



INVESTORS' GUIDEBOOK

for STRATEGIC INVESTMENTS:

THE PHILIPPINES
MAKE IT HAPPEN

boi BOARD OF
PHILIPPINES INVESTMENTS

DISCLAIMER

All information contained herein are from the submissions of the government agencies/institutions covered in this work including those made available in their respective websites. While earnest efforts have been exerted to maintain the accuracy of the contents of this guidebook. Updates will be undertaken and reflected on an annual basis or as soon as the same are made known and available to the BOI.

PHILIPPINES: THE NEXT INVESTMENTS DESTINATION

At the heart of the world's fastest-growing economies is the Philippines, the ideal investment destination. Our business is to make your enterprises grow. The opportunities from our diversified sectors, with its incredible consumer market, have excellent trade options both in the Asia-Pacific and beyond. Our business-friendly laws that draw multinational companies are backed by a government committed to creating a business-friendly landscape. There has never been a better time to make it happen in the Philippines.

We are known as the Pearl of the Orient and since ancient times the center of trade and commerce in the region. Today, we are at the heart of ASEAN, providing access to a 600 million market. ASEAN as a block, considered the fifth largest economy in the world, expects to soar even further in the next five years. Our strategic location and competitive labor costs enable businesses to access one of the world's major hubs for manufacturing and trade.

We are committed to providing a business-friendly environment for all enterprises. Our consistent economic growth, one of the highest in Asia, and investment-grade credit ratings are backed by strong macroeconomic fundamentals, prudent fiscal policies, enabling laws, high foreign exchange reserves, and massive infrastructure build-up. But our distinct Filipino hospitality, that attention and care to make sure your every need is met, every concern solved, and whatever adversity you encounter overcome, is what we offer to make your journey in building your business here truly successful.

GENERAL BUSINESS PROCEDURE

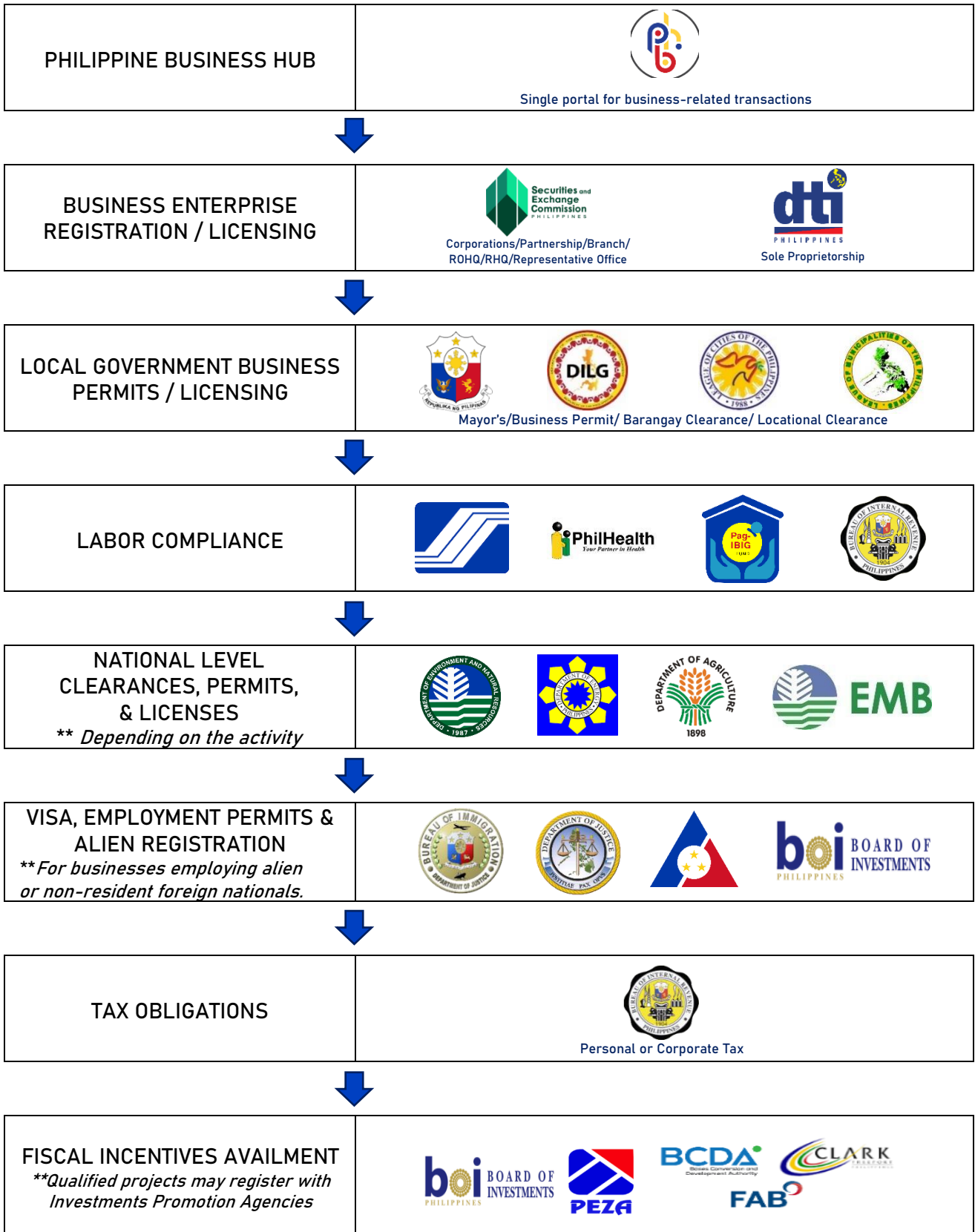


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BUSINESS ENTERPRISE REGISTRATION AND LICENSING

Registering and obtaining licenses are important steps in starting and running a business enterprise. The process may vary depending on the country, state, or region where the business is located, however in the Philippines, here are the following steps you may adhere.

BUSINESS ENTERPRISE REGISTRATION AND LICENSING

To validly transact business in the Philippines, business entities should first be registered with the appropriate government agencies.

SECURITIES AND EXCHANGE COMMISSION (SEC)

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PHILIPPINE BUSINESS HUB

Source: Philippine Business Hub (Accessed as of March 2023)

