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

(Version 3 - February 2022)

FISCAL INCENTIVES REVIEW BOARD

Table of Contents

LOG-IN STEPS FOR INVESTMENT PROMOTION AGENCIES (IPAs) ***3***

TYPE OF BUTTON AND FIELD IN THE FORMS **5**

ACRONYMS USED IN THE APPLICATION FORMS **9**

PROCESSING APPLICATIONS FOR CERTIFICATE OF REGISTRATION (COR) **10**

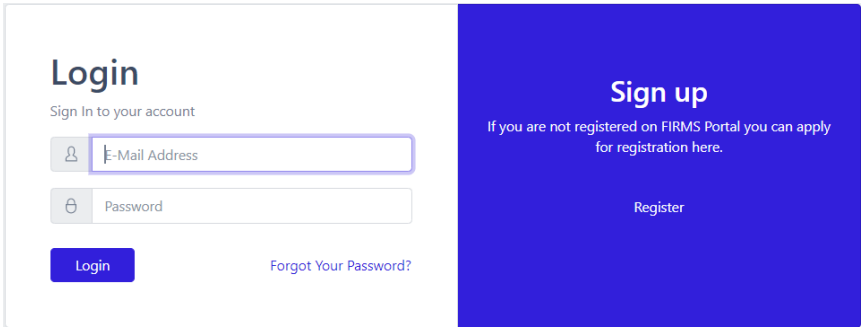
PROCESSING APPLICATIONS FOR CERTIFICATE OF ENTITLEMENT TO TAX INCENTIVES (CETI) **37**

LOG-IN STEPS FOR INVESTMENT PROMOTION AGENCIES (IPAs)

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

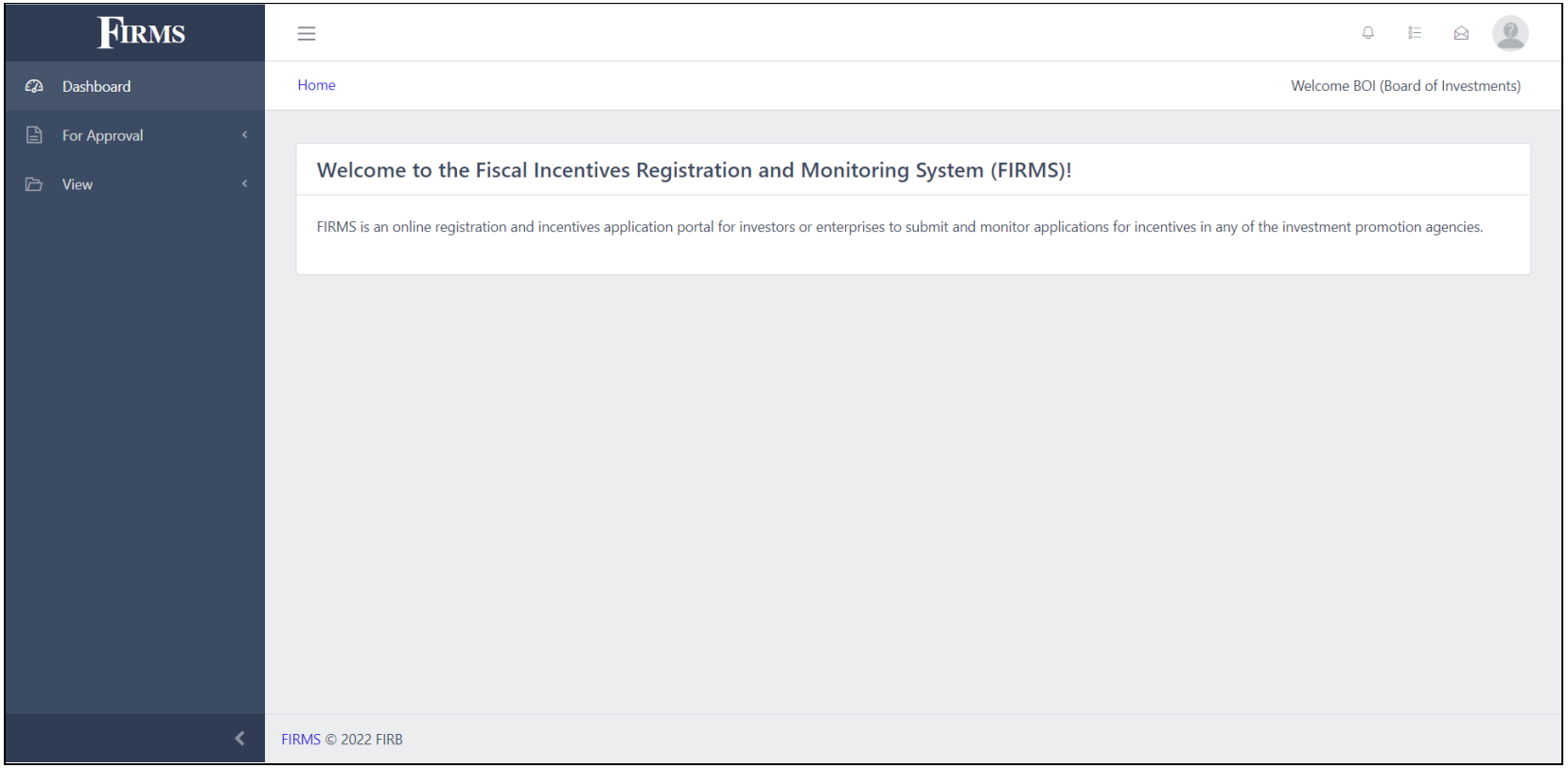
1. Open FIRMS via this link - ***https://www.firms.firb.gov.ph/.***

2. Click the **"Login"** button located in the side panel.



3. Fill-in your FIRMS username and password then click the "**Login"** button.

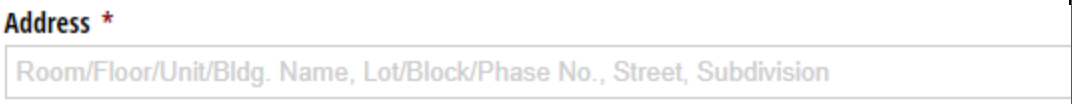
4. The system will show the main page of FIRMS.



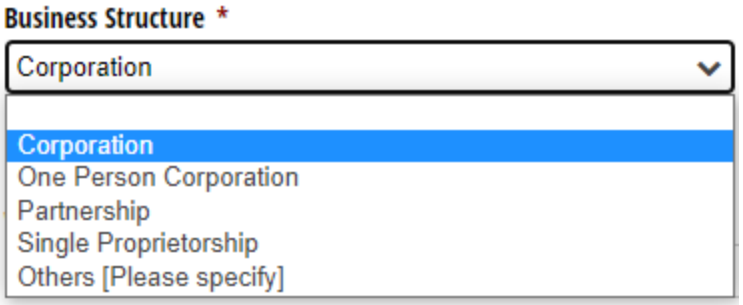
5. In the FIRMS main page, IPAs will be able to do the following:

    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
Input field	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. Example of usage: 
Field with red asterisk (*)	Field with red asterisk (*) is a mandatory field. The applicant cannot save the form if a mandatory field is not properly filled out. Examples of usage: 1. Mandatory input field 2. Mandatory check box field

	Economic value * (Choose at least 1 that best describes the activity/project) * ☑ High potential for job creation ☐ Sectors with market failures resulting in underprovision of basic goods and services ☑ Generate value creation through innovation, upgrading or moving up the value chain ☑ Provide essential support for sectors that are critical to industrial development ☑ Emerging owing to potential comparative advantage
Radio button/Option button ○	The applicant shall select exactly one choice. Example of usage: **Incentive to be Availed** ◉ Income Tax Holiday (ITH) plus Special Corporate Income Tax ○ Income Tax Holiday (ITH) plus Enhanced Deductions
Check box ☐	The user shall select at least one option. The select and deselect actions can be done by clicking on the square box. Example of usage:

	Incentives Entitlement ☐ None ☑ Income tax holiday ☑ 5% Gross income earned (GIE) ☐ Customs duty exemption
Drop-down list 	Clicking this field will show a list of choices and the applicant shall select one option on the list. Example of usage: 
Date field 	Clicking this field will show a calendar that allows the applicant to choose the date

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

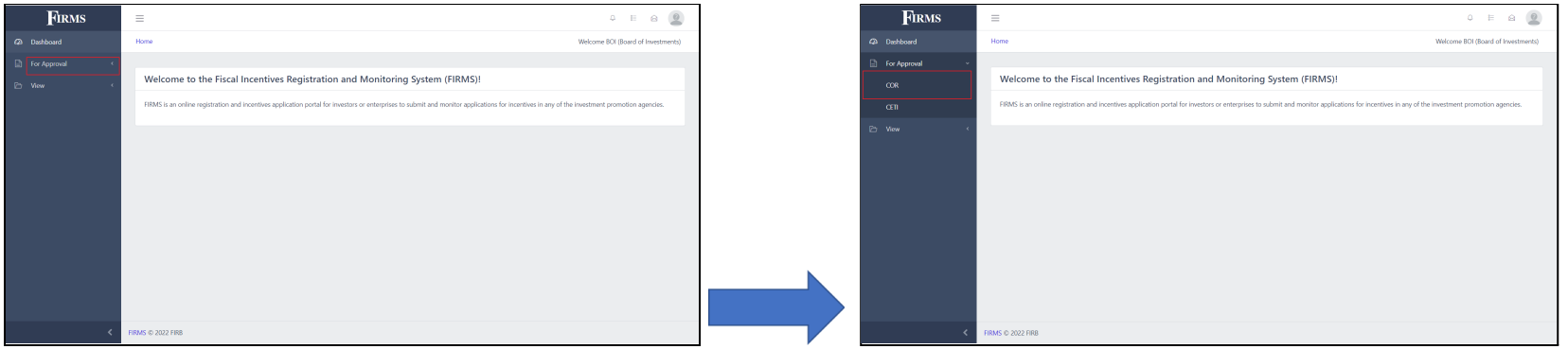
AHTN Code	ASEAN Harmonized Tariff Nomenclature Code
CBA	Cost Benefit Analysis
CETI	Certificate of Entitlement to Tax Incentives
COR	Certificate of Registration
DTI	Department of Trade and Industry
FIRB	Fiscal Incentives Review Board
IPA	Investment Promotion Agency
IPP	Investments Priorities Plan
IRR	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)

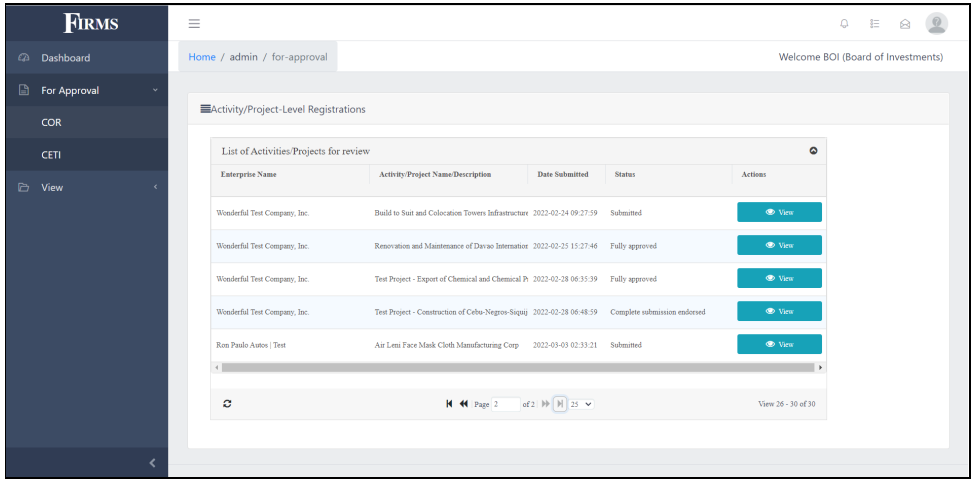
This module allows IPAs to view and download submitted application forms, and to approve or deny activities / projects being registered by BEs. In this process, IPA will evaluate the application and may tag its status such as “Complete Submission”, “Incomplete Submission”, “Needs Additional Requirement”,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

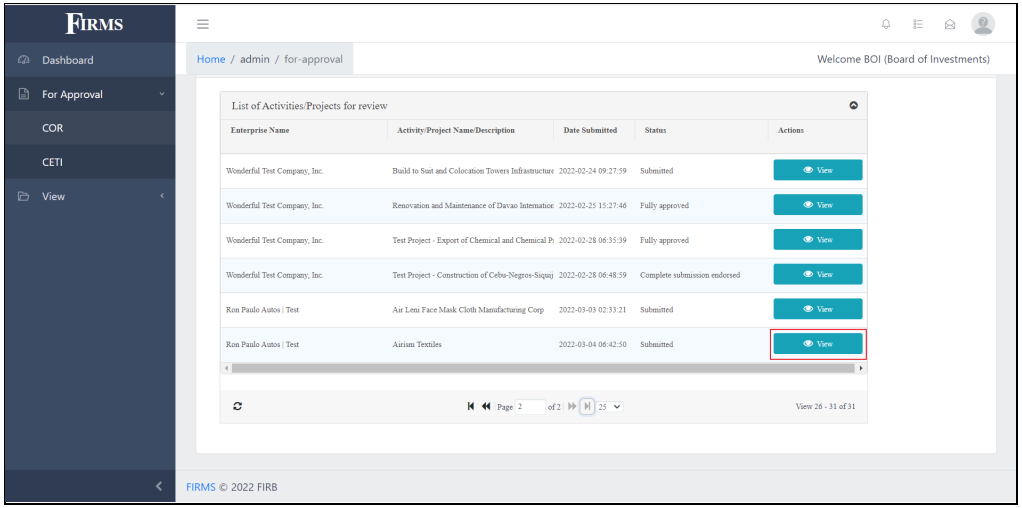
(Note: IPA will receive email notification once an application is submitted.)

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



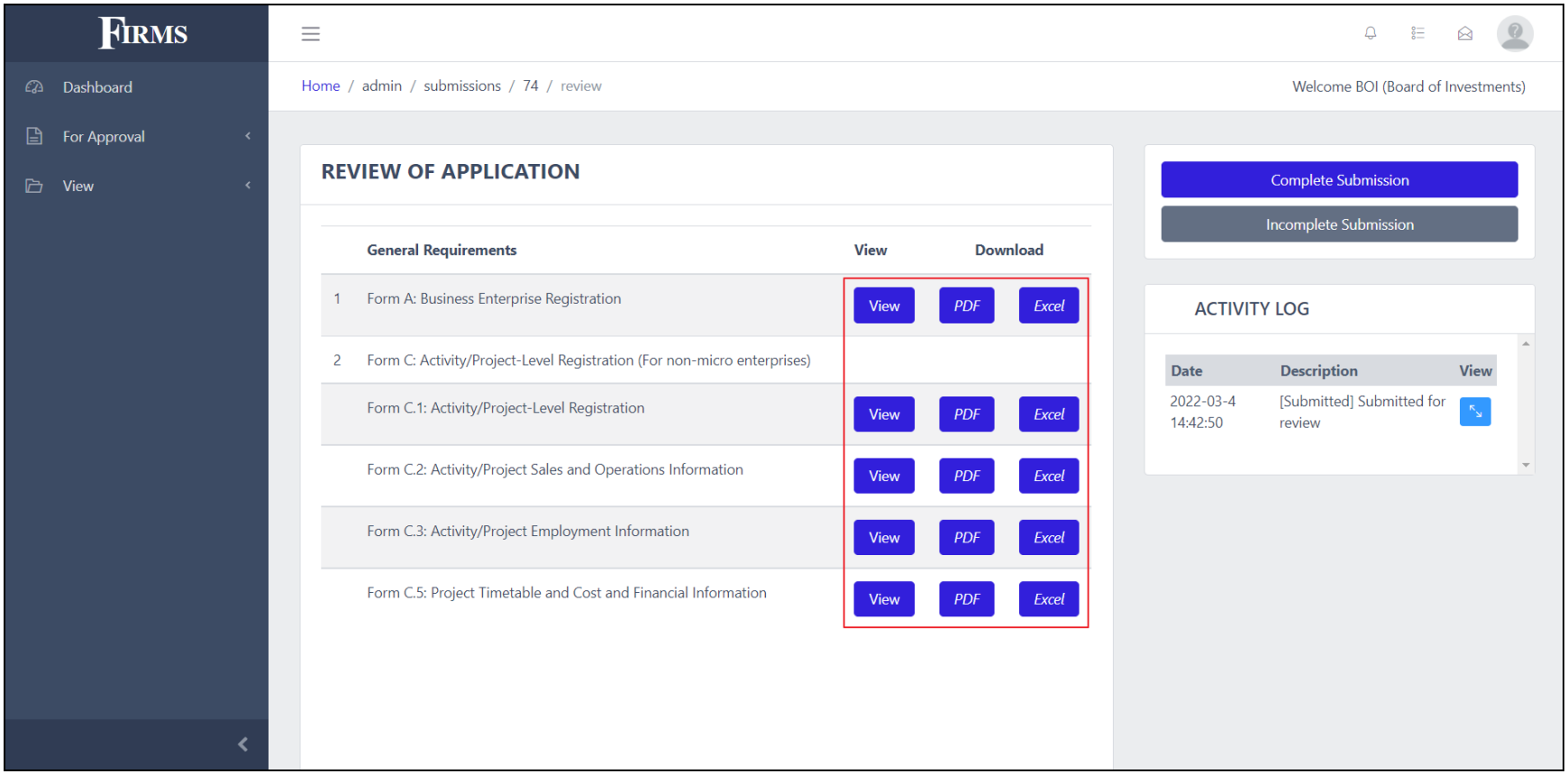
Activities / Projects submitted by various BEs will be displayed in this list.



