evaluation	View

The IPA will be required to review and double-check the information submitted by the RBE for CETI application and edit as needed.

The screenshot shows the 'FIRMS' web application interface. The left sidebar contains navigation links: 'Dashboard', 'For Approval', and 'View'. The main content area is titled 'CETI Certificate' and displays the 'UAT - CERTIFICATE OF ENTITLEMENT TO TAX INCENTIVES' form. The form includes the following fields:

- Certificate of Entitlement to Tax Incentives Number ***: A text input field.
- Date of application**: A date picker showing '3/7/2022'.
- Business Enterprise Name ***: A text input field containing 'Ron Paulo Autos | Test'.
- Business Enterprise Main Office Address ***: A text input field containing '111, Amacalan, Gerona Tarlac Amacalan Gerona Tarlac Region III (Central Luzon)'.
- Tax Identification Number**: A text input field containing '953-111-231'.
- RDO ***: A text input field containing '001 - Laoag City, Ilocos Norte'.
- IPA ***: A text input field containing 'Board of Investments (BOI)'.
- IPA Code**: A text input field containing 'BOI'.
- IPA Registration Date ***: A date picker showing '3/7/2022'.
- Place of Registration ***: A text input field containing 'Clark'.
- Activity/Project Name or Description ***: A text input field.

The screenshot shows the 'FIRMS' web application interface, specifically the 'For Signatories' section of the CETI form. The left sidebar contains navigation links: 'Dashboard', 'For Approval', and 'View'. The main content area is titled 'UAT - CERTIFICATE OF ENTITLEMENT TO TAX INCENTIVES' and displays the following sections:

- Proof of performance metric attainment**: A section with a 'Upload' button and the text 'or drag files here. One PDF file only'.
- Justification for non-compliance**: A section with a 'Upload' button and the text 'or drag files here. One PDF file only'.
- For Signatories**: A section containing the following fields:
 - IPA Board Resolution No. ***: A text input field containing '5555'.
 - IPA Designated Authority name ***: A text input field containing 'Rainer Dita'.
 - Designation ***: A text input field containing 'ITO II'.
 - Attestation**: A text input field.
 - Designation**: A text input field.
 - Date granted the Certificate ***: A date picker.
 - Place granted the Certificate ***: A text input field.
- Generate CETI**: A button at the bottom of the form.

CETI Number is formatted as: <Year> - <IPA Code> - <5-digit Sequence Number>. For example, if the Aurora Pacific Economic Zone and Freeport Authority (APECO) will be issuing its 7th CETI for the year 2022 it should input the CETI Number as **2022-APECO-00007**. The sequence number resets every year.

Note: Future plan for CETI Number will be automatically generated by the system.

Click the **“Generate CETI”** button on the bottom of the screen, to finalize the generation of Certificate of Entitlement to Tax Incentives.

The screenshot shows the FIRMS web application interface. On the left is a dark sidebar with the 'FIRMS' logo and navigation links: 'Dashboard', 'For Approval', and 'View'. The main content area has a light gray background. At the top of this area is a breadcrumb trail: 'Home / admin / ceti / 81 / generate'. Below this is a white box with the title 'CETI Certificate' and the main heading 'UAT - CERTIFICATE OF ENTITLEMENT TO TAX INCENTIVES'. A message below the heading reads: 'Thank you for filling out the form. Your response has been recorded.' The footer of the page shows 'FIRMS © 2022 FIRB'.

To view the generated CETI, refresh the CETI application page and click the **“View Certificate”** button.

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UAT - APPLICATION FOR CERTIFICATE OF ENTITLEMENT TO TAX INCENTIVES

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Tax Identification Number
953-111-231

RDO
001 - Laoag City, Ilocos Norte

IPA
Board of Investments (BOI)

IPA Code
BOI

IPA Registration Date
3/7/2022

Place of Registration
Clark

Activity/Project Name or Description
Ainsm Textiles

Project Representative
Rainer Dila

Contact Number
1112345678

ACTIVITY LOG

Date	Description	View
2022-03-7 13:41:37	[approved] CETI Certification generated	View
2022-03-7 13:29:34	[resubmitted] Successfully resubmitted	View
2022-03-7 13:29:34	[upload files] Upload files successful	View
2022-03-7 13:28:25	[approved] Application approved. RBE to pay fee of P5000	View
2022-03-7 13:16:27	[for evaluation] Set as for evaluation	View

Buttons: View Certificate, Download Form and Other Docs

CETI Certificate

[Return to CETI Application](#)

CETI_Certificate.pdf

1 / 1 | 100% | [Download](#) | [Print](#) | [Share](#)

Powered by Cognito Forms

CERTIFICATE OF ENTITLEMENT TO TAX INCENTIVES
For Taxable Year ending **3/31/2023**

Certification Number: **1123581321**

*This is to certify that the **Ron Paulo Autos | Test**, with business address **111, Amacalan, Gerona Tarlac Amacalan Gerona Tarlac Region III (Central Luzon)**, is registered with the Board of Investments (BOI), pursuant to Title XIII of the National Internal Revenue Code of 1997, as amended by Republic Act No. 11534 or the Corporate Recovery and Tax Incentives for Enterprises (CREATE) Act:*

Registration Date	3/7/2022
Certificate of Registration No.	1123481322
Tax Identification Number	953-111-231
Registered Project / Activity	6201 - Computer Programming Activities (New)
Actual Start of Commercial Operation	3/7/2022
Incentives and Actual period of entitlement:	
Income Tax Holiday	3/7/2022 to 3/31/2023
Special Corporate Income Tax	

<https://www.uat.firms.gov.ph/admin/ceti/81/review>

This completes the process flow of evaluating Application for the CETI.

For questions and suggestions, the FIRB Secretariat can be reached using the Contact Us feature in the website or through email at firbsecretariat@ntrc.gov.ph.

For technical concerns relating to the FIRMS, the team can be reached through email at firms@ntrc.gov.ph.