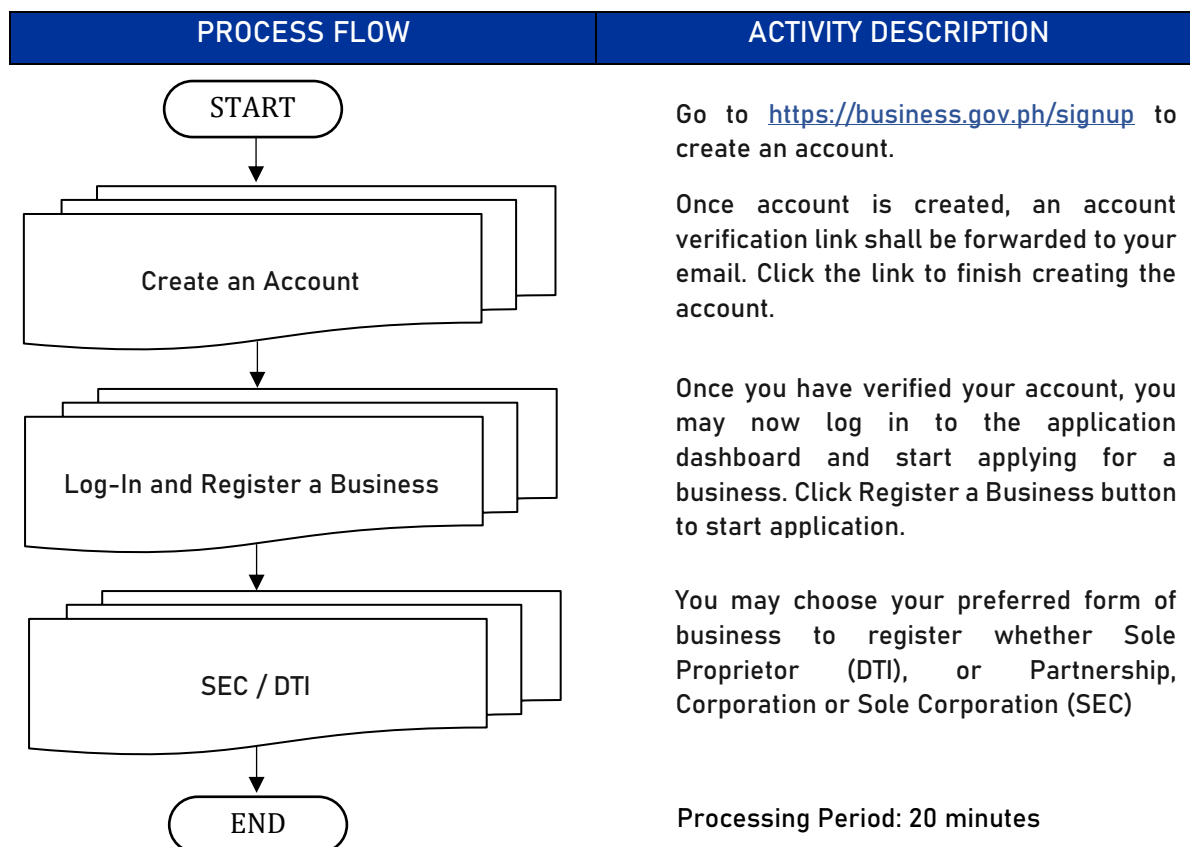
The Philippine Business Hub (PBH) offers a single site for all the business-related information, which aims to promote effective service delivery and transparency in the government. It seeks to streamline the registration of business, renewal of permits and other activities through online transactions.

Under Republic Act 11032, or the Ease of Doing Business and Efficient Delivery of Government Services Act, provides the creation of a single portal to make business transactions easier and faster.

Agency Involved: Department of Information and Communications Technology

Contact Details:

www.business.gov.ph
C.P. Garcia, Diliman, Quezon City, Metro Manila
Globe/TM (+63) 977 256 4351
Smart/TNT (+63) 969 495 2611
PBHheldesk@dict.gov.ph



SECURITIES AND EXCHANGE COMMISSION (SEC)

Source: [SEC 2021 Citizen's Charter](#) (accessed as of 9 February 2022)

CERTIFICATIONS ISSUED BY SEC UPON REGISTRATION

Incorporation of Stock or Non-Stock Corporation	Certificate of Incorporation
Formation of Partnership	Certificate of Recording
Establishment of Foreign Branch or Representative Office, Regional Headquarters or Regional Operating Headquarters	License to Do Business in the Philippines

Schedule of Availability of Service:

- Online Application (24 hours a day, 7 days a week)
- Submission of Physical Documents
 - Monday 8:30 AM to 5:00 PM, no noon break
 - Tuesday to Friday 8:00 AM to 5:00 PM, no noon break

ESPARC Link: <https://esparc.sec.gov.ph/application>

Contact Details:

www.sec.gov.ph

The SEC Headquarter

7907 Makati Avenue, Salcedo Village

Bel-Air, Makati City

Trunk Line No.: 02-5322-7696

imessagemo@sec.gov.ph

Options for Entry of Company Formation

Partnership

Under Article 1767 of the Civil Code defines a partnership, it provides that by the contract of partnership two or more persons bind themselves to contribute money or industry to a common fund, with the intention of dividing the profit among themselves.”

A partnership exists where two or more individuals’ combine their capital, property, skill or labor, or all of these, for the transaction of a lawful business for gain, upon an understanding that profits or losses shall be shared or borne by them in certain proportions

Corporation

The Revised Corporation Code provides that an artificial being created by operation of law, having the right of succession and the powers, attributes, and properties expressly authorized by law or incidental to its existence. A corporation can either be stock or non-stock company regardless of nationality. Such company, if 60% Filipino and 40% foreign-owned, is considered a Filipino corporation. If more than 40% foreign-owned, it is considered a domestic foreign-owned corporation.

One Person Corporation (OPC)

A corporation with a single stockholder: Provided, That only a natural person, trust, or an estate may form a One Person Corporation.

Banks and quasi-banks, pre-need, trust, insurance, public and publicly-listed companies, and non-chartered government-owned and -controlled corporations may not incorporate as One Person Corporations: Provided, further, That a natural person who is licensed to exercise a profession may not organize as a One Person Corporation for the purpose of exercising such profession except as otherwise provided under special laws.

A One Person Corporation shall not be required to have a minimum authorized capital stock except as otherwise provided by special law.

Branch Office

A branch of a foreign company carries out the business activities of the head office and derives income from the host country; (IRR of Republic Act No. 7042, Foreign Investment Act of 1991 as Amended by Republic Act No. 11647)

Representative or liaison office

Deals directly with the clients of the parent company but does not derive income from the host country and is fully subsidized by its head office. It undertakes activities such as but not limited to information dissemination and promotion of the company’s product as well as quality control of products. (IRR of Republic Act No. 7042, Foreign Investment Act of 1991 as Amended by Republic Act No. 11647)

Regional or Area Headquarters

An office whose purpose is to act as an administrative branch of a multinational company engaged in international trade which principally serves as a supervision, communications and coordination center for its subsidiaries, branches or affiliates in the Asia-Pacific Region and other foreign markets and which does not earn or derive income in the Philippines (E.O. No. 226-Book 111 as Amended by R.A. No. 8756, Nov. 23, 1999 and R.A.11534 CREATE ACT- Exempted from Corporate Tax)

Regional Operating Headquarters (ROHQ) shall mean a foreign business entity which is allowed to derived income in the Philippines by performing qualifying services to its affiliates, subsidiaries or branches in the Philippines, in the Asia-Pacific Region and other foreign markets. (E.O No. 226-Book III as amended by R.A. No. 8756, Nov. 23, 1999 and R. A. 11534 CREATE Act – Corporate Tax is 25%)

Note: 1. For Application of Foreign Owned Partnership or Corporation, refer to the Foreign Investments Act No. 7042 as Amended by Republic Act No. 11647/ Executive Order No. 75 – The 12th Foreign Investments Negative List (FINL) as reference on doing business and equity ownership of business activity. If the activity is not listed in the FINL it may be owned up to 100% foreign equity. ([SBIZHUB 36722062814301 \(officialgazette.gov.ph\)](https://sbizhub36722062814301.officialgazette.gov.ph))

Registration of Corporations

A corporation is a juridical person created by operation of law and registered with the Securities and Exchange Commission. A corporation can either be stock or non-stock company regardless of nationality. Such company, if 60% Filipino and 40% foreign-owned, is considered a Filipino corporation. If more than 40% foreign-owned, it is considered a domestic foreign-owned corporation.

SEC ESPARC

<https://esparc.sec.gov.ph/application>

The Electronic Simplified Processing of Application for Registration of Company (SEC – ESPARC) is a facility to cater application for registration of One Person Corporation (OPC) and Domestic corporations (stock and non-stock) with 2 or more incorporators who may either be natural person, partnership, association or corporations, singly or jointly with others but not more than fifteen (15) in number. It also allows the application for the recording of partnerships and licensing to do business for foreign corporations. The system allows the applicant or his duly appointed representative to submit the proposed company name and input details of the articles of incorporation for review of the Commission.

Upon filing/submission, the System and Account Officer, will notify the applicant company on the result of the evaluation and/ or notice of approval /registration, with the corresponding list of registration requirements to be submitted by the company before release of E-SEC Certificate of Registration.