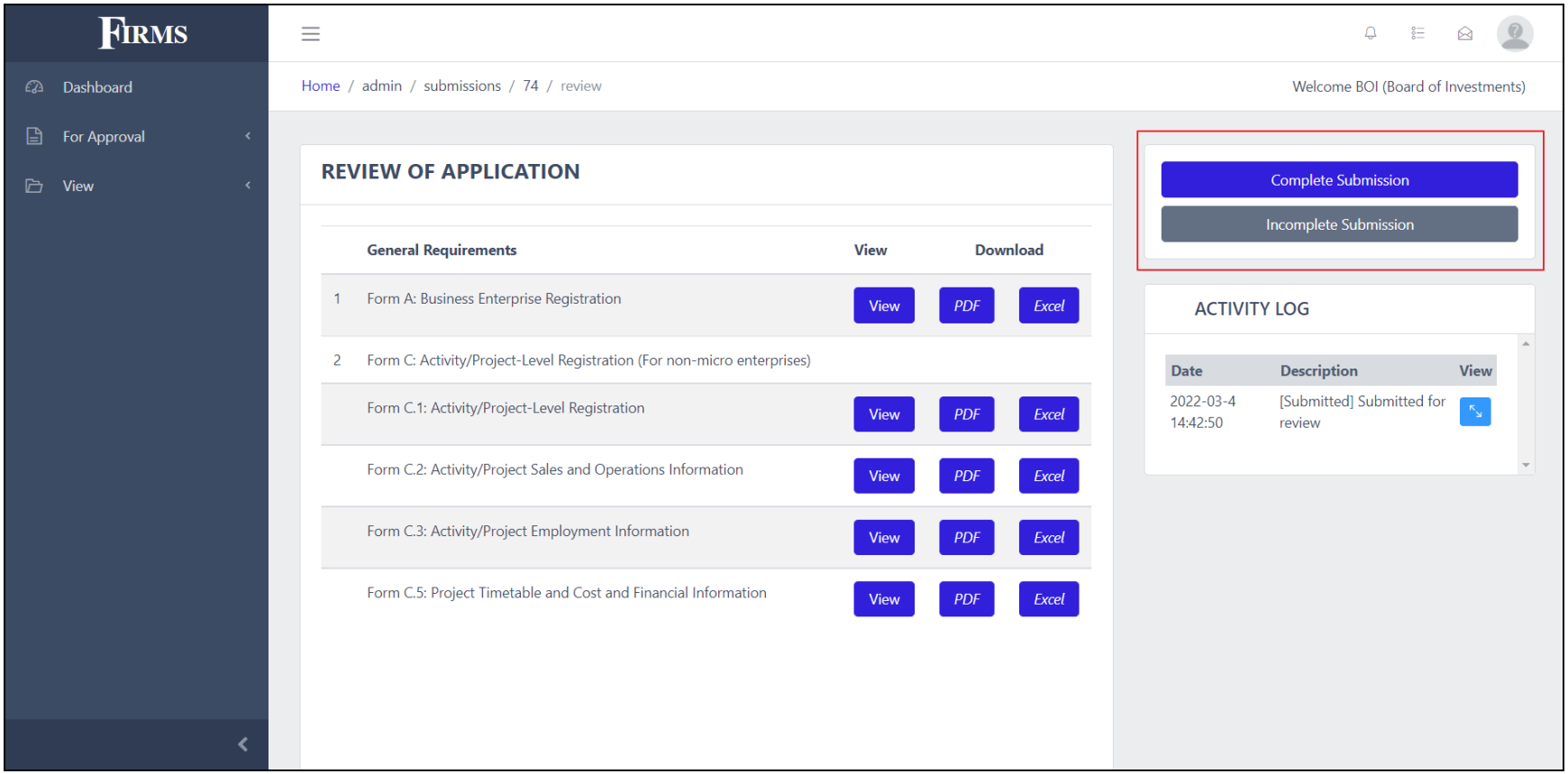


Click the corresponding **“View”** button to open the submitted activity / project.

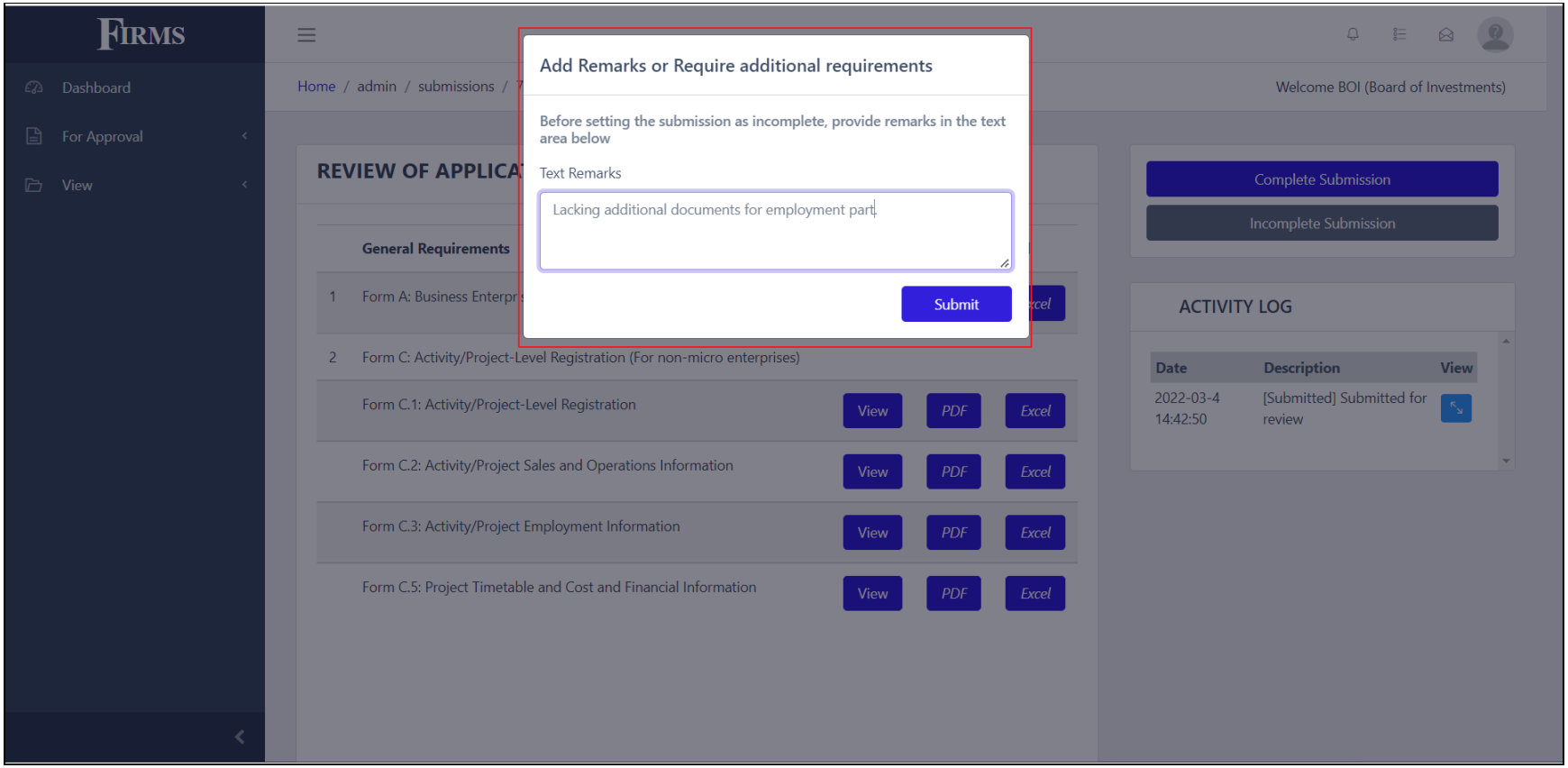
In the **“Review of Application''** page, the IPA can view all the filled-out and applicable forms, and whether all required attachments are uploaded. IPA can also download the forms in portable document format (PDF) or in Excel format by clicking the corresponding button.



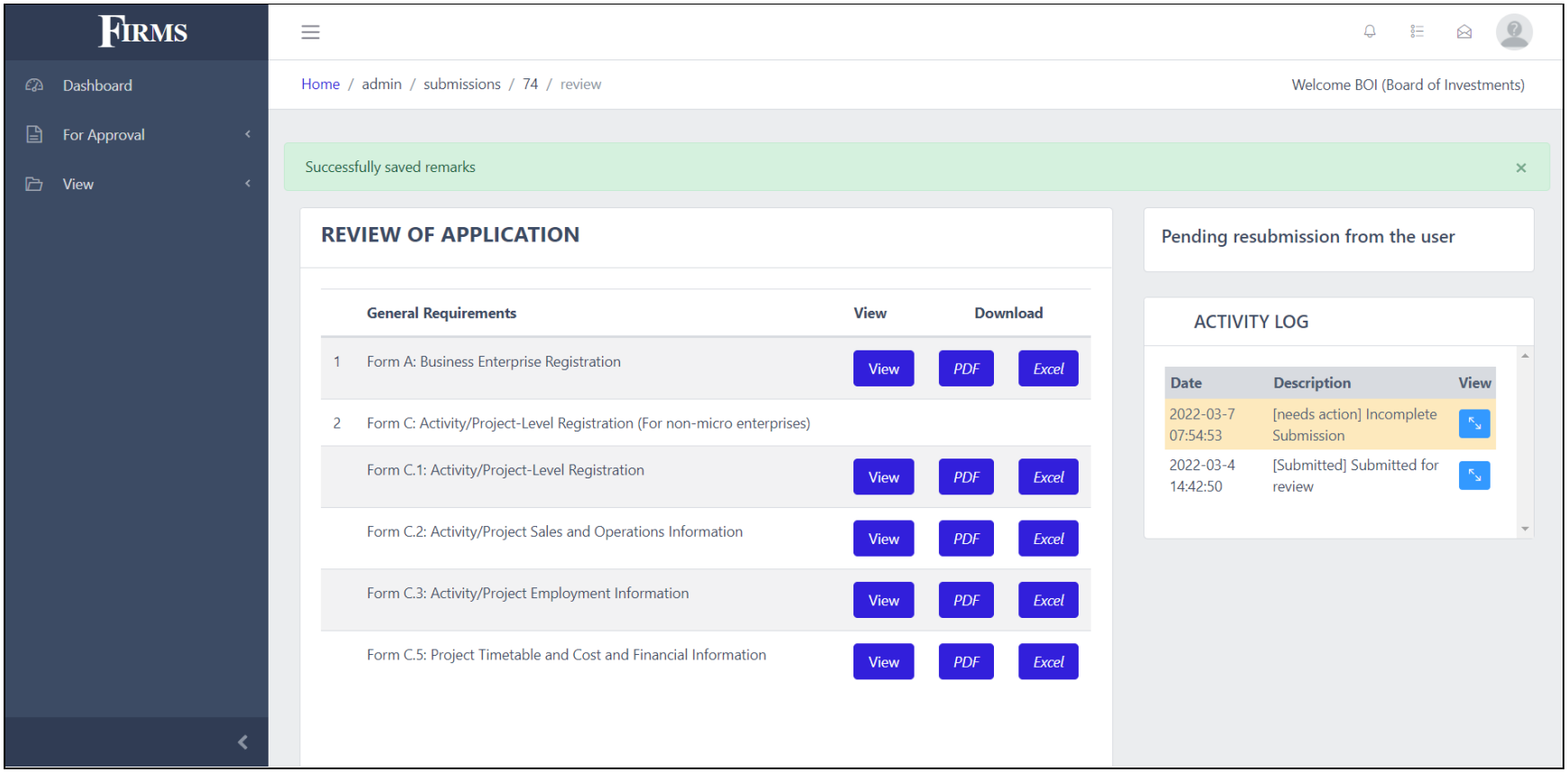
After checking and reviewing the completeness of the forms and attachments, the IPA may now press the **"Complete Submission"** button at the right side of the screen.



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.

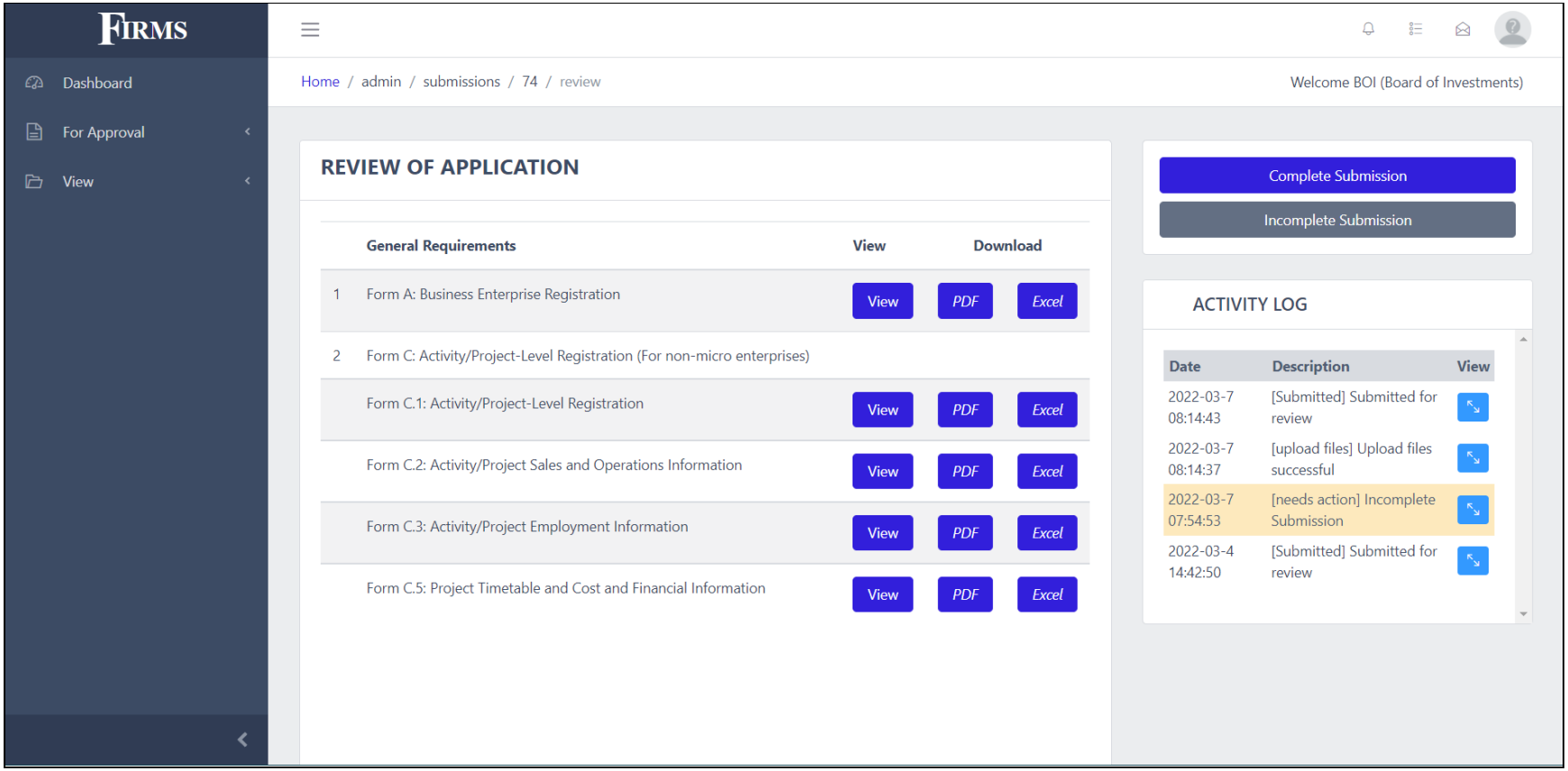


Once the remark is submitted, a bell notification in the FIRMS dashboard of the BE and an email notification will be sent to the BE informing that the application was tagged as incomplete. With this action, IPA will be displayed by “Pending resubmission from the user” as the status of the application.

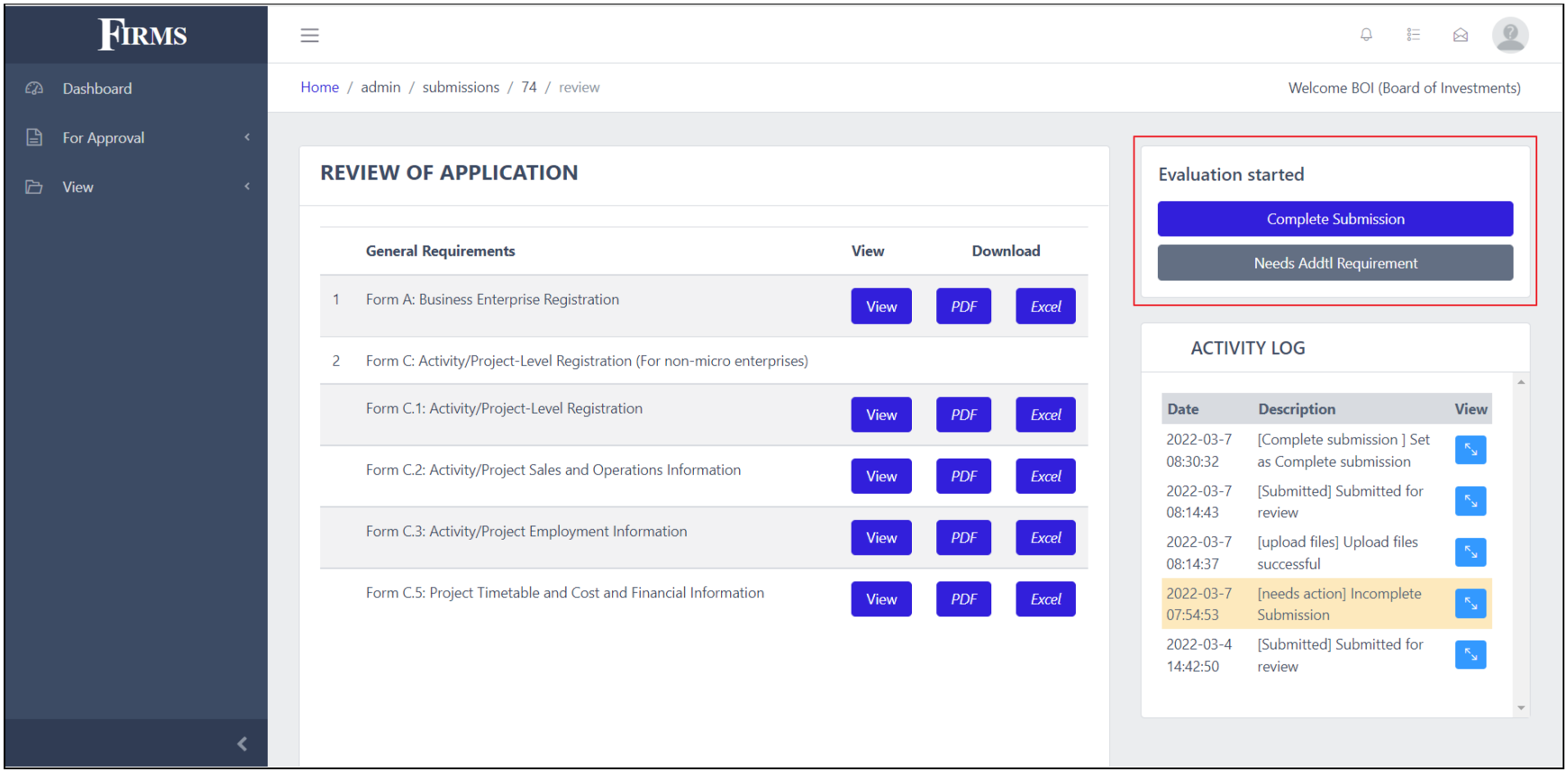


The BE is required to act on the details entered on the remarks of the IPA, or upload the necessary documents if necessary.

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”.**

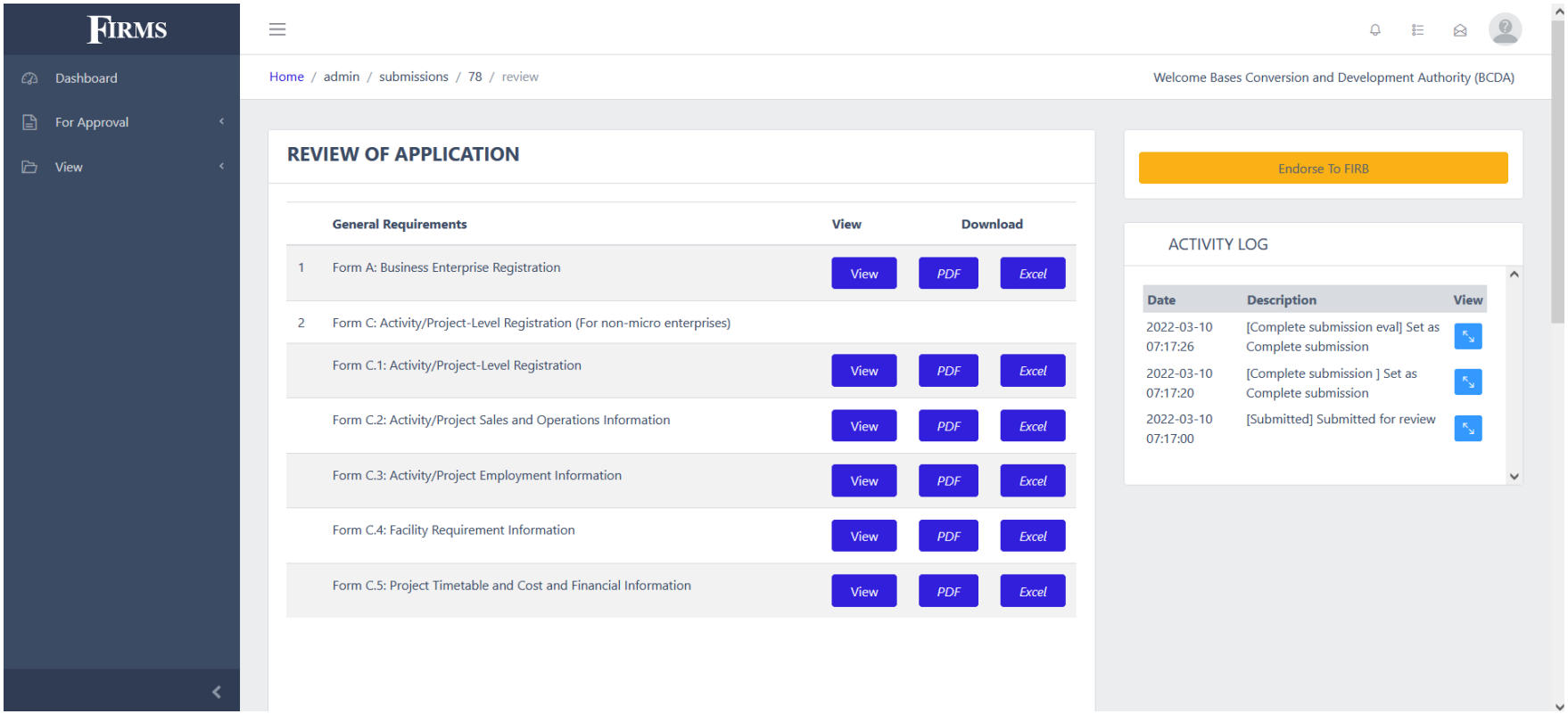


Once tagged as **“Complete Submission”**, the application status will be displayed as **“Evaluation Started”**.

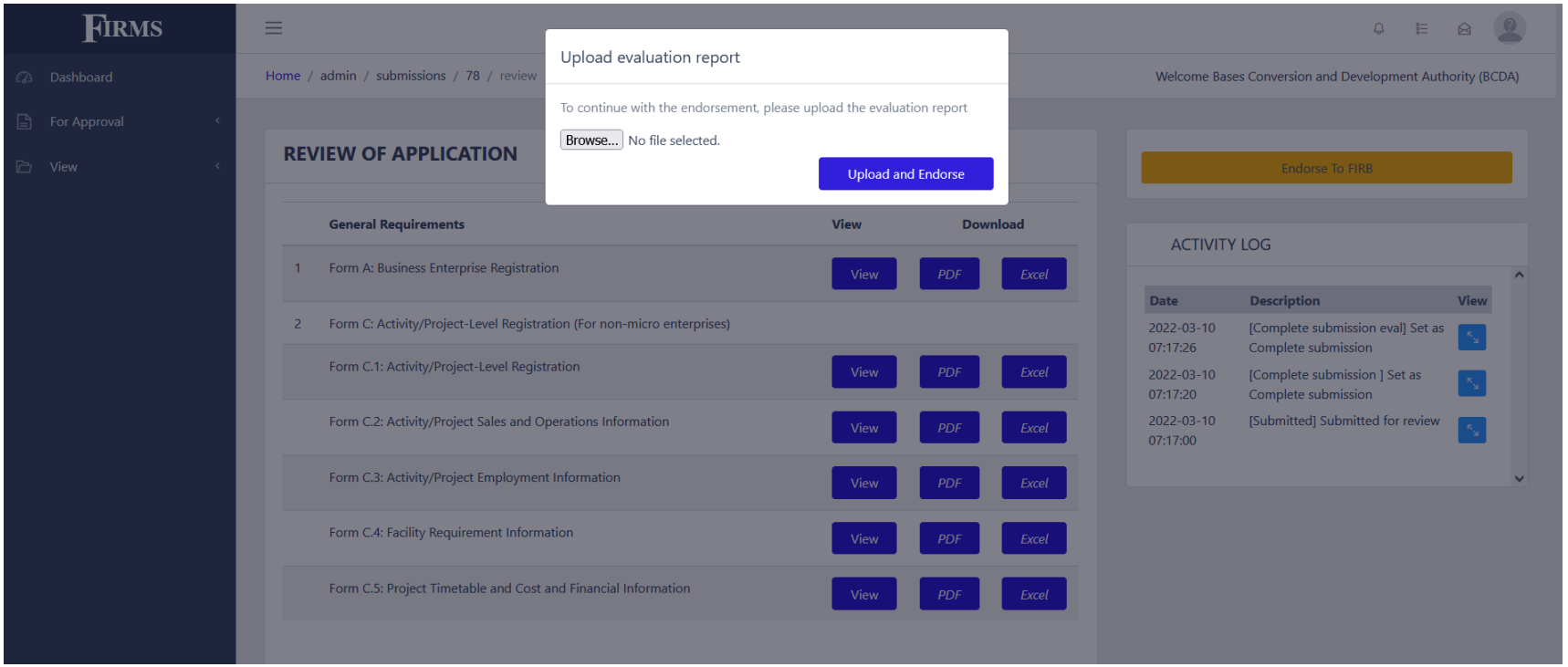


The IPA may now thoroughly evaluate the application, and tag it as **“Complete Submission”** when the IPA finds the application as sufficient and with merit for possible approval. However, IPA should click the **“Needs Addtl Requirement”** button if it needs more supporting documents and information.

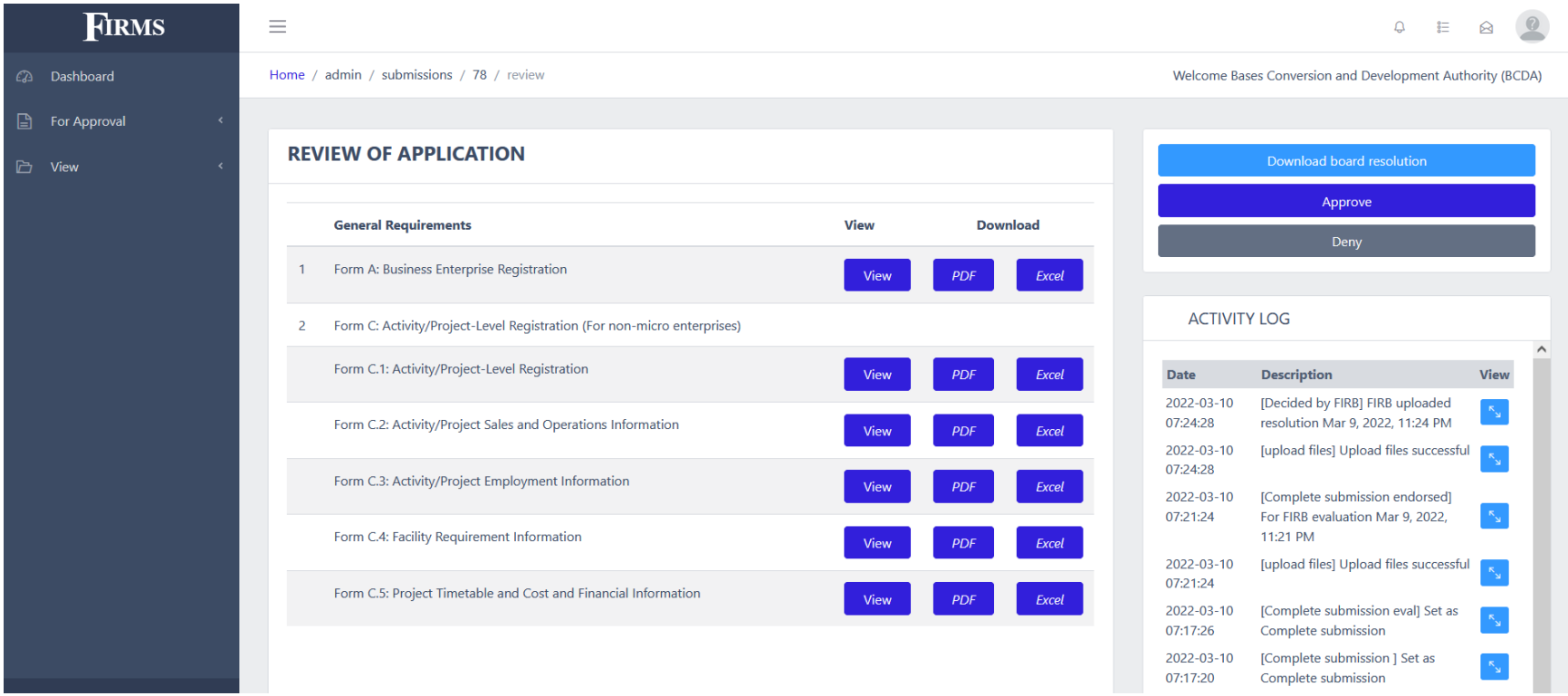
For applications with **more than P1 billion** of capital investment, after evaluation, the IPA should endorse the application to the FIRB by clicking "**Endorse to FIRB**" button. After endorsing the application to FIRB, the application status will now be "Complete Submission Endorsed".



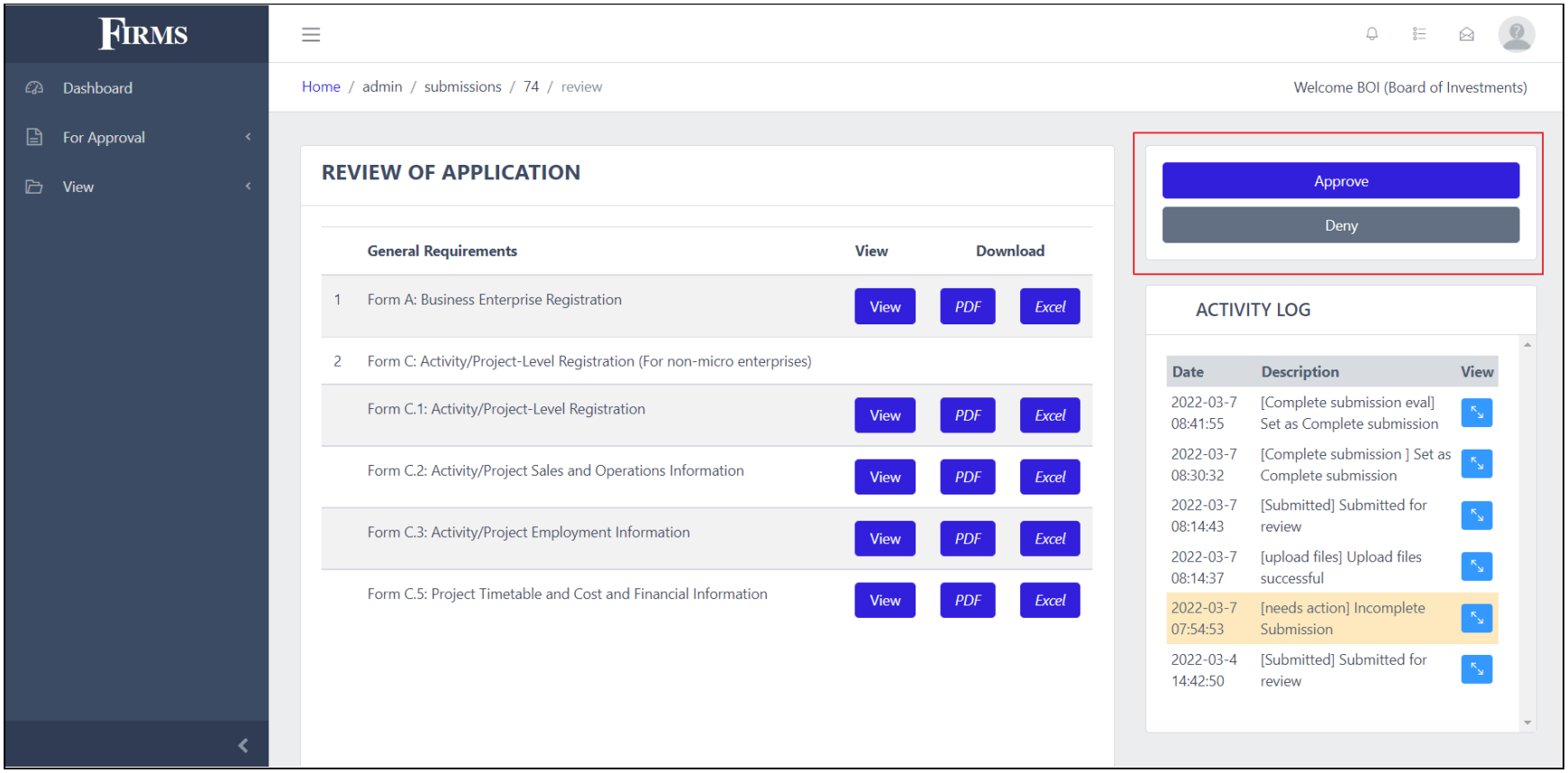
Upload the evaluation report and the CBA.