SEC will send notice to the company once the original SEC Certificate of Registration is ready for release.

Office or Division: Corporate and Partnership Registration Division (CPRD) of Company Registration and Monitoring Department (CRMD)

Through OneSEC (One-day Submission and E-registration of Companies)

The One day Submission and E-registration of Companies (OneSEC) is a subsystem of the eSPARC that is currently catering to registration applications of DOMESTIC STOCK corporations which may be a ONE PERSON CORPORATION or CORPORATION with 2 to 15 incorporators, board of directors and stockholders. This eSPARC subsystem is considered “pass through” since it only requires minimal encoding of data on the part of the registrants, as most of the company information are already pre-filled.

The OneSEC processing is completely seamless and fully automated in the absence of human intervention on the part of the Commission starting from the name verification on the proposed corporate name, until the issuance of the Digital Certificate of Incorporation.

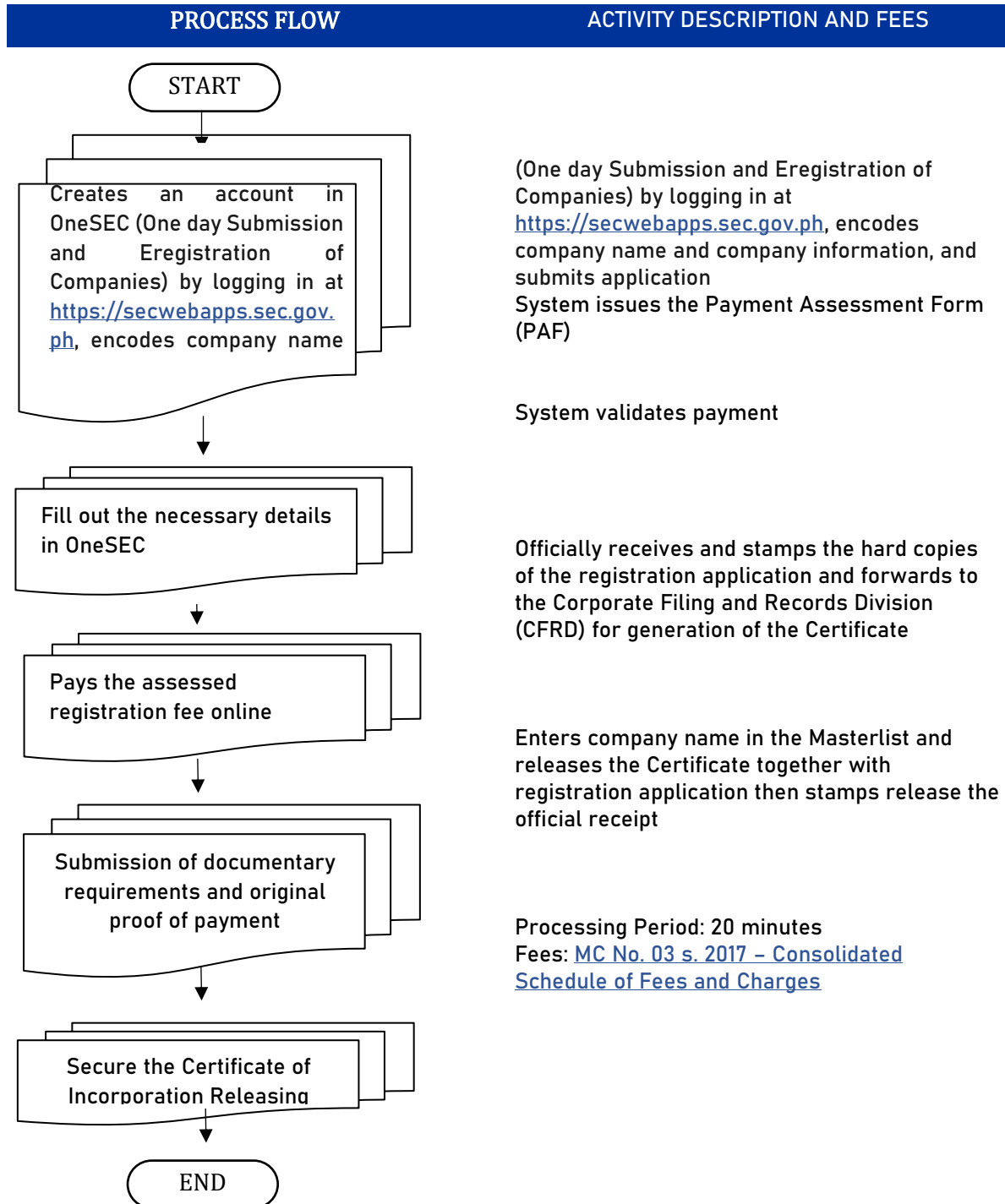
The system aims to promote promptness, reliability and efficiency. However, the registrant has to conform with the following conditions within a period of one day:

1. The company classification is "All Filipino"
2. The proposed corporate name must comply to the following: (a) has a name descriptor according to its industry classification; (b) does not contain any Trade Name/s ; and (c) not subject to any Letter of Appeal for reconsideration;
3. The primary purpose or the main activity is predetermined and is not subject to any modification/correction;
4. The corporate term of existence is perpetual;
5. The incorporator/s, members of the Board of Directors and subscribers are Natural Person/s, of legal age and resident/s of the Philippines;
6. The applicant corporation is not located in any of the economic zones;
7. The share type classification contains the following: (a) Common Shares; (b) with Par Value and (c) Amount of par value is not less than P1.00 and in non-decimal currency;
8. The Mode of Payment for the subscription of shares is CASH;
9. The registration fees are paid immediately after the application through the SEC Payment Portal;
10. The applicant corporation is not required to secure clearance/endorsement from any Department of SEC and/or other government agency/ies;
11. None of the incorporators, stockholders/members, directors/trustees, beneficial owners, and officers of the applicant corporation have been convicted of or have pending criminal or administrative case of felony or misdemeanor involving investment or investment-related business, fraud, false statements or omissions, wrongful taking of property, bribery, forgery, counterfeiting or extortion, or other felonies;
12. None of the incorporators, stockholders/members, directors/trustees, beneficial owners, and officers of the applicant corporation are included in pertinent sanctions list circularized by the Bangko Sentral ng Pilipinas (BSP), the Anti-Money Laundering Council (AMLC), the Anti-Terrorism Council (ATC), and other domestic and/or international entities or organizations, such as the Office of Foreign Assets Control (OFAC) of the U.S Department of Treasury and the United Nations Sanctions List;
13. The SEC office chosen shall be the only office where the hard copies of the registration application such as the Digital Certificate of Incorporation, proof of payment of the registration fees and originally signed and notarized copies of the Articles of Incorporation and By-laws shall be accepted.