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

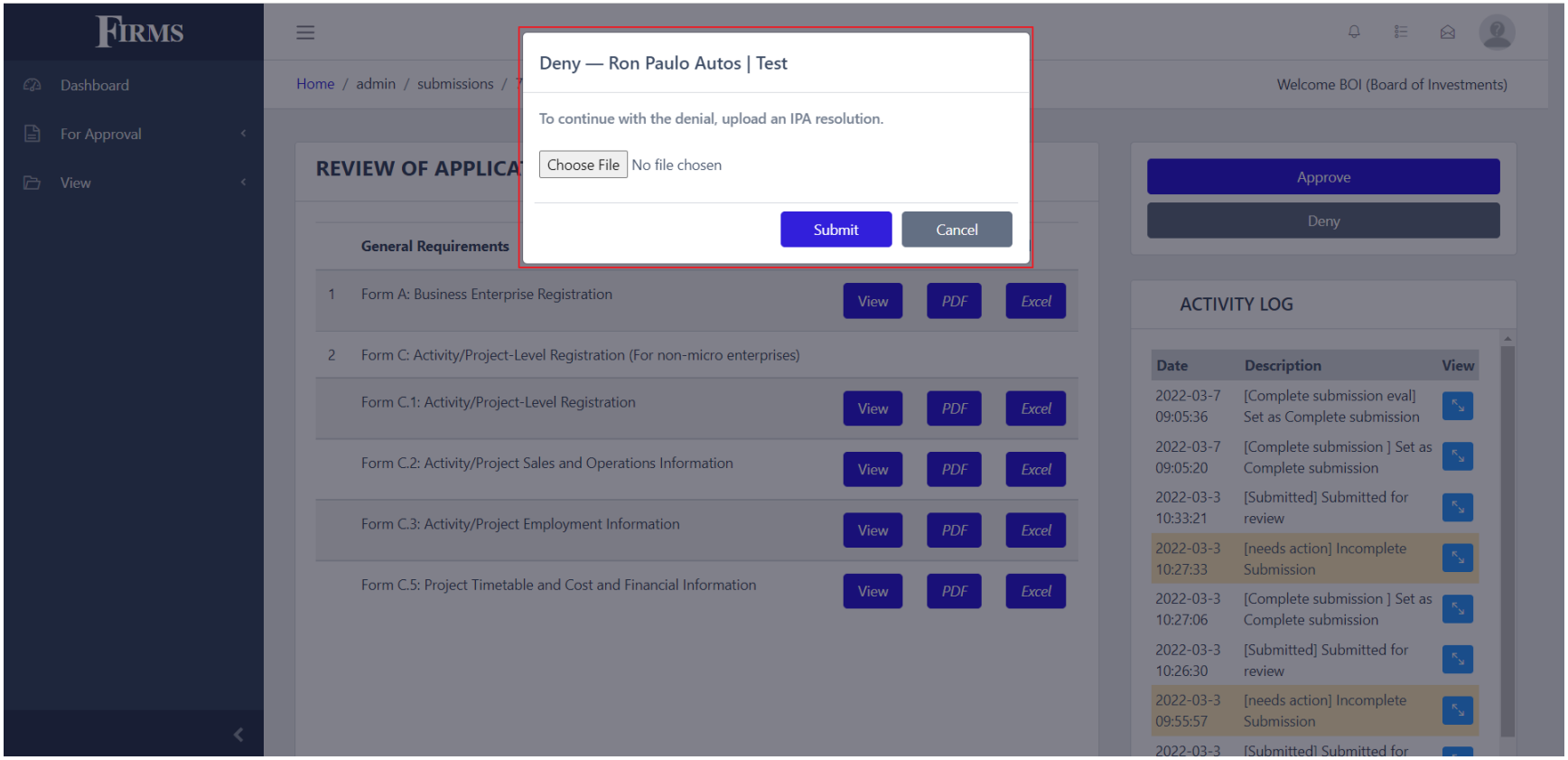


For applications with P1 billion and below investment capital and once the IPA has already completed the evaluation, the IPA may tag the application as approved or denied based on the result of the evaluation. To do this, simply click on the **“Approve”** or **“Deny”** button on the right side of the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

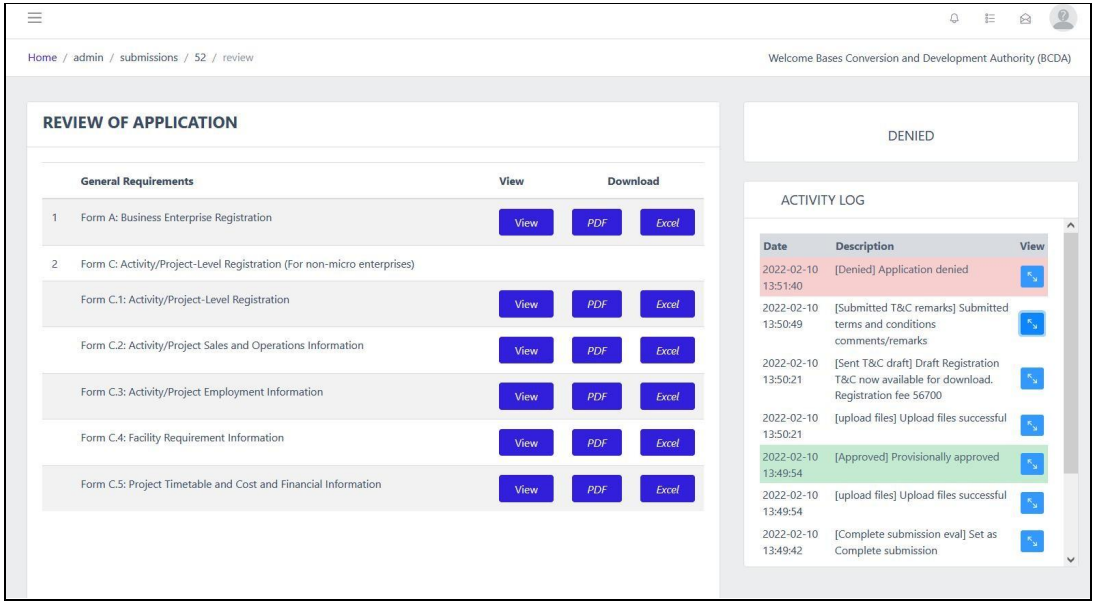


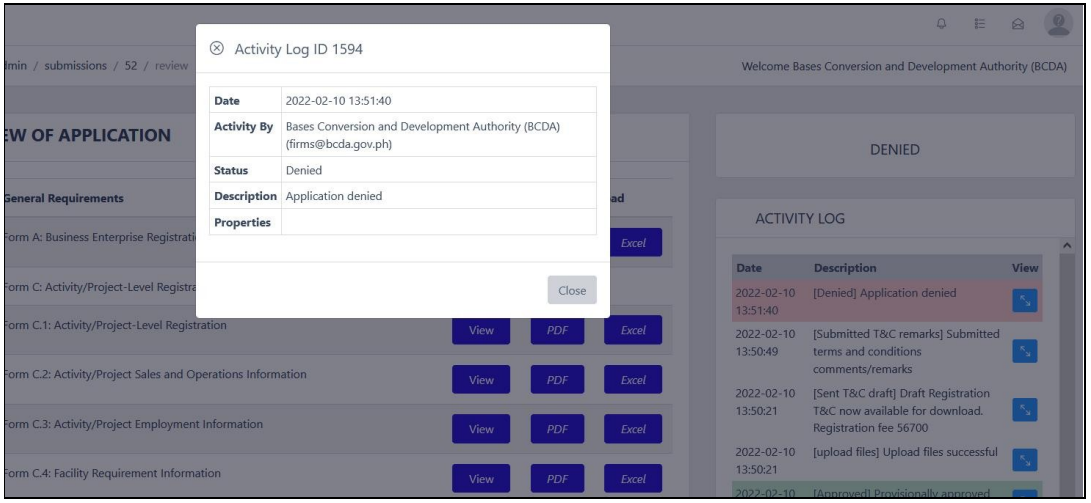
To illustrate,

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.

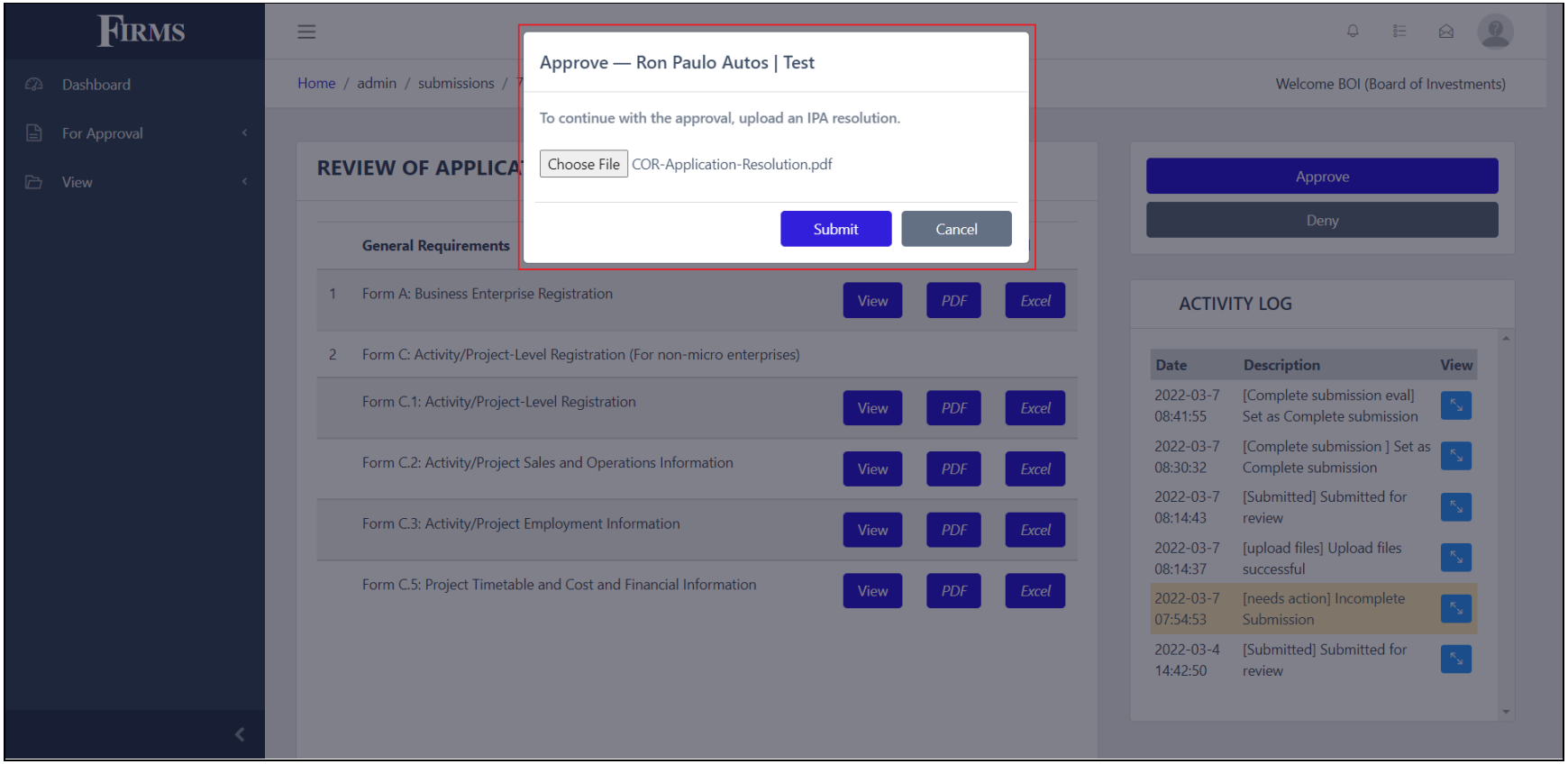


This will end the application process for the said project / activity, and the BE will be notified of the denial of their application.

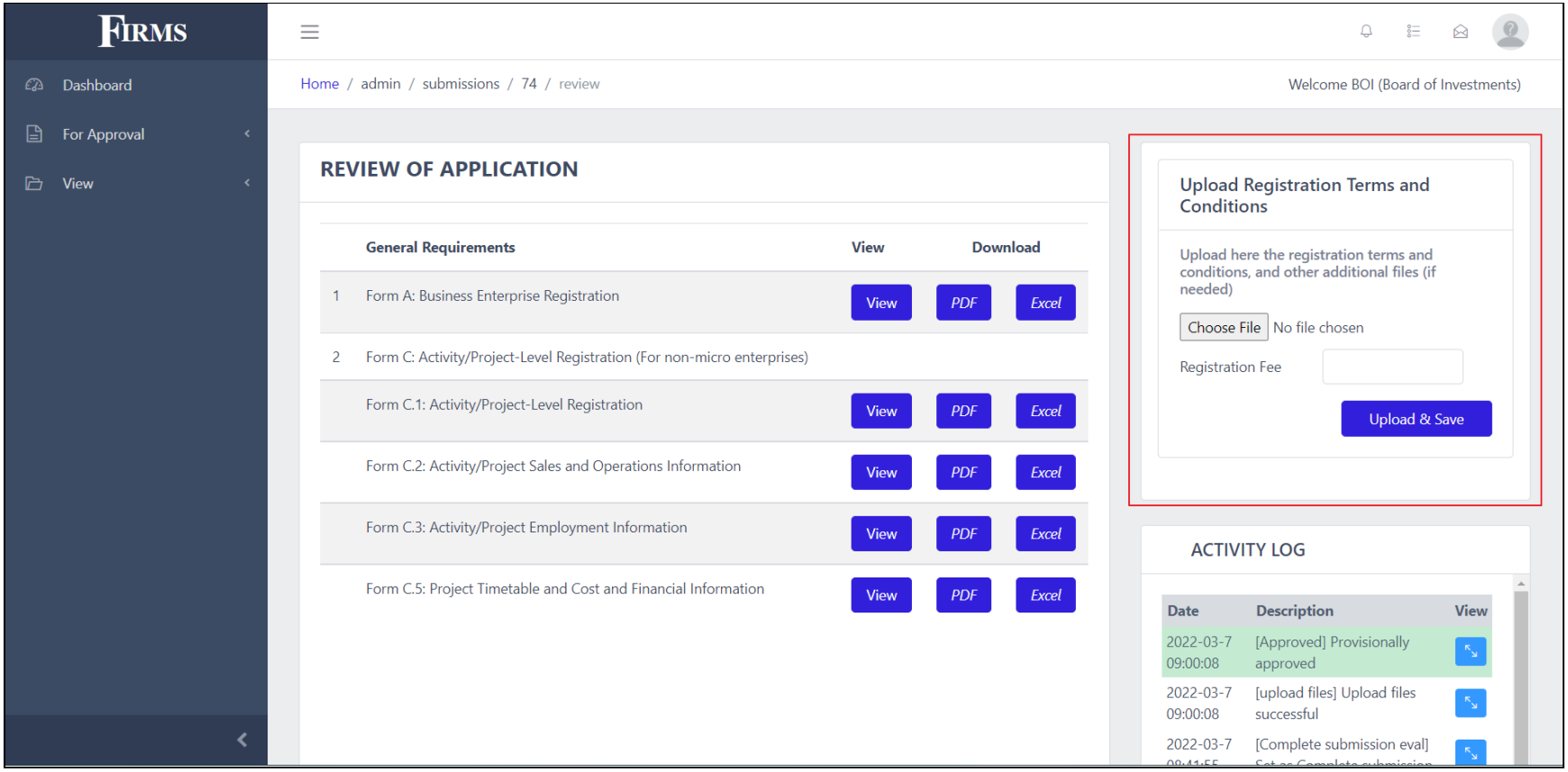

Home / admin / submissions / 52 / review
Welcome Bases Conversion and Development Authority (BCDA)
REVIEW OF APPLICATION
General Requirements
View
Download
1 Form A: Business Enterprise Registration
2 Form C: Activity/Project-Level Registration (For non-micro enterprises)
Form C.1: Activity/Project-Level Registration
Form C.2: Activity/Project Sales and Operations Information
Form C.3: Activity/Project Employment Information
Form C.4: Facility Requirement Information
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
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
2022-02-10 13:49:54 [Approved] Provisionally approved
2022-02-10 13:49:54 [upload files] Upload files successful
2022-02-10 13:49:42 [Complete submission eval] Set as Complete submission


Activity Log ID 1594
Date 2022-02-10 13:51:40
Activity By Bases Conversion and Development Authority (BCDA) (firms@bcda.gov.ph)
Status Denied
Description Application denied
Properties
Close
Welcome Bases Conversion and Development Authority (BCDA)
DENIED
ACTIVITY LOG

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.

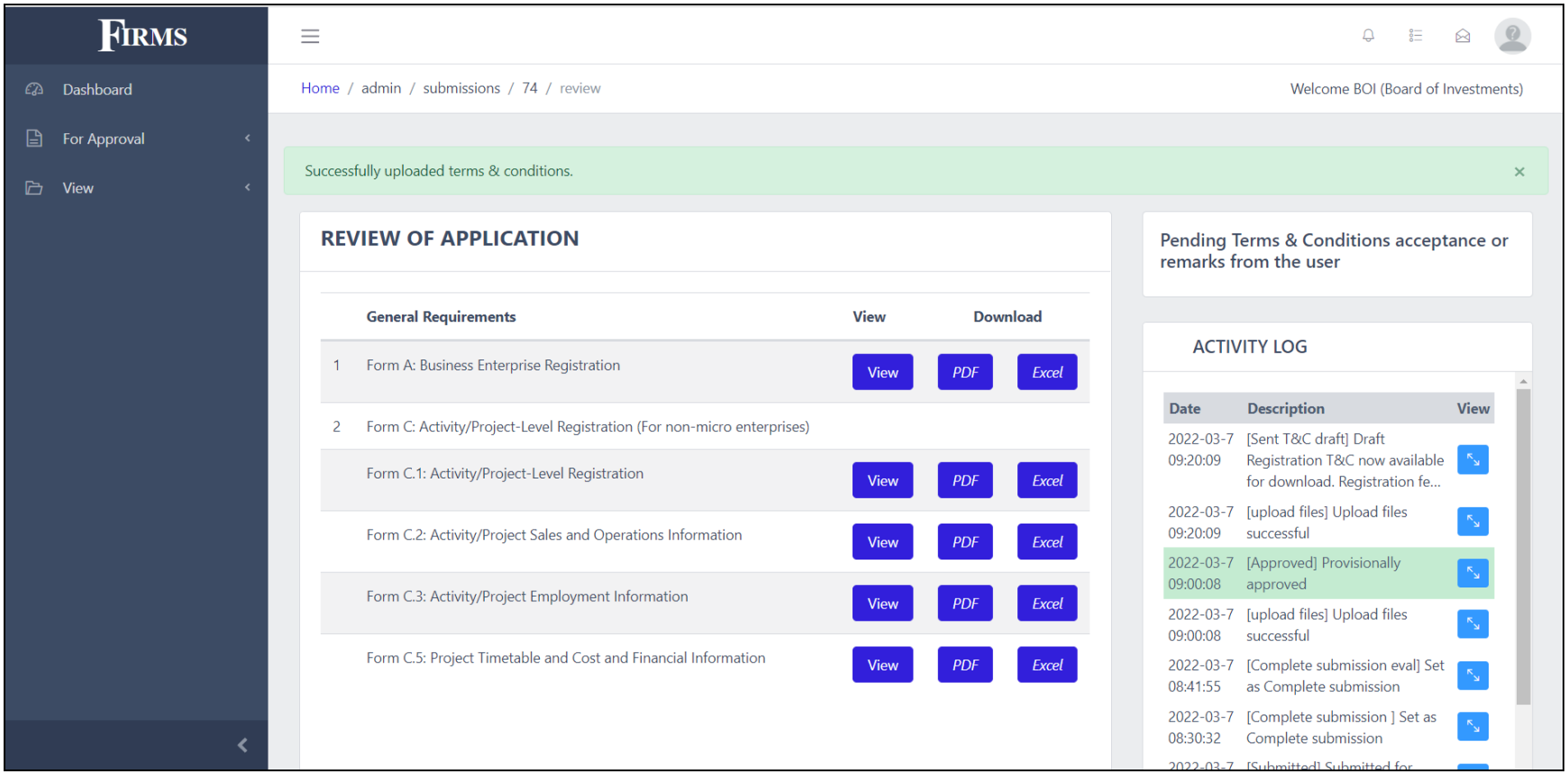


Subsequent to the approval, the IPA will prepare the Terms and Conditions (T&C). Once available, the IPA may upload the T&C on the right side panel.

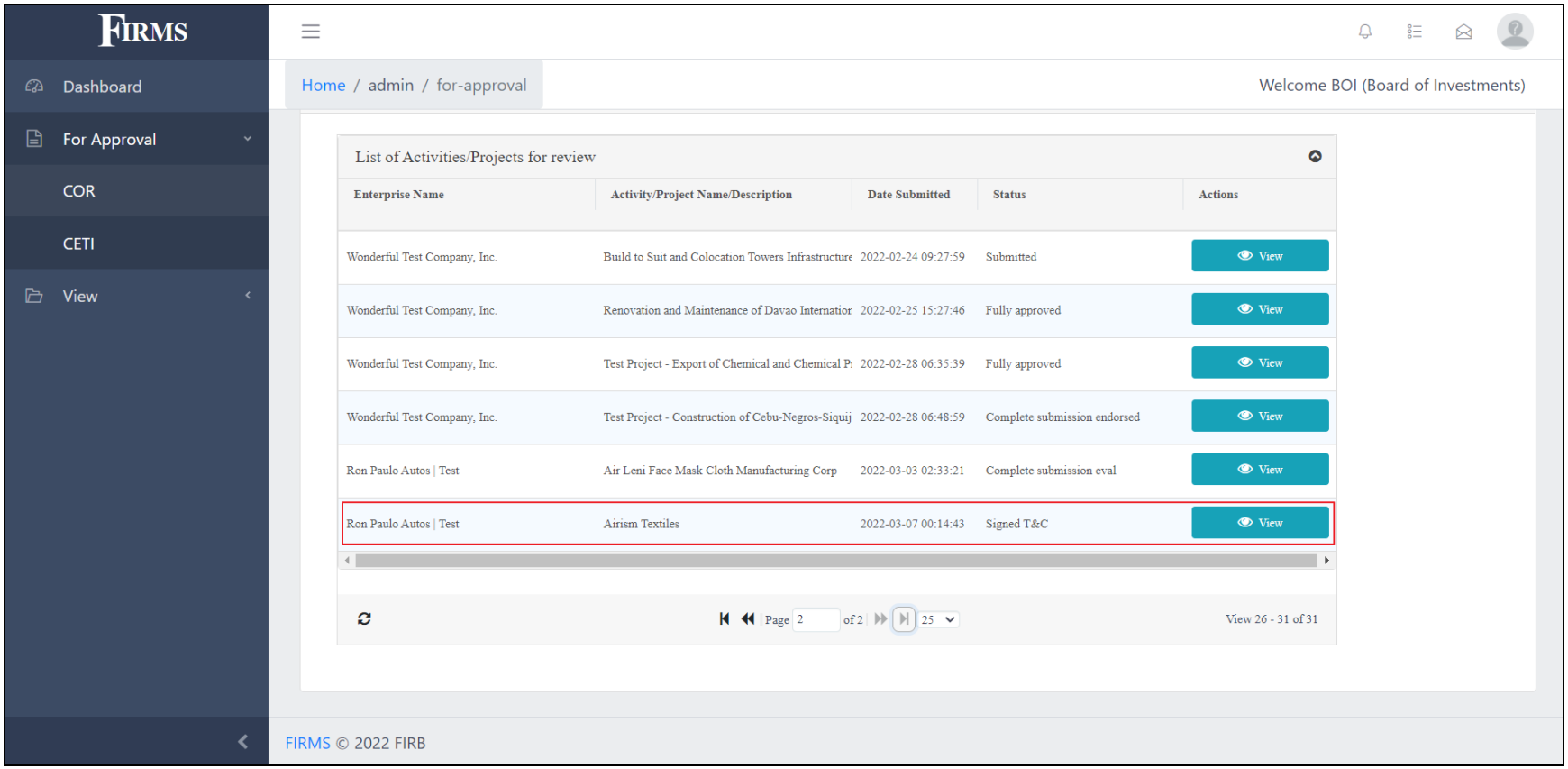


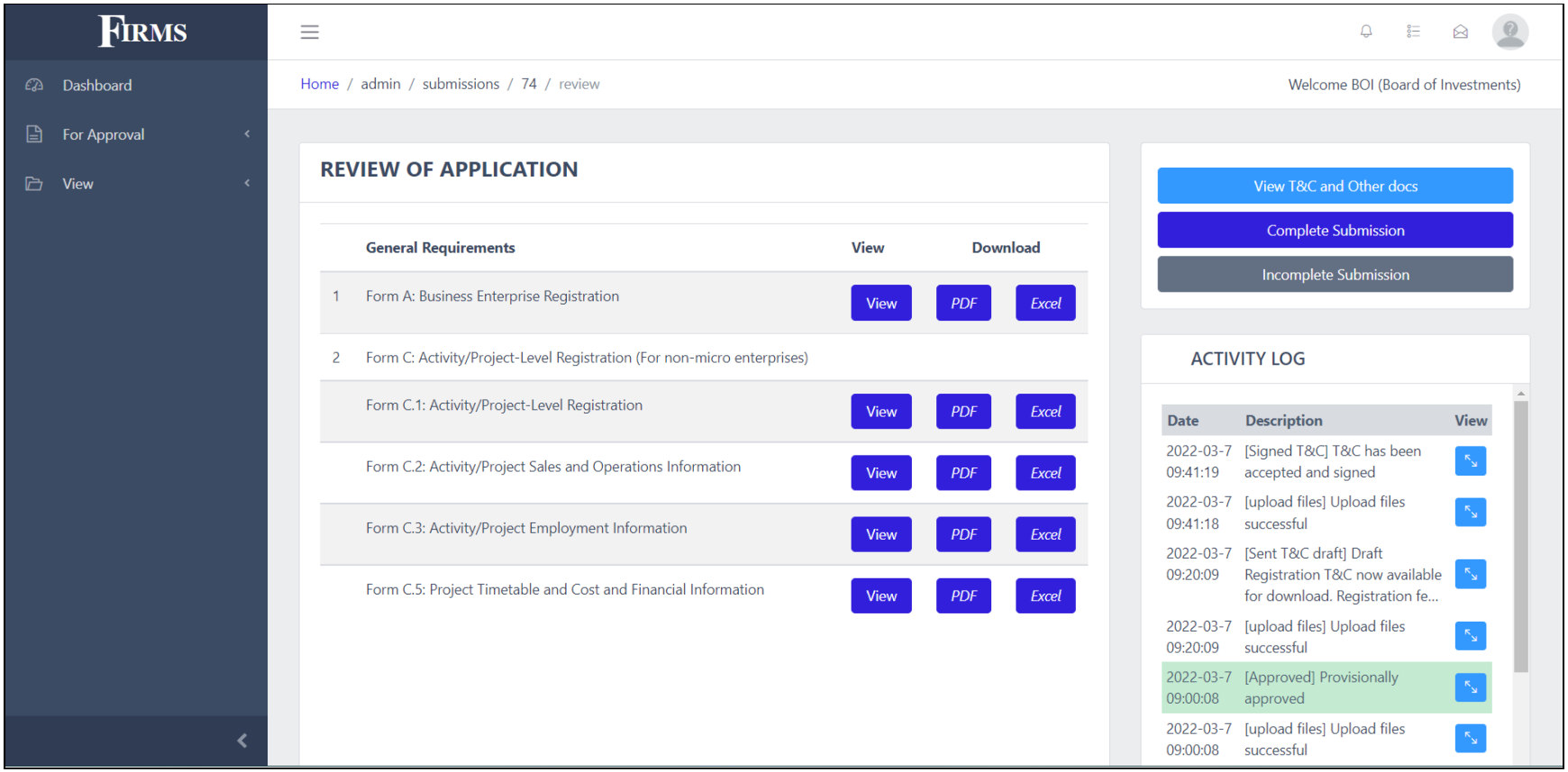
Fill in the **“Registration Fee”** for the fee to be paid by the BE and click the **“Upload and Save”** button. Registration Fee or its related term is based on the existing rates of the IPAs. Payment

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

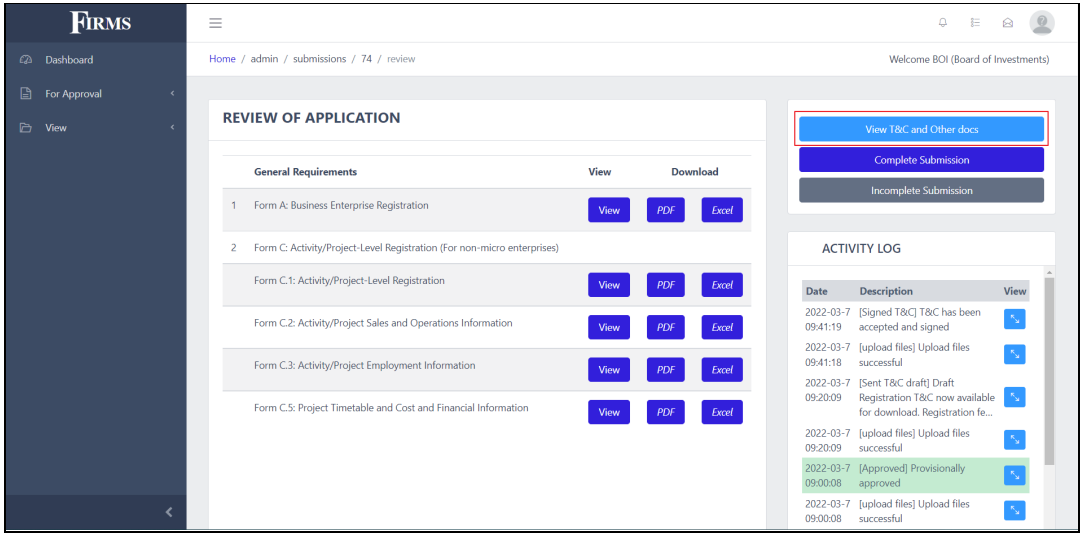


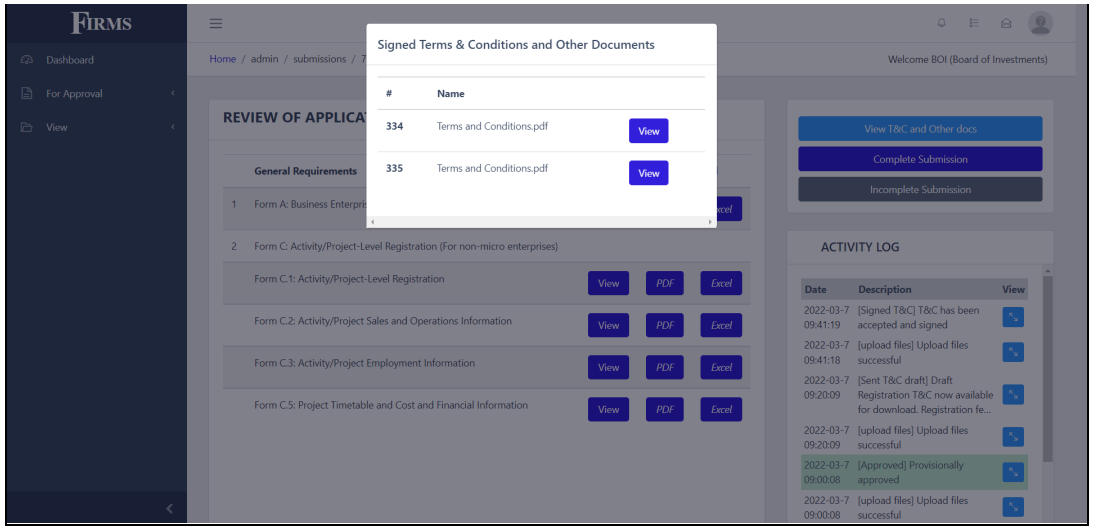
Upon agreement on the Terms and Conditions, the BE is required to upload a signed copy of the T&C. This will update the application status to **“Signed T&C”**.



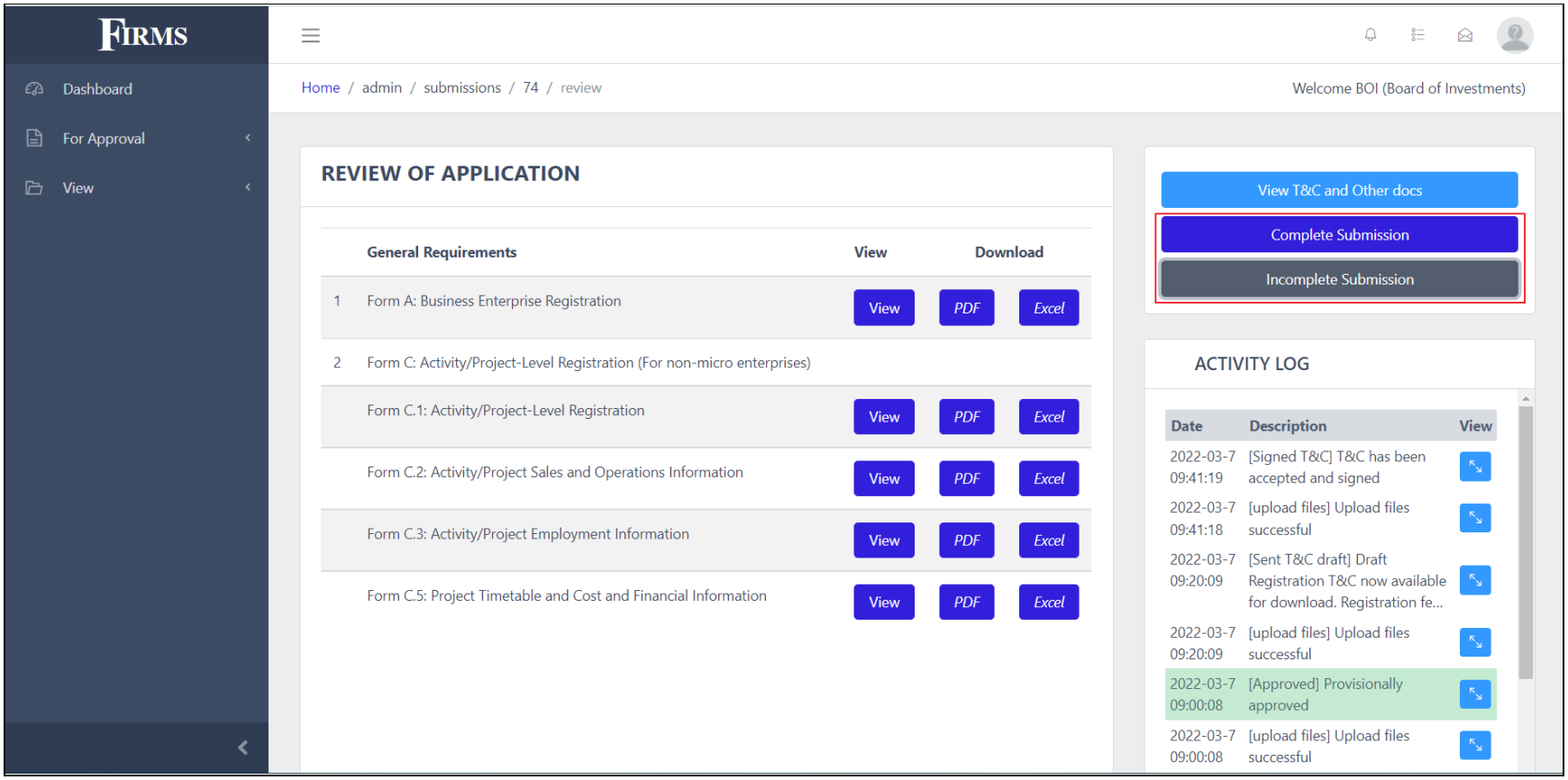

FIRMS
Dashboard
For Approval
View
Home / admin / submissions / 74 / review
Welcome BOI (Board of Investments)
REVIEW OF APPLICATION
General Requirements
View
Download
1 Form A: Business Enterprise Registration
View PDF Excel
2 Form C: Activity/Project-Level Registration (For non-micro enterprises)
Form 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
2022-03-7 09:41:18 [upload files] Upload files successful
2022-03-7 09:20:09 [Sent T&C draft] Draft Registration T&C now available for download. Registration fe...
2022-03-7 09:20:09 [upload files] Upload files successful
2022-03-7 09:00:08 [Approved] Provisionally approved
2022-03-7 09:00:08 [upload files] Upload files successful