Documentary Requirements (System Generated)

1. Cover Sheet
2. Articles of Incorporation (Filipino)
3. By-Laws

Procedure:



The following are the various company type to choose from:

Stock Corporation	<ul style="list-style-type: none"> • All Filipino or with foreign equity participation • One Person Corporation • Corporation with 2 to 15 incorporators • Lending & Financing Companies
Non-Stock Corporation	<ul style="list-style-type: none"> • All Filipino or with foreign equity participation • Corporation Sole • Foundation • Federation • Microfinance • Religious Aggregate • Condominium Corporation • Non-stock/Non-profit
Foreign Stock Corporation	<ul style="list-style-type: none"> • Branch Office • Representative Office • Regional Operating Headquarters
Foreign Non-Stock Corporation	<ul style="list-style-type: none"> • Branch Office • Representative Office • Regional or Area Headquarters • Foundation
Partnership	<ul style="list-style-type: none"> • General Partnership • Professional Partnership • Limited Partnership

Basic Documentary Requirements:

1. Cover Sheet (System-generated)
2. Signed & Notarized Articles of Partnership with Tax Identification Numbers (TIN) of Filipino partners including domestic partnership (to be written in the Articles of partnership and applicable document/s) and/or Tax Identification Numbers (TIN) or passport numbers of foreign partners (to be written in the Articles of Partnership and applicable document/s) (System-generated)

Additional Requirements, if applicable:

1. Proof of existence of foreign company (if a partner in the partnership agreement is signed in the home country)
2. Board Resolution of the Foreign Company authorizing it to be a partner in a Contract of Partnership (Authenticated/Apostilled Document) and designating the authorized signatures
3. If there are one (1) or more foreign partners, Signed & notarized F-105 (Foreign Investments Act Application Form) (System-generated)
4. If documents were signed in a foreign jurisdiction, Authenticated/Apostilled Articles of Partnership and/or F105 (Philippine Embassy/Consulate)
5. Clearance from other SEC departments
 - a. Corporate Governance and Finance Department (CGFD) - for Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation
 - b. Markets and Securities Regulation Department (MSRD) - for Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)

- c. PhiFintech Innovation Office (PIO) - for Financial Technology (FinTech) related business activities
 - i. Operators of payment systems
 - ii. Payment Service Providers;
 - iii. Electronic Money Issuers (EMI);
 - iv. Non-bank EMIs;
 - v. Alternative Credit Scoring Companies;
 - vi. Online Lending Companies;
 - vii. Peer-to-peer Lending Companies;
 - viii. AI/Big Data Companies;
 - ix. InsurTech Companies (InsurTech Service Providers);
 - x. KYC/Security Companies (KYC Service Providers);
 - xi. Digital Banks;
 - xii. Digital Asset Exchanges;
 - xiii. Virtual Asset Service Providers;
 - xiv. Play-to-Earn Platforms;
 - xv. E-Commerce Companies;
 - xvi. Crowdfunding Platforms;
 - xvii. RegTech Companies (RegTech Service Providers);
 - xviii. SupTech Companies (SupTech Service Providers); and
 - xix. Digital Advisers/Robo-Advisers
- 6. Endorsement from other government agencies, if applicable
 - a. Bangko Sentral ng Pilipinas - Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services
 - b. Insurance Commission - Insurance/Mutual Benefit Association/ Health Maintenance Organization
- 7. Endorsement/Clearance from locators
 - a. Philippine Economic Zone Authority (PEZA);
 - b. Subic Bay Metropolitan Authority (SBMA);
 - c. Clark Development Corporation (CDC); and/or
 - d. Cagayan Economic Zone Authority (CEZA)

Checklist of Requirements for Stock and Non-Stock Domestic Corporations
(Except One Person Corporation)

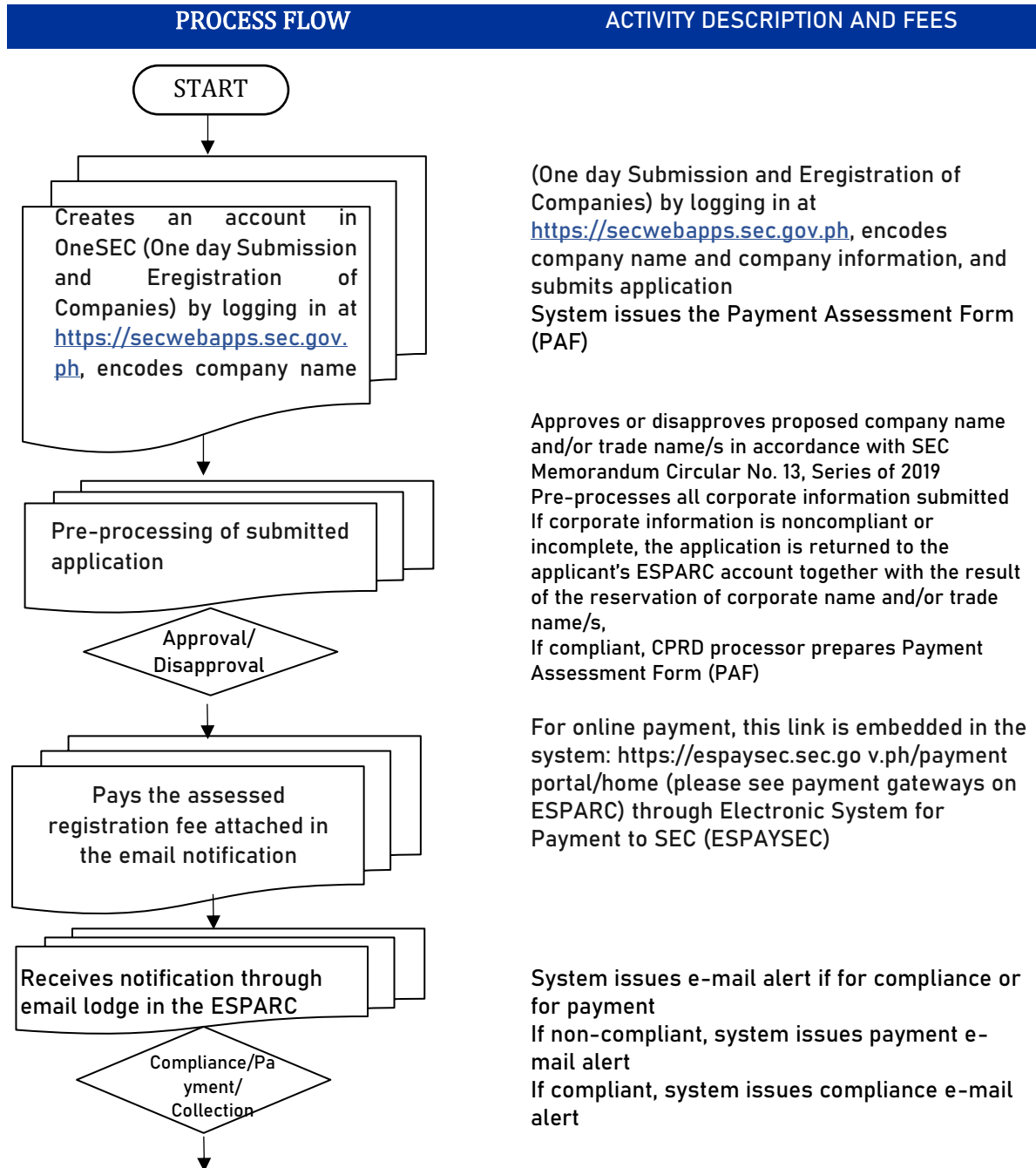
2 sets of original documents, 2 sets of photocopies in A4 size bond paper

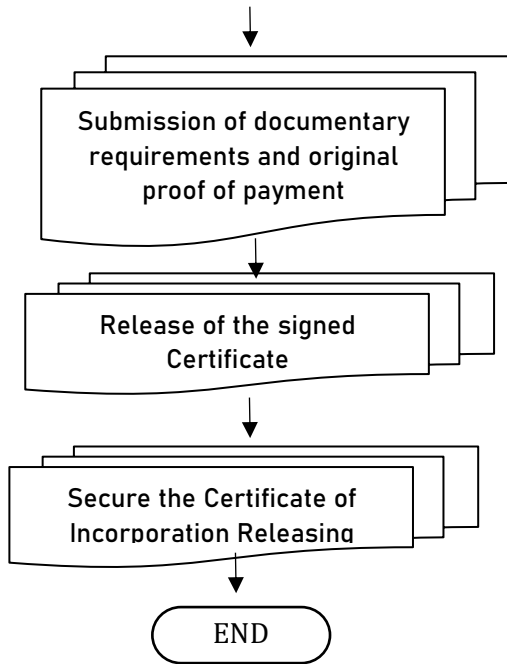
1. Cover Sheet (System-generated)
2. Articles of Incorporation
3. By-Laws, for stock and non-stock corporation (except for Corporation Sole) (System-generated)
4. Additional Requirements, if applicable
 - a. Foreign Investments Act (FIA) Application Form (F-100), if more than 40% foreign equity for stock corporation (System-generated)
 - b. [Joint Affidavit of Undertaking to Change Name \(in case not incorporated in the Articles of Incorporation\)](#)
 - c. Affidavit of Relinquishment, in case the treasurer is a foreigner and the business activity of the registrant is a partly-nationalized activity (c/o Foreign Treasurer)
 - d. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents, if the same were executed in a foreign jurisdiction (c/o Parent Company of the Foreign Corporation and Philippine Embassy/Consulate)
8. Clearance from other SEC departments