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

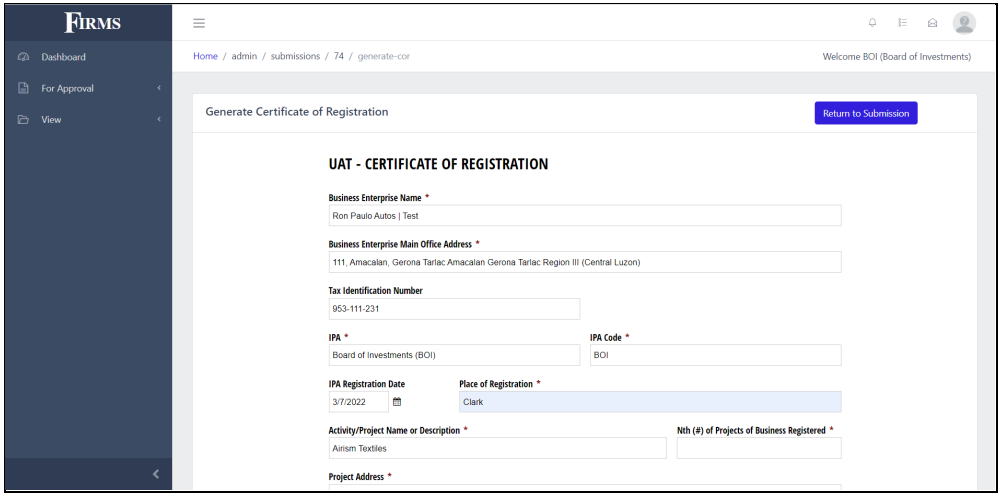


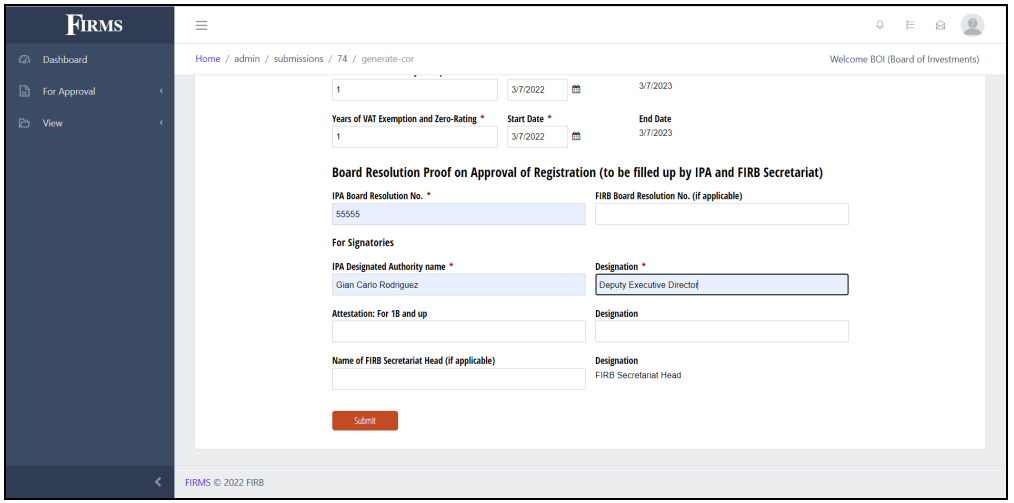


The IPA may tag the application as Complete or Incomplete Submission by clicking the appropriate button on the right side of the screen.



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 “I**ncomplete Submission**”, then the IPA may require additional documents to be uploaded by the RBE.





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)

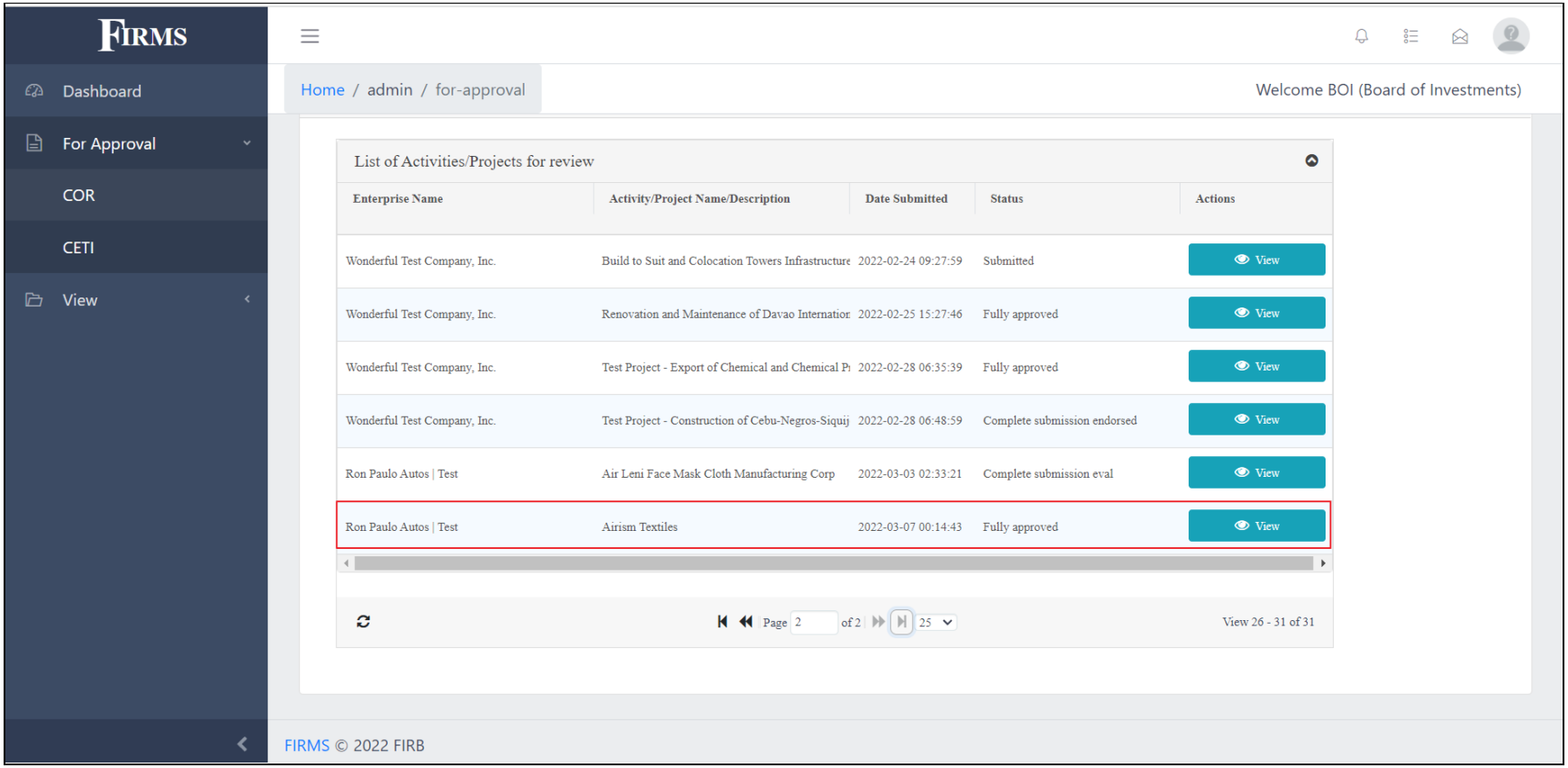
The registered project or activity of Rainer Enterprise is entitled to the following incentives:

- ☑ 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

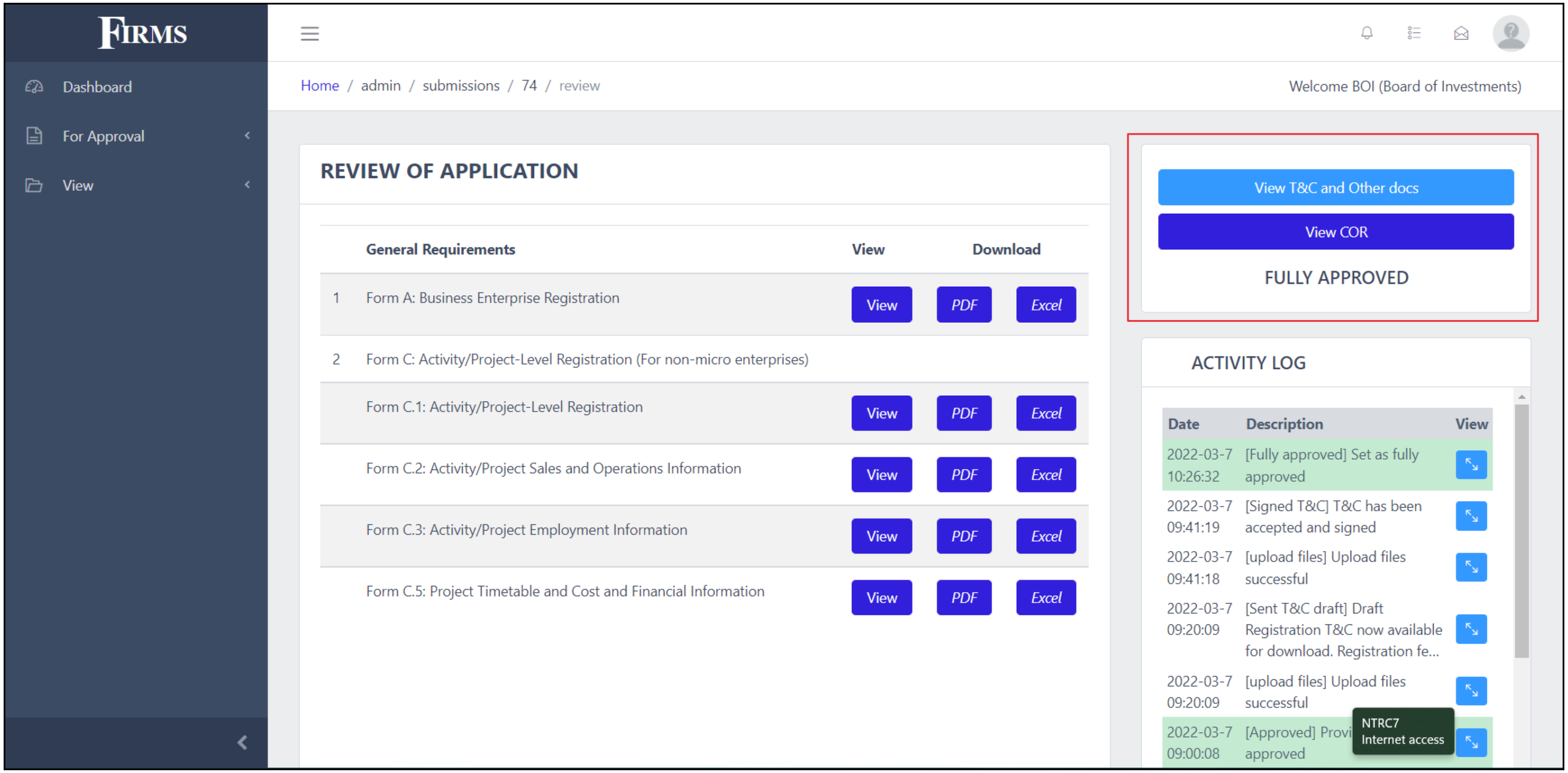
subject to the representation and commitments set forth in its application for registration, the provisions of the above laws, the rules and regulations promulgated thereunder, and the terms and conditions of the Registration Agreement.

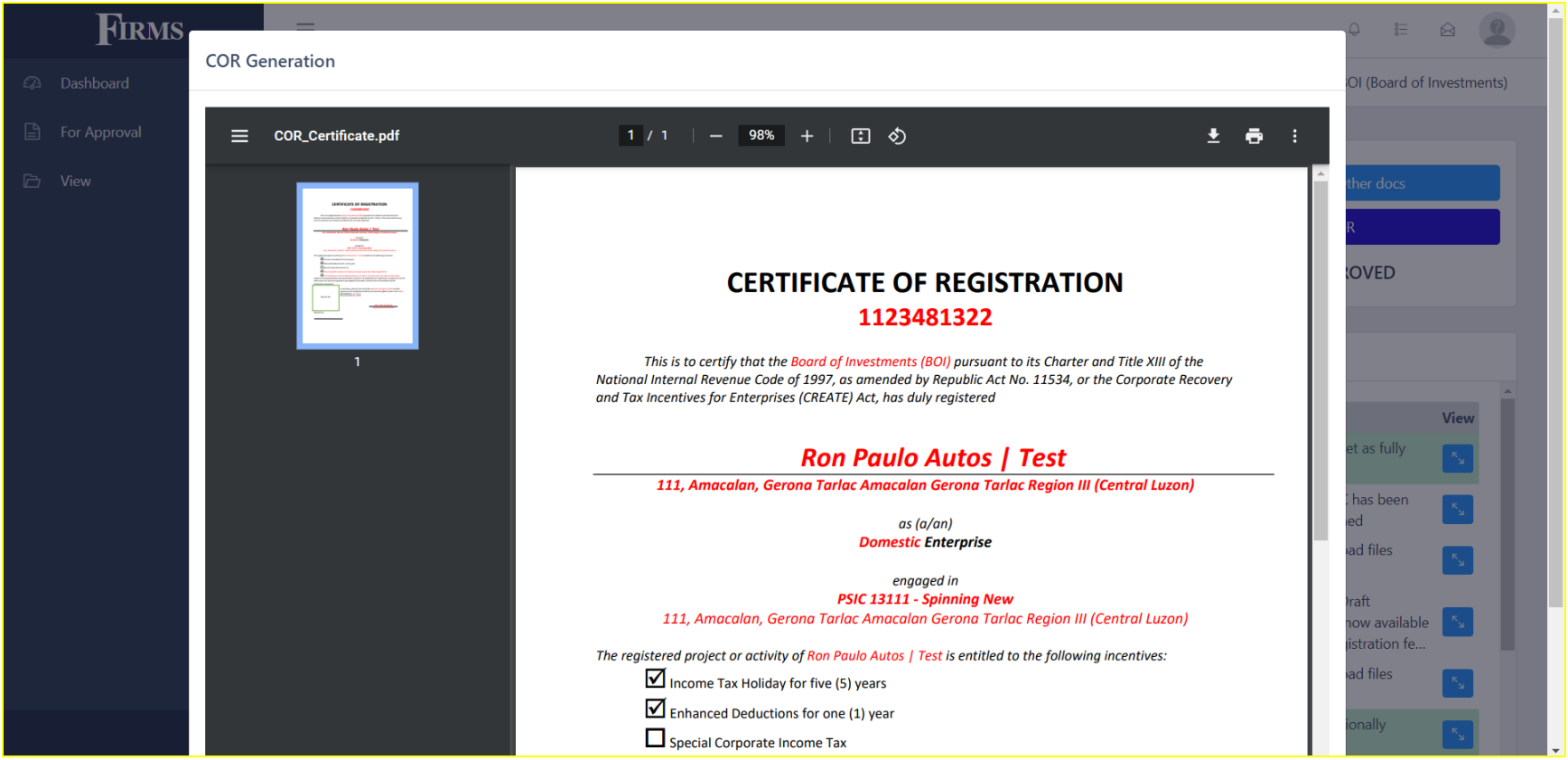
In testimony whereof, the seal of the Bases Conversion and Development

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



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





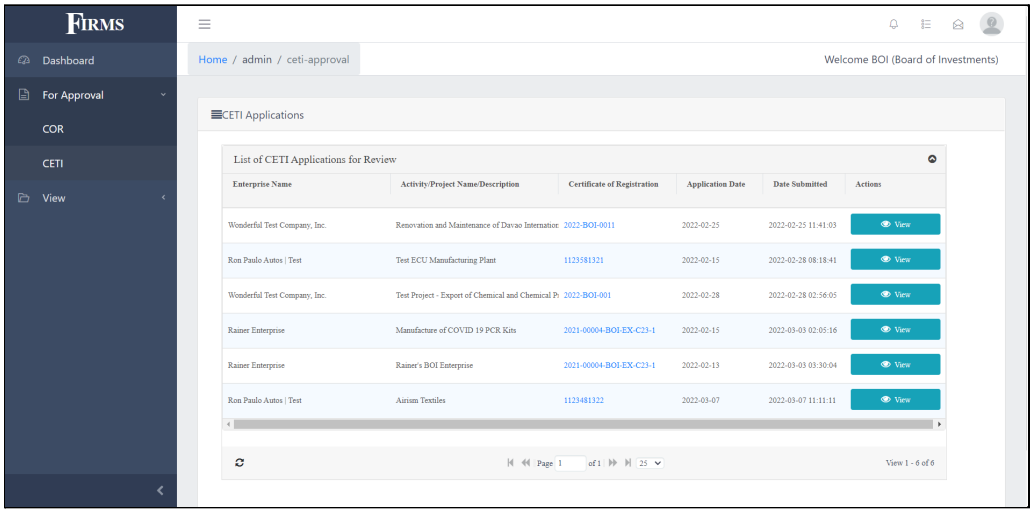
This ends the process of Application for Activity / Project Registration.