- a. Corporate Governance and Finance Department (CGFD) - for Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation
 - b. Markets and Securities Regulation Department (MSRD) - for Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)
 - c. PhiFintech Innovation Office (PIO) - for Financial Technology (FinTech) related business activities
 - i. Operators of payment systems
 - ii. Payment Service Providers;
 - iii. Electronic Money Issuers (EMI);
 - iv. Non-bank EMIs;
 - v. Alternative Credit Scoring Companies;
 - vi. Online Lending Companies;
 - vii. Peer-to-peer Lending Companies;
 - viii. AI/Big Data Companies;
 - ix. InsurTech Companies (InsurTech Service Providers);
 - x. KYC/Security Companies (KYC Service Providers);
 - xi. Digital Banks;
 - xii. Digital Asset Exchanges;
 - xiii. Virtual Asset Service Providers;
 - xiv. Play-to-Earn Platforms;
 - xv. E-Commerce Companies;
 - xvi. Crowdfunding Platforms;
 - xvii. RegTech Companies (RegTech Service Providers);
 - xviii. SupTech Companies (SupTech Service Providers); and
 - xix. Digital Advisers/Robo-Advisers
9. Endorsement from other government agencies, if applicable
 - a. Bangko Sentral ng Pilipinas - Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services
 - b. Insurance Commission - Insurance/Mutual Benefit Association/ Health Maintenance Organization
 10. Endorsement/Clearance from locators
 - a. Philippine Economic Zone Authority (PEZA);
 - b. Subic Bay Metropolitan Authority (SBMA);
 - c. Clark Development Corporation (CDC); and/or
 - d. Cagayan Economic Zone Authority (CEZA)
 11. Authenticated/Apostilled (if executed in a foreign jurisdiction) Board Resolution/ Directors'/ Trustees' Certificate or Secretary's Certificate (if incorporator/s is/are juridical entity/ies) (c/o Incorporator (Juridical Entity)/ Philippine Embassy/Consulate)
 12. Certificate of Incorporation and Articles of Incorporation or latest General Information Sheet (GIS) of Filipino corporate subscriber/s (c/o SEC-Registered Domestic Corporation)
 13. Proof of existence/registration of foreign corporate subscriber/s (c/o Foreign Corporation abroad)
 14. For non-stock religious aggregate: (System-generated/Public Assistance and Complaint Desk)
 - a. Affidavit of Affirmation/Verification by the chief priest, rabbi, minister, or presiding elder, (not required if already part of the Articles of Incorporation)
 15. For foundation:
 - a. Notarized certificate of bank deposit of the contribution, which shall not be less than P1,000,000.00 (Banks)
 - b. Statement of Willingness to allow the Commission to conduct an audit (c/o System-generated / Notary Public)

16. For federation
 - a. List of Member-Associations certified by the Corporate Secretary
 - b. For confederation, List of Member-Federations certified by the Corporate Secretary
17. For confederation, List of Member-Federations certified by the Corporate Secretary
18. For condominium corporation/association
 - a. Notarized Copy of the Master Deed with primary entry of the Register of Deeds
 - b. Certification that there is no existing similar condominium association within the condominium project (System-generated / Applicant Condominium Corporation/Association to be executed by the Corporate Secretary)

Procedure:





Enters company name in the Masterlist and releases the Certificate together with registration application then stamps release the official receipt

Processing Period: 5-7 working days
Fees: [MC No. 03 s. 2017 – Consolidated Schedule of Fees and Charges](#)

DEPARTMENT OF TRADE AND INDUSTRY

Source: DTI Citizen's Charter 2021 3rd Edition (accessed as of 9 February 2022)

The DTI serves as the primary coordinative, promotive, facilitative, and regulatory arm of the government of the country's trade, industry, and investment activities. It acts as catalyst for intensified private sector activity to accelerate and sustain economic growth through a comprehensive industrial growth strategy, a progressive and socially responsible liberalization and deregulation program, and policies designed for the expansion and diversification of both domestic and foreign trade.

Contact Details:

<https://www.dti.gov.ph/>

Trade & Industry Building, 361 Sen. Gil J. Puyat Ave., Makati City

(+632) 7791 3100 / 7751 0384 / 1384

ask@dti.gov.ph

Sole Proprietorship / Business Name Registration (BNR)

BNR is mandated by Act 3883, otherwise known as the Business Name Law, which regulates the use in business transactions of names other than true names; wherein a person intending to engage in business is required to initially register a name, other than its true name with the DTI, before such name is used in any business transactions.

Office or Division: DTI Regional and Provincial Offices – Negosyo Centers

Documentary Requirements:

For walk-in/over-the-counter application (may also be done online end-to-end through the Business Name Registration System (BNRS) –<https://bnrs.dti.gov.ph>)

1. Applicant must be at least 18-years old
2. One (1) duly filled-out [Application Form](#) signed by the applicant of the BNR (c/o DTI Regional and Provincial Offices / Negosyo Centers)
3. One (1) valid government-issued ID
4. Additional requirements for non-Philippine national:
 - a. Applicant must be at least 18 years old (where the laws of the home country of the authorized non-Philippine national provides for the legal or contract age lower than 18 years, said authorized non-Philippine national shall submit proof thereof)
 - b. Clear certified copy of the Alien Certificate of Registration (c/o Bureau of Immigration)
 - c. Certificate of Registration for Sole Proprietorship/Certificate of Authority to engage in business in the Philippines issued by the concerned DTI Office per Republic Act No. 7042 (Foreign Investment Act) as amended by Republic Act No. 8179, Republic Act No. 8762 (Retail Trade Liberalization Law) or such other applicable laws, as the case may be (Concerned DTI Office)
5. Additional requirement for refugee/stateless persons:
 - a. Clear certified copy of the Certificate of Recognition issued by the Department of Justice – Refugee and Stateless Person Protection Unit (DOJ-RSPPU) showing that the applicant is recognized as a refugee/stateless person or presentation of the original Certificate of Recognition and submission of a duplicate copy thereof
6. Additional requirements if filer is other than the owner
 - a. Authorization letter from the owner
 - b. Valid ID of the authorized representative