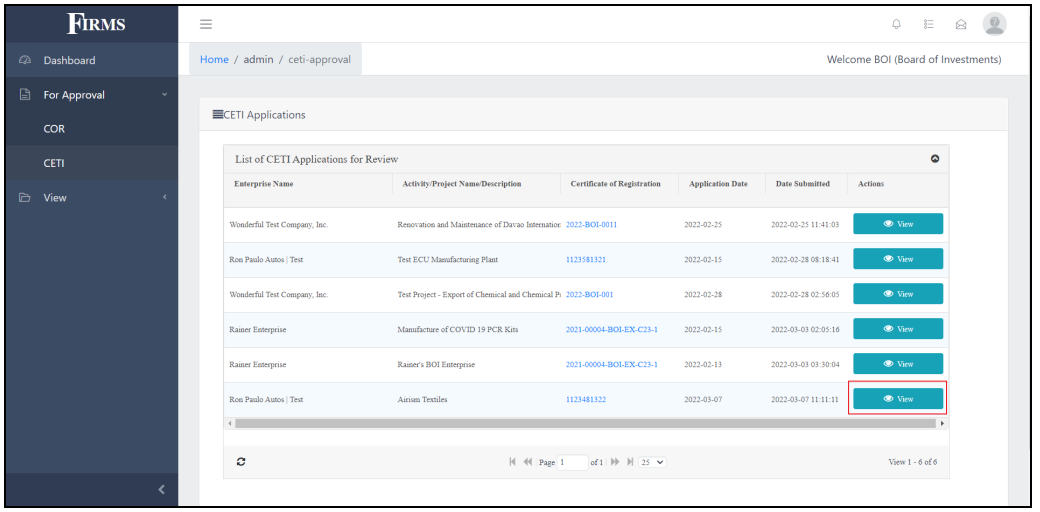
PROCESSING APPLICATIONS FOR CERTIFICATE OF ENTITLEMENT TO TAX INCENTIVES (CETI)

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.

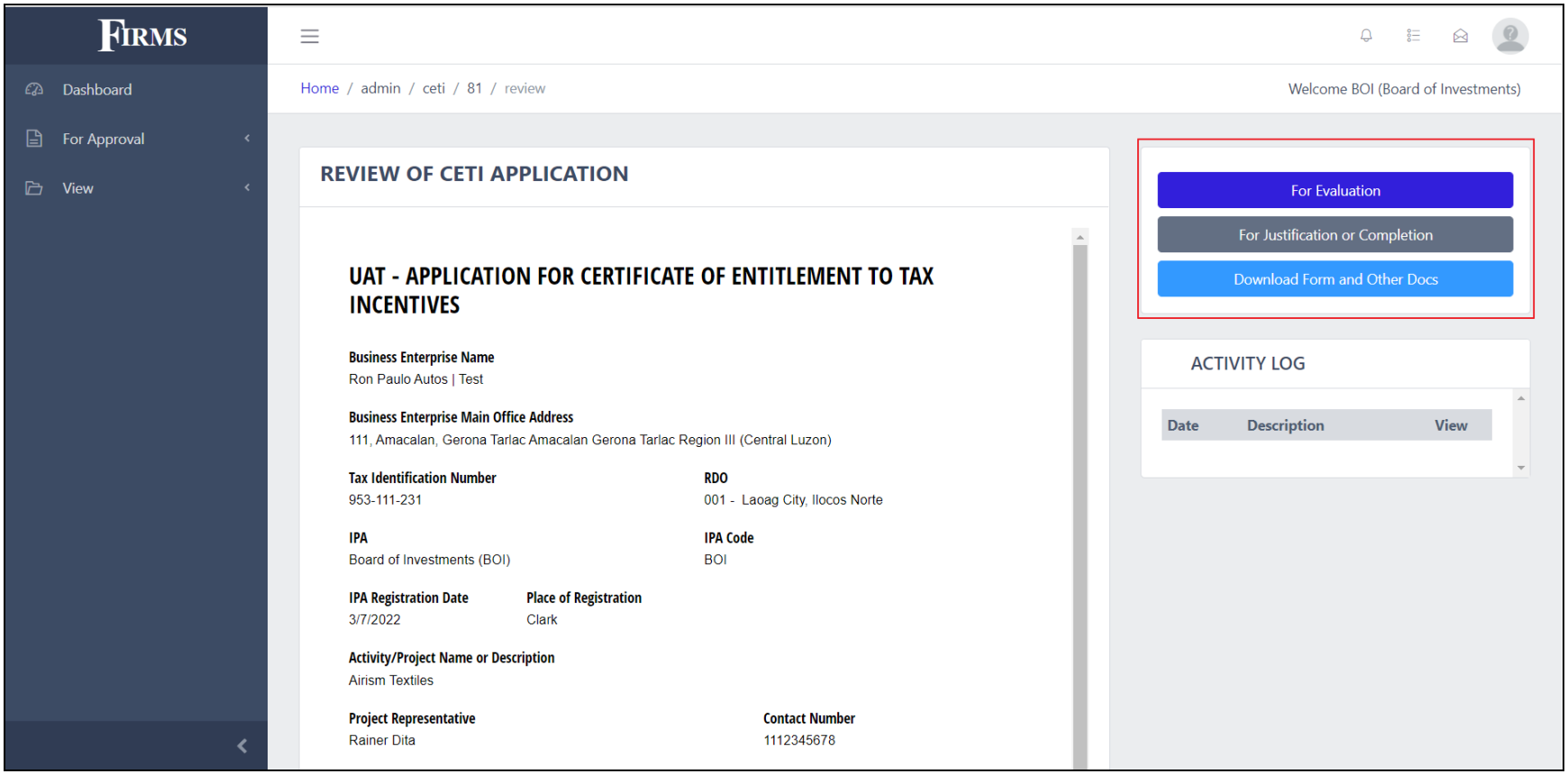
List of Applications for Certificate of Entitlement to Tax Incentives will be displayed here.



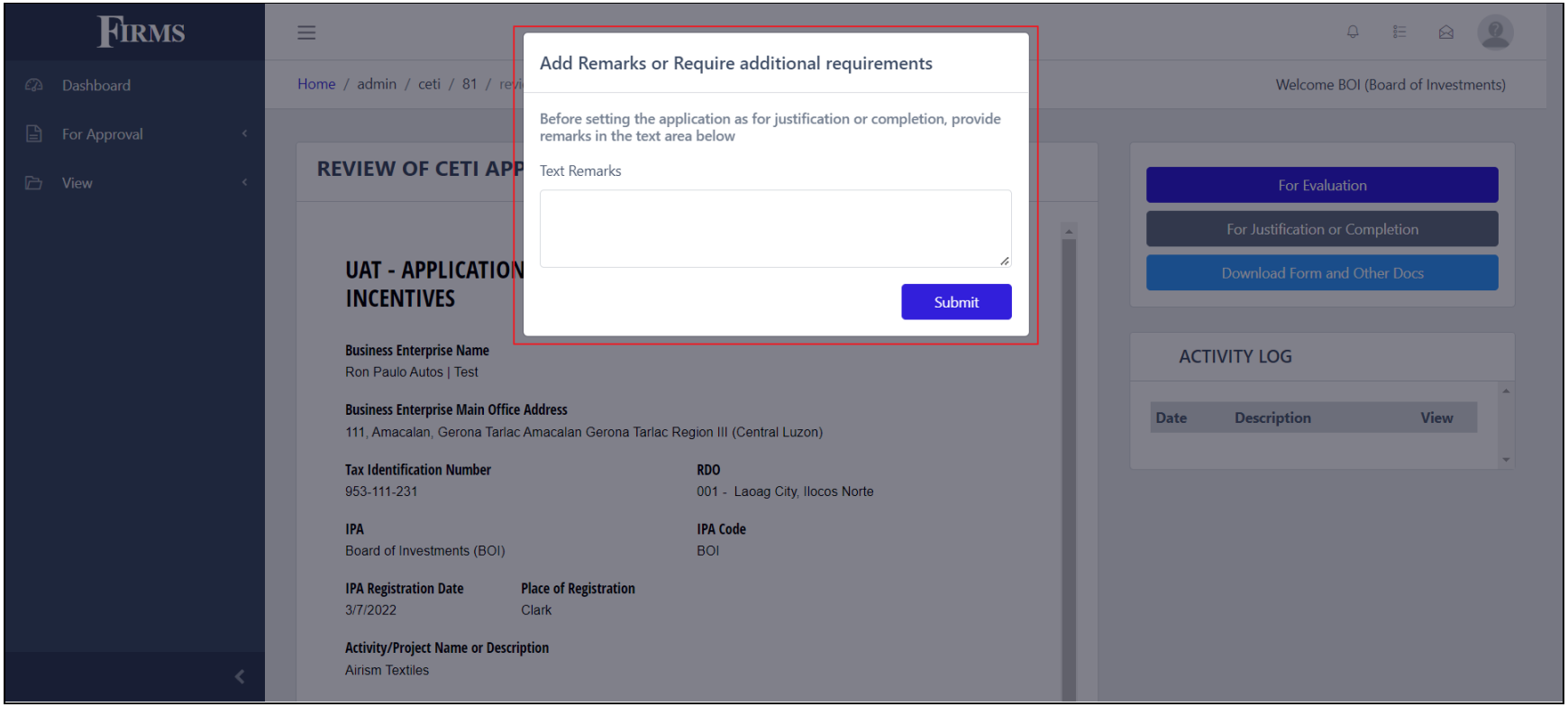


Click the corresponding **“View”** button to open the application.

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**.**

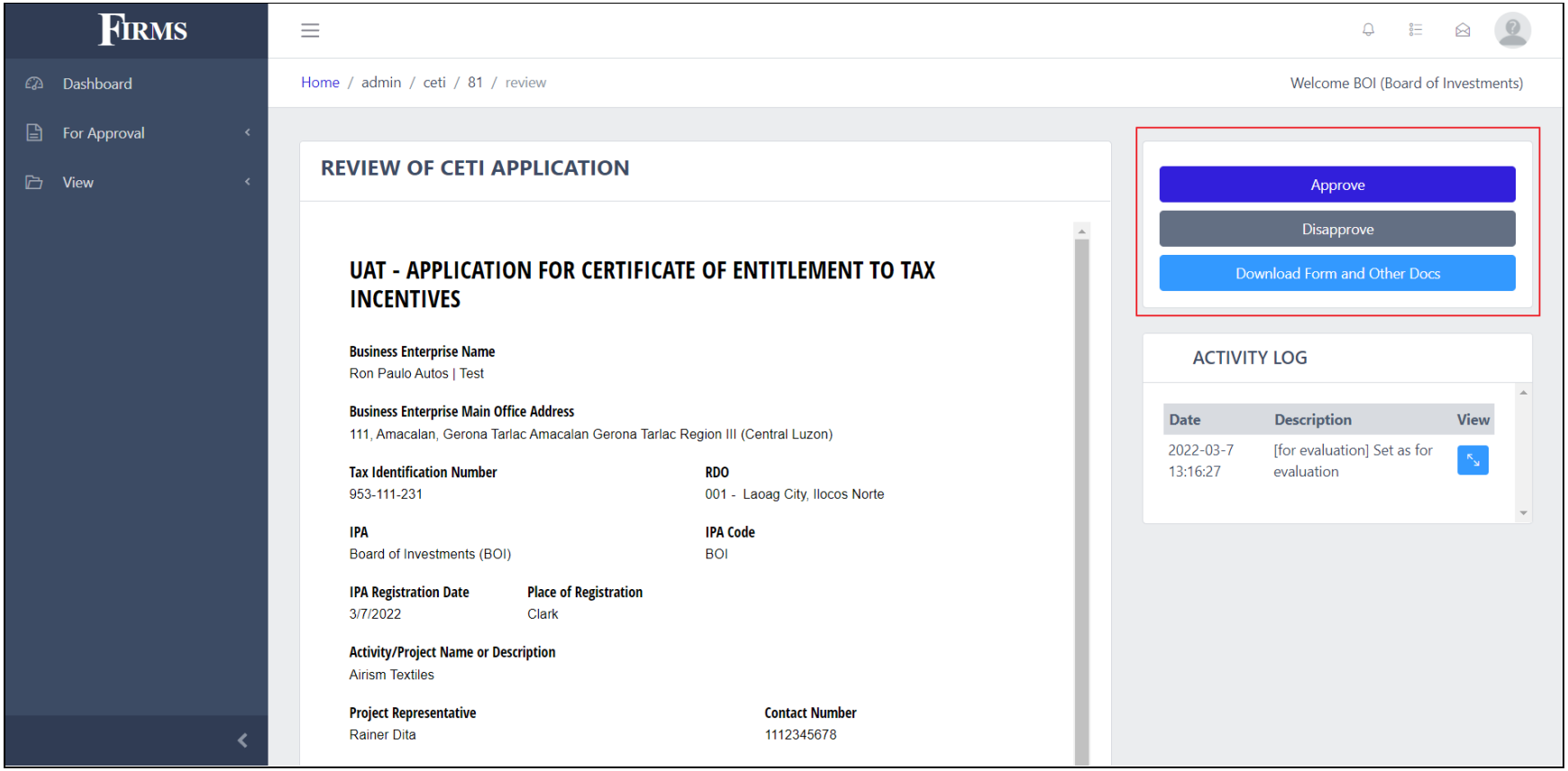


When the **“For Justification or Completion”** button has been clicked, a modal will be displayed. The IPA is required to enter remarks in the field provided and click **“Submit”.**



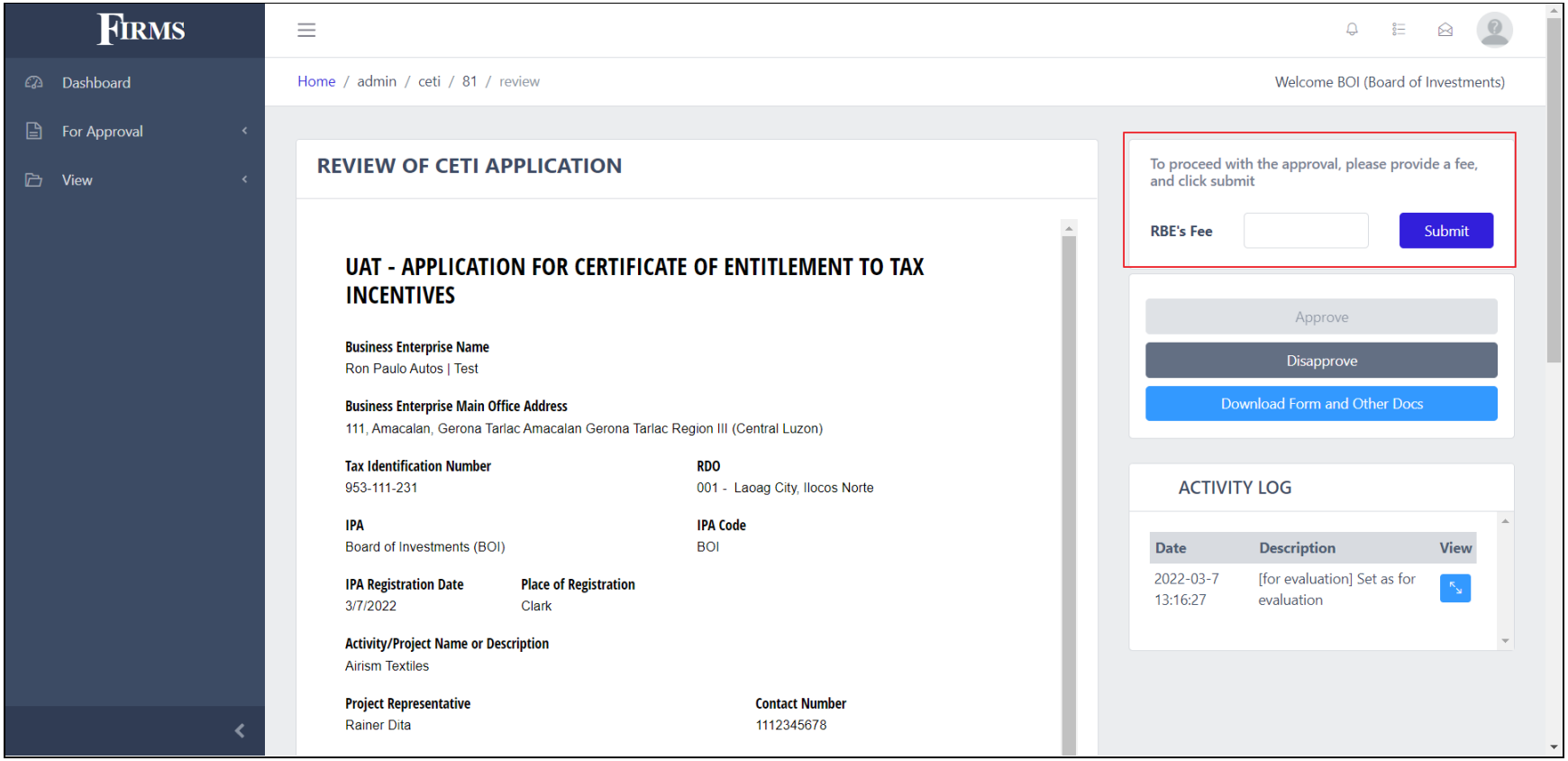
This will notify the applicant of the required changes to be made in the application.

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



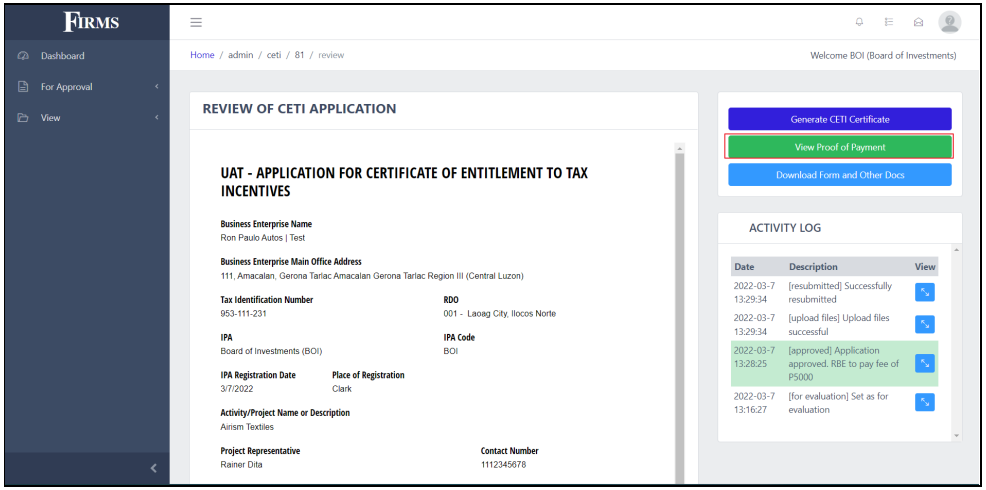
Note that clicking the **“Disapprove”** button will end the application process for CETI, and notify the applicant that the application has been disapproved.