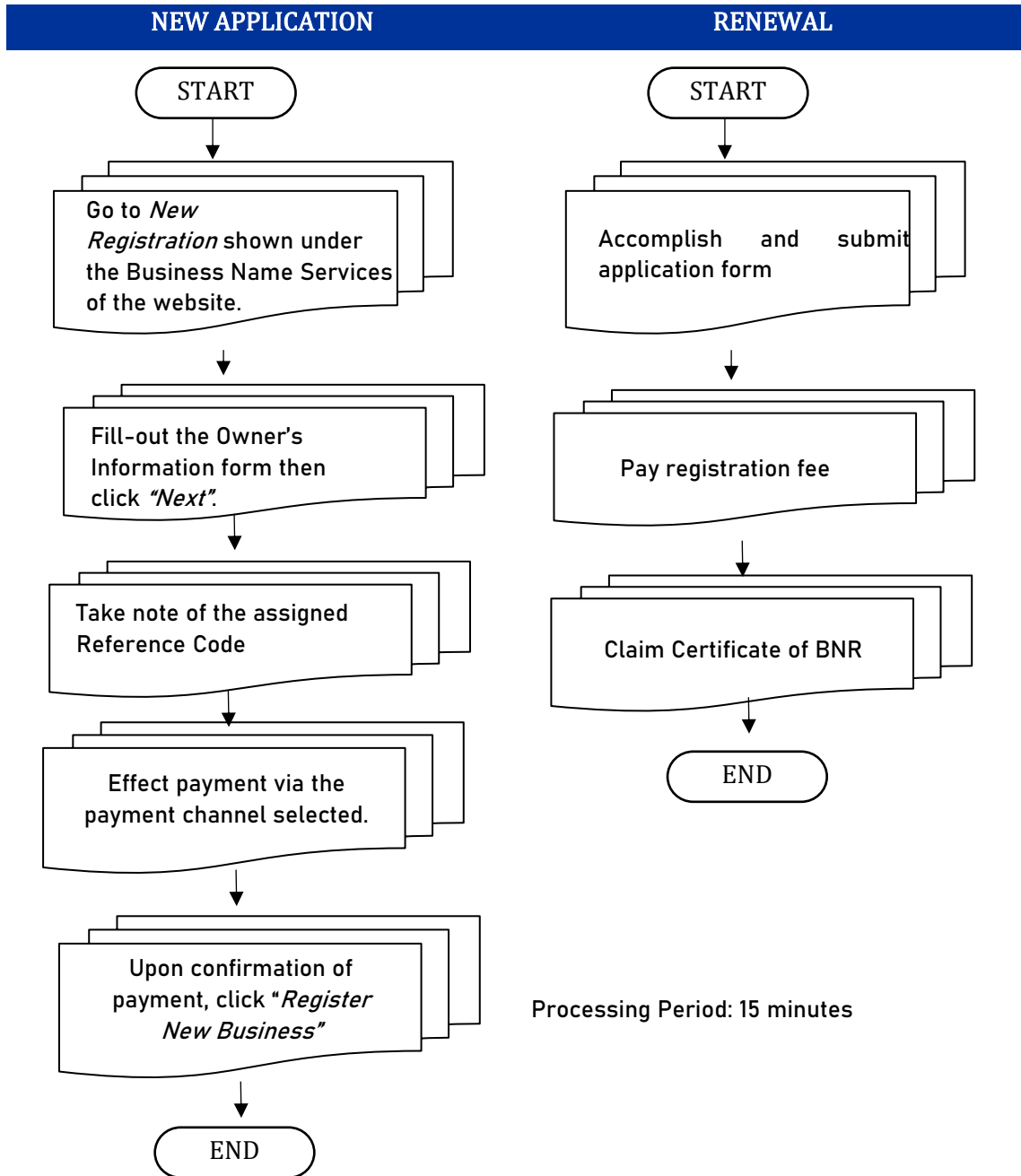
Notes:

For Online applications, a signed application form is no longer required since the accomplished online application is equivalent to the duly- accomplished physical application form. The online application for BN registration is subject to the Terms and Conditions set forth under the Rules and by clicking the “I Agree” button, the applicant is deemed to have understood and accepted all such Terms and Conditions including the mandatory

Fees:

- Registration fee per territorial scheme
 - Barangay P 200.00
 - City/Municipality P 500.00
 - Regional P 1,000.00
 - National P 2,000.00
- Documentary Stamp P 30.00 per application
- Surcharge for Renewal Additional 50% of registration fee if filed within ninety-one (91) days to one hundred eighty days (180) days after the expiration date

Procedure



For Renewal of Registration: Same requirements as that for new application

Validity of Business Name Registration: The BNR should be renewed every 5 years from the date of registration. The application for renewal of BNR may be filed one hundred eighty (180) calendar days prior to its expiration up to 180 calendar days after the expiration date.

BUSINESS TAXATION

Source: *Bureau of Internal Revenue Citizen's Charter 2021 Edition* (accessed as of 22 February 2021)

For taxation purposes, every business enterprise has to register with the Bureau of Internal Revenue (BIR) before the commencement of the business operation.

Office or Division: Bureau of Internal Revenue – Revenue District Office (RDO) – Client Support Section

Contact Details:

www.bir.gov.ph

BIR National Office Bldg., BIR Road, Diliman, Quezon City

(+632) 8981 7000

contact_us@bir.gov.ph

Application for TIN and Registration of Individual New Business Registrants (Head Office Only), Including Facilities Together with the Application for Authority To Print (ATP)

Self-employed individual who may either be a single proprietor engaged in business or in practice of his/her profession shall register with the BIR on or before the commencement of business which shall be reckoned from the day when the first sale transaction occurred or within thirty (30) calendar days from the issuance of Mayor's Permit/Professional Tax Receipt by LGU. The Certificate of Registration (COR) shall be issued to individuals engaged in business or practice of profession upon compliance with the requirements for registration.

Taxpayer Classification	Where to Register
Single Proprietor	RDO having jurisdiction over the place where the Head Office is located
Professional	RDO having jurisdiction over the place of residence. If there is a physical business address, RDO having jurisdiction over the place of business.

Documentary Requirements:

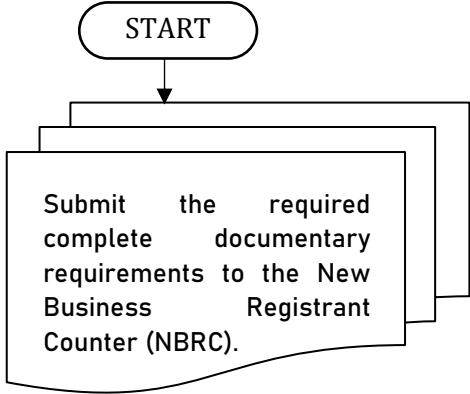
- [BIR Form No. 1901 version January 2018](#); (2 original copy)
- For Sole Proprietor/Professionals not regulated by the Professional Regulation Commission (PRC):
 - Any government-issued ID (e.g. Birth Certificate, passport, driver's license, Community Tax Certificate) that shows the name, address, and birthdate of the applicant, in case the ID has no address, any proof of residence or business address; (1 photocopy) or

In case of the practice of profession regulated by PRC: Valid PRC ID and government ID showing address or proof of residence or business address. (1 photocopy)

Note: IDs shall be presented and should be readable, untampered and contains consistent information with the documents presented upon application
- BIR Printed Receipt/Invoice (For sale); or Final & clear sample of OWN Principal Receipts Invoices; (1 original) (*Note: In case taxpayer-applicant will opt to print its own receipts/invoices, taxpayer-applicant should choose an Accredited Printer who will print the receipts/invoices*)
- Proof of payment
- Other documents for submission only if applicable:
 1. If transacting through a Representative:
 - (a) Special Power of Attorney (SPA) executed by the taxpayer-applicant; (1 original)
 - (b) Board Resolution indicating purpose and the name of the authorized representative; (1 original) or Secretary's Certificate; (1 original)
 - (c) Any government-issued ID of the authorized representative; (1 photocopy)
Note: IDs shall be presented and should be readable, untampered and contains consistent information with the documents presented upon application
 2. DTI Certificate (if with business name); (1 photocopy)
 3. Work Visa (9g) for Foreign Nationals; (1 photocopy)
 4. Franchise Documents (e.g. Certificate of Public Convenience) (for Common Carrier); (1 photocopy)
 5. Trust Agreement (for Trusts); (1 photocopy)
 6. Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity; (1 photocopy)

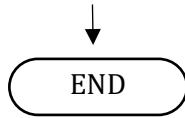
7. Proof of Registration/Permit to Operate BOI/BOIARMM, PEZA, BCDA, TIEZA/TEZA, SBMA, etc. (1 photocopy)

Procedure

PROCESS FLOW	ACTIVITY DESCRIPTION AND FEES
 <pre> graph TD START([START]) --> A[Submit the required complete documentary requirements to the New Business Registrant Counter (NBRC)] </pre>	<p>Walk-in or with confirmed eAppointment With eAppointment* Present the confirmation email of eAppointment on scheduled time to the Concierge Officer submit the complete documentary requirements to the NBRC or Concierge Officer</p> <p>Check for completeness of documentary requirements:</p> <p>If complete, stamp received on the application and sign the Checklist of Documentary Requirements (CDR). If incomplete, return the submitted documents and duly inform the applicant of the lacking requirements by signing the CDR.</p> <p>Encode and generate TIN. Indicate the TIN on the BIR Form No. 1903 for payment of RF, including other tax liabilities or penalties, if applicable</p> <p>Receive payment of RF and BPR/BPI, including other liabilities and penalties, if applicable and forward to Revenue Collection Officer (RCO).</p> <p>Generate Certificate of Registration (COR) and process ATP* and forward it to CSS Chief for review and initial.</p> <p>Release BIR Form 1903, COR, NIRI, BPR/BPI or ATP* (if applicable), together with the eReceipt as proof of payment of the RF and/or other tax liabilities or penalties.</p> <p>Processing Period: Walk-in: One (1) Day With eAppointment: 6 Hours and 8 minutes Via Email or NewBizReg: Within 3 working days</p> <p>Processing Period:</p>

Fees:

P500.00 Annual Registration Fee (RF);
P30.00 Loose DST to be affixed on the
Certificate of Registration.



Application for TIN and Registration of Non-Individual New Business Registrants (Head Office Only), Including Facilities Together with the Application for Authority To Print (ATP)

Corporations and their branches, if any, shall register with the BIR on or before the commencement of business which shall be reckoned from the day when the first sale transaction occurred or within thirty (30) calendar days from the issuance of Mayor's Permit/Professional Tax Receipt by LGU, or Securities and Exchange Commission's Certificate of Registration, or the date of its first sales transaction prior to its registration. The Certificate of Registration (COR) shall be issued to juridical persons (whether taxable or exempt) upon compliance with the requirements for registration.

Taxpayer Classification	Where to Register
Corporations / Partnerships / Cooperatives	RDO having jurisdiction over the place where the Head Office is located

Documentary Requirements

For Corporations and Partnerships

1. [BIR Form No. 1903 version January 2018](#); (2 original copy)
2. Photocopy of SEC Certificate of Incorporation; or Photocopy Certificate of Recording (in case of partnership); or Photocopy of License to Do Business in the Philippines (in case of foreign corporation);
3. Articles of Incorporation; or Articles of Partnerships;
4. BIR Printed Receipt/Invoice (For sale); or Final & clear sample of OWN Principal Receipts Invoices; (1 original) (*Note: In case taxpayer-applicant will opt to print its own receipts/invoices, taxpayer-applicant should choose an Accredited Printer who will print the receipts/invoices*)
5. Proof of payment

For Applicants through Central Business Portal

Corporations/Partnerships who secured its Taxpayer Identification Number (TIN) online through Central Business Portal (CBP) and opted to pay the Annual Registration Fee (ARF) and loose DST continue its registration manually at the RDO shall submit the following:

1. CBP Unified Application Form;
2. Accomplished Tax type Questionnaire; and
3. Pre-filled BIR Form No. 0605 (Payment Form/s).

In case of correction of record such as tax types, form types and/or other information required for the generation of COR shall submit BIR Form No. 1905 to update taxpayer's record

For Cooperatives

1. [BIR Form No. 1903 version January 2018](#); (2 original copy)
2. For Cooperative Development Authority (CDA) Certificate of Registration; (1 photocopy);
3. Articles of Cooperation
4. BIR Printed Receipt/Invoice (For sale); or Final & clear sample of OWN Principal Receipts Invoices; (1 original) (*Note: In case taxpayer-applicant will opt to print its own receipts/invoices, taxpayer-applicant should choose an Accredited Printer who will print the receipts/invoices*)
5. Proof of payment

Other documents for submission only if applicable:

1. If transacting through a Representative:

- (a) Board Resolution indicating purpose and the name of the authorized representative; (1 original) or Secretary's Certificate; (1 original)
- (b) Any government-issued ID of the authorized representative; (1 photocopy)
Note: IDs shall be presented and should be readable, untampered and contains consistent information with the documents presented upon application
2. Franchise Documents (e.g. Certificate of Public Convenience) (for Common Carrier); (1 photocopy)
3. Franchise Agreement; (1 photocopy)
4. Memorandum of Agreement (for JOINT VENTURE); (1 photocopy)
5. Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity; (1 photocopy)
6. Proof of Registration/Permit to Operate BOI/BOIARMM, PEZA, BCDA, TIEZA/TEZA, SBMA, etc. (1 photocopy)

Procedure

STEP	CLIENT	AGENCY ACTIONS	PROCESSING TIME
1	Walk-in or with confirmed eAppointment		
	Get a queuing number in the office entrance and wait for your number to be called to submit the required complete documentary requirements to the New Business Registrant Counter (NBRC). Note: Secure one queuing number per application		2 hours
	With eAppointment* Present the confirmation email of eAppointment on scheduled time to the Concierge Officer submit the complete documentary requirements to the NBRC or Concierge Officer		2 mins.
		Walk-in Call queuing number of walk-in applicant and receive the application.	2 mins
		With eAppointment Verify the eAppointment schedule in the booking calendar, check complete documentary requirements and indorse/ forward application to the NBRC.	10 mins*
		Verify existence in the eREG TIN QUERY/ITS/IRIS	10 mins

	<p>If with incomplete requirements, receive the submitted documents and CDR from the New Business Registrant Counter, by acknowledging the identified lacking documentary requirements.</p>	<p>Validate the accuracy and completeness of documentary requirements submitted by the applicant.</p> <p>Interview TP to determine the applicable tax types, PSIC, ATC and compute penalty for late registration, if any.</p> <p>Check for completeness of documentary requirements:</p> <p>If complete, stamp received on the application and sign the Checklist of Documentary Requirements (CDR).</p> <p>If incomplete, return the submitted documents and duly inform the applicant of the lacking requirements by signing the CDR.</p> <p>Assign a Document Locator Number (DLN).</p> <p>Encode and generate TIN. Indicate the TIN on the BIR Form No. 1903 for payment of RF, including other tax liabilities or penalties, if applicable. NOTE: Update records of TP if the registrants have been issued or have existing TIN.</p>	<p>1 hour</p> <p>31 mins</p> <p>5 mins</p> <p>1 hour</p>
2	<p>Pay Annual Registration Fee (ARF) and BIR Printed Receipt/Invoice (BPR/BPI) through New Business Registrant Counter (NBRC), including other liabilities and penalties, if applicable.</p> <p>Note: Pay at the NBRO in the NBRC. Do not pay at the Authorized Agent Bank.</p>	<p>Receive payment of RF and BPR/BPI, including other liabilities and penalties, if applicable and forward to Revenue Collection Officer (RCO).</p> <p>Receive the payment from NBRO and encode the pertinent payment information using the MRCOS.</p> <p>Generate Certificate of Registration (COR) and process ATP* and forward it to CSS Chief for review and initial.</p> <p>Review and initial/sign COR and ATP*</p>	<p>5 mins</p> <p>1 hour</p> <p>1 hour</p> <p>1 hour</p>

3	Receive BIR Form 1903, COR, Notice to Issue Receipt/Invoice (NIRI), BPR/BPI or ATP* (if applicable), together with the eReceipt as proof of payment of the RF and/or other tax liabilities or penalties by signing on the log sheet indicating the date of receipt of the COR and ATP* (if applicable), at the same New Business Registrant Counter	Release BIR Form 1903, COR, NIRI, BPR/BPI or ATP* (if applicable), together with the eReceipt as proof of payment of the RF and/or other tax liabilities or penalties.	5 mins
END OF TRANSACTION			

** This 10 Minutes processing time of eAppointment applicant is computed separately from the walk-in applicant, starting from items 1.1.2 – 3 of the Agency Action.*

***Authority to Print is neither required nor shall be printed in the application of new business registrants if the taxpayer requested or opted to use the BIR Printed Receipt/Invoice during registration.*

Processing Period:

Walk-in: One (1) Day
 With eAppointment: 6 Hours and 8 minutes
 Via Email or NewBizReg: Within 3 working days

Fees:

P500.00 Annual Registration Fee (RF);

P30.00 Loose DST to be affixed on the Certificate of Registration.