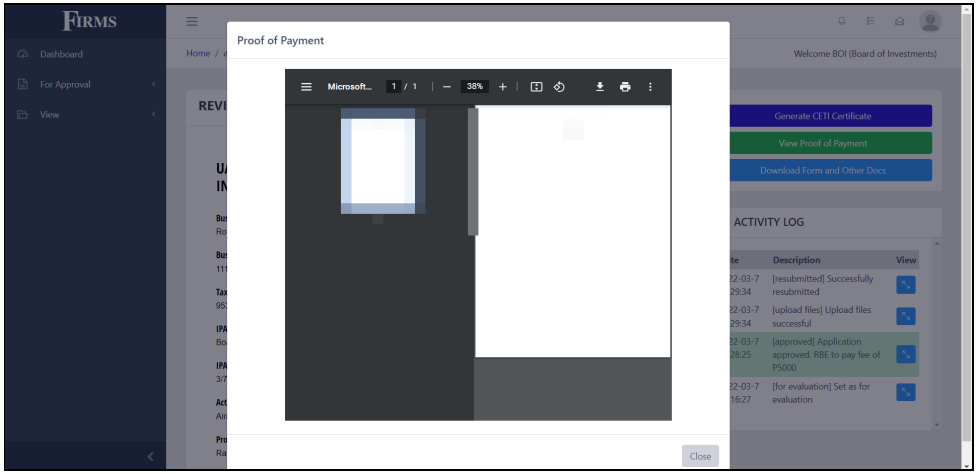
When the **“Approved”** button is clicked, the IPA will be required to enter **“RBE’s Fee”** in the space provided. Click the **“Submit”** button to proceed.



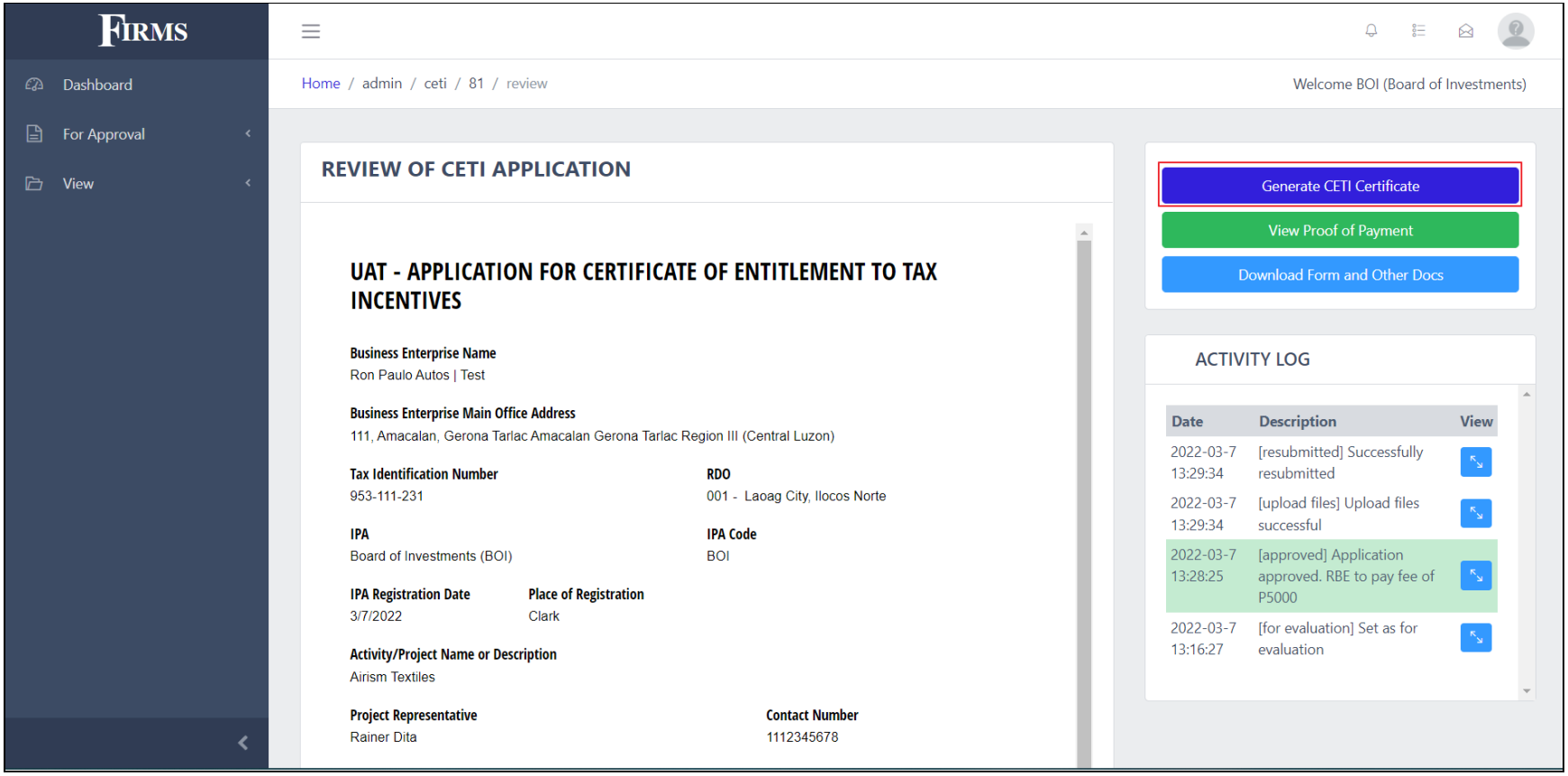
The applicant will be required to pay and upload the proof of payment in their CETI application page.

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

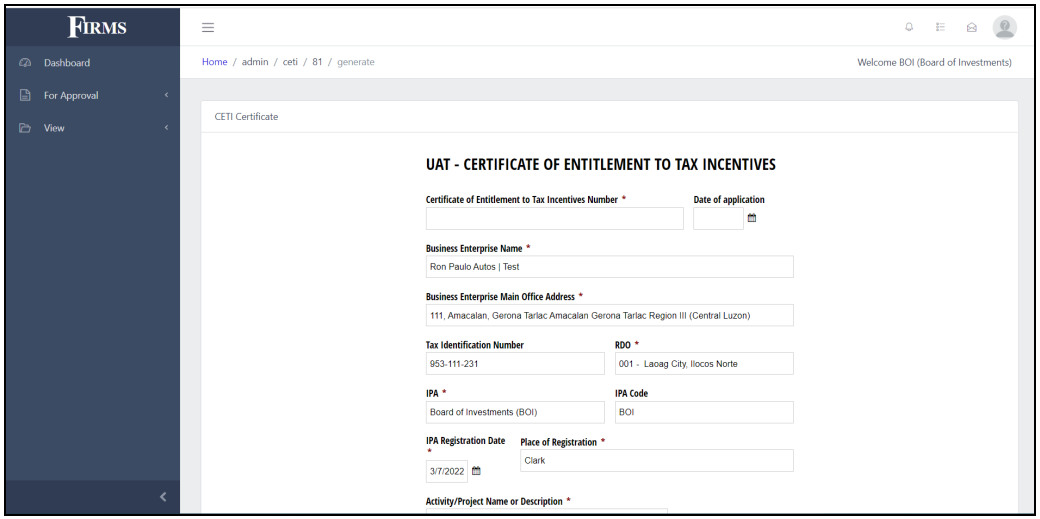


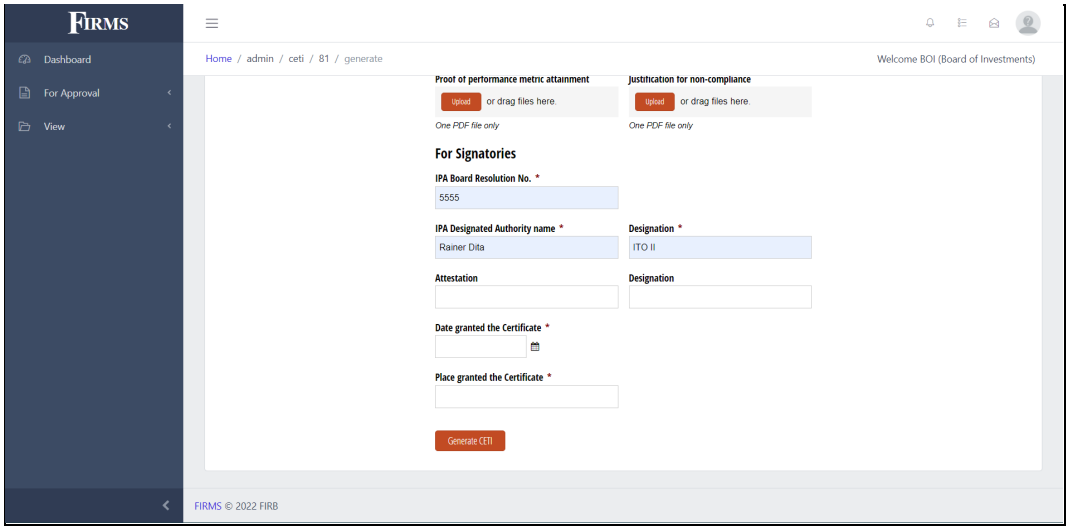


IPAs can generate CETI by clicking the **“Generate CETI Certificate”** button.



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

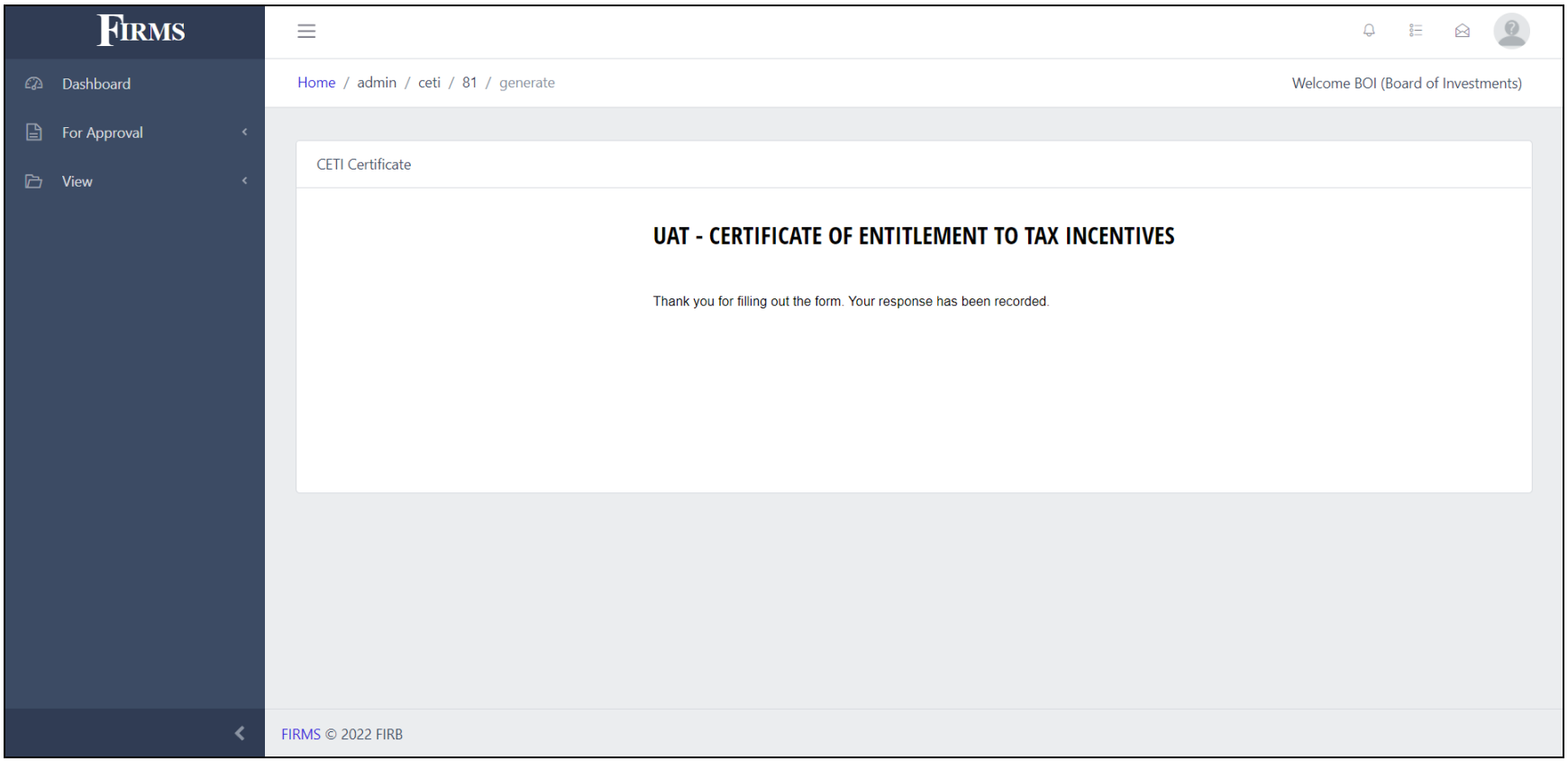




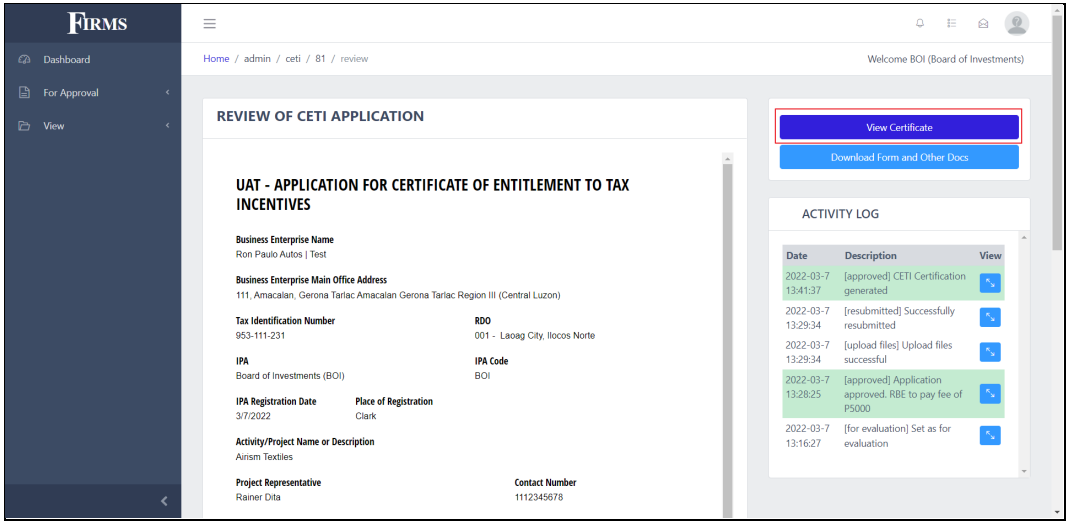
CETI Number is formatted as: **<Year> - <IPA Code> - <5-digit Sequence Number>**. For example, if the Aurora Pacific Economic Zone and Freeport Authority (APECO) will be issuing its 7th CETI for the year 2022 it should input the CETI Number as **2022-APECO-00007**. The sequence number resets every year.

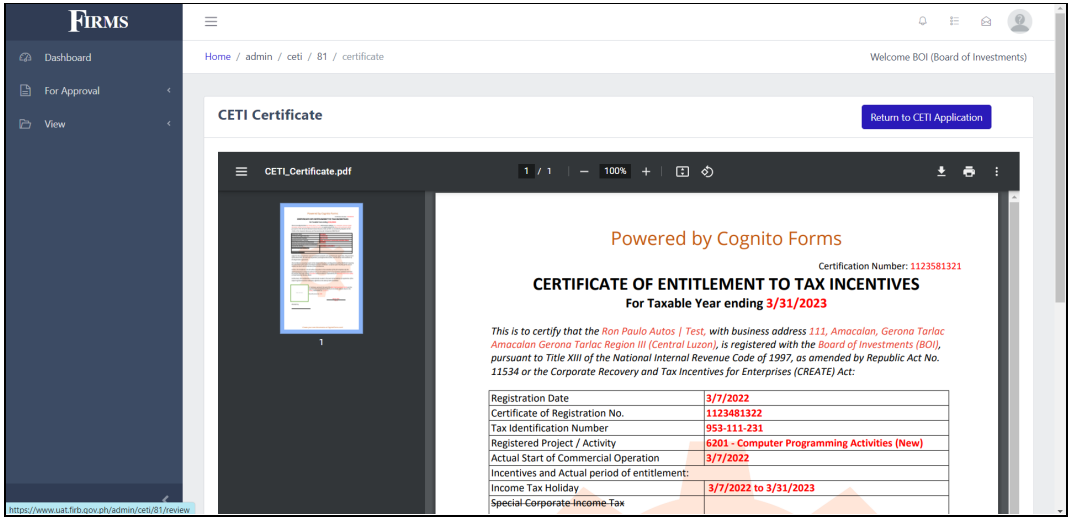
Note: Future plan for CETI Number will be automatically generated by the system.

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



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





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.