Note: If the Registration Fee of P500.00 was already paid, the proof of payment (1 photocopy) shall be submitted.

Procured printing cost of BPR/BPI

Note: Price of BPR/BPI varies depending per RDO, but should not be more than the procured printing cost of the Revenue Region

PERSONAL TAX IDENTIFICATION NUMBER (TIN)

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TAXPAYER IDENTIFICATION NUMBER (TIN) OF LOCAL EMPLOYEE

Source: Bureau of Internal Revenue Citizen's Charter 2020 2nd Edition (accessed as of March 2023)

Individuals who are registering with the Bureau of Internal Revenue for the first time by reason of employment are required to register within ten (10) days from the date of employment.

Contact Details:

www.bir.gov.ph

BIR National Office Bldg., BIR Road, Diliman, Quezon City

(+632) 8981 7000

contact_us@bir.gov.ph

TIN of Local Employee (Online Application)

Agency Involved: Bureau of Internal Revenue (BIR)

Where to Avail: Online through the Employer using [the BIR eRegistration \(eREG\) System](#). Submission of documents is before the 10th day of the following month.

Documentary Requirements

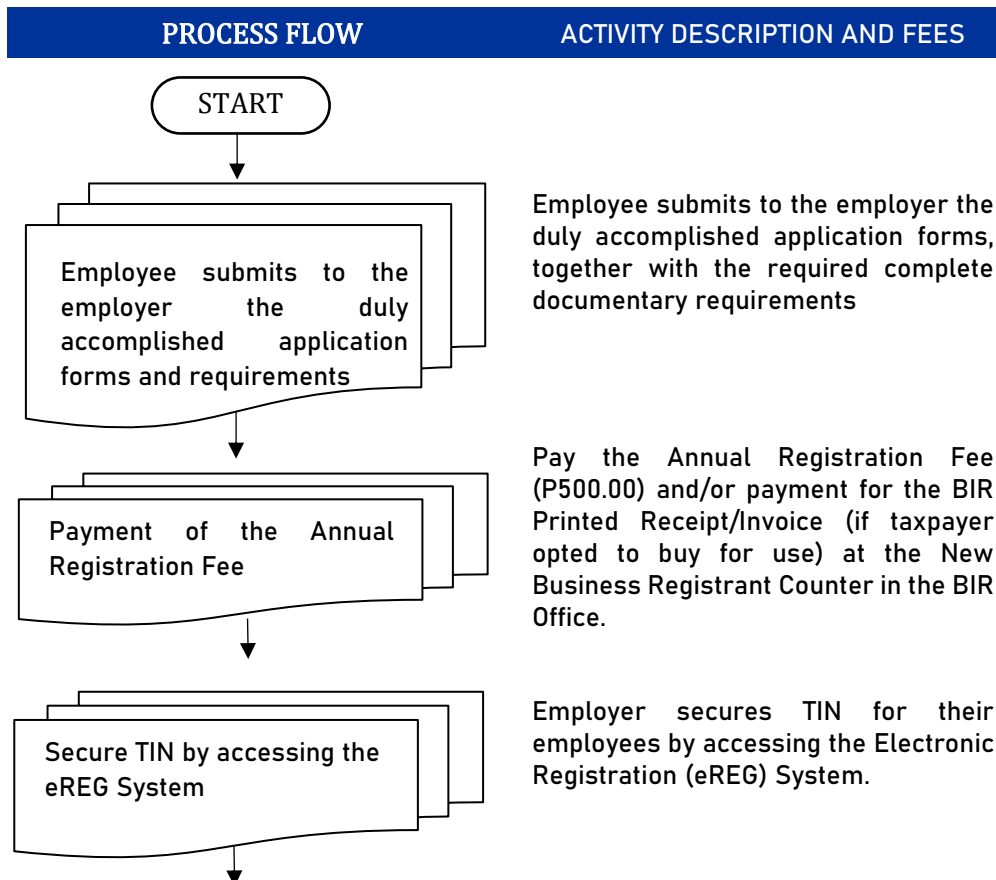
For Local Employees

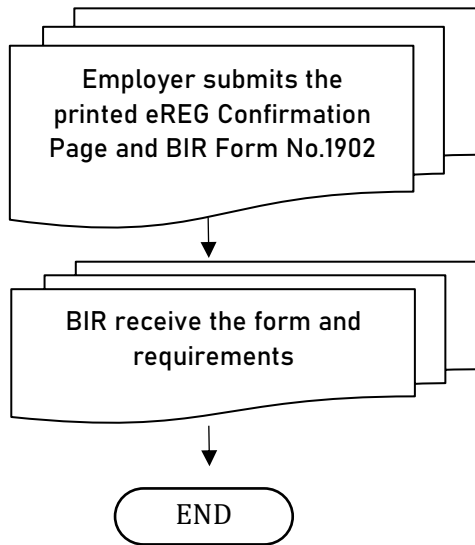
1. [BIR Form No. 1902 version January 2018](#); (2 originals)
2. Any government-issued ID (e.g. Birth Certificate, passport, driver's license, Community Tax Certificate) that shows the name, address, and birthdate of the applicant, in case the ID has no address, any proof of residence. (1 photocopy)
Note: IDs shall be presented and should be readable, untampered and contains consistent information with the documents presented upon application
3. Marriage contract, for married female; (1 photocopy)

For Foreign Employees

1. [BIR Form No. 1902 version January 2018](#); (2 originals)
2. Passport (Bio page, including date of entry/arrival and exit/departure stamp, if applicable); (1 photocopy)
3. Employment contract or equivalent document indicating duration of employment, compensation and other benefits, and scope of duties. (1 certified true copy)

Procedure:





Employer submits the printed eREG Confirmation Page and BIR Form No.1902 together with the required complete documentary requirements to the designated registration counter

BIR receive Form with the complete documentary requirements.

Processing Fees: None
Processing Time: 30 minutes

TIN of Local Employee (Manual Application)

Source: [Bureau of Internal Revenue Citizen's Charter 2020 2nd Edition](#) (accessed as of 16 February 2021)

Individuals who are registering with the Bureau of Internal Revenue for the first time by reason of employment are required to register within ten (10) days from the date of employment.

Agency Involved: Bureau of Internal Revenue (BIR)

Where to Avail: Revenue District Office having jurisdiction over the place of office of the principal employer where such employee is expected to report for work

Documentary Requirements

For Local Employees

1. [BIR Form No. 1902 version January 2018](#); (2 originals)
2. Any government-issued ID (e.g. Birth Certificate, passport, driver's license, Community Tax Certificate) that shows the name, address, and birthdate of the applicant, in case the ID has no address, any proof of residence. (1 photocopy)
Note: IDs shall be presented and should be readable, untampered and contains consistent information with the documents presented upon application
3. Marriage contract, for married female; (1 photocopy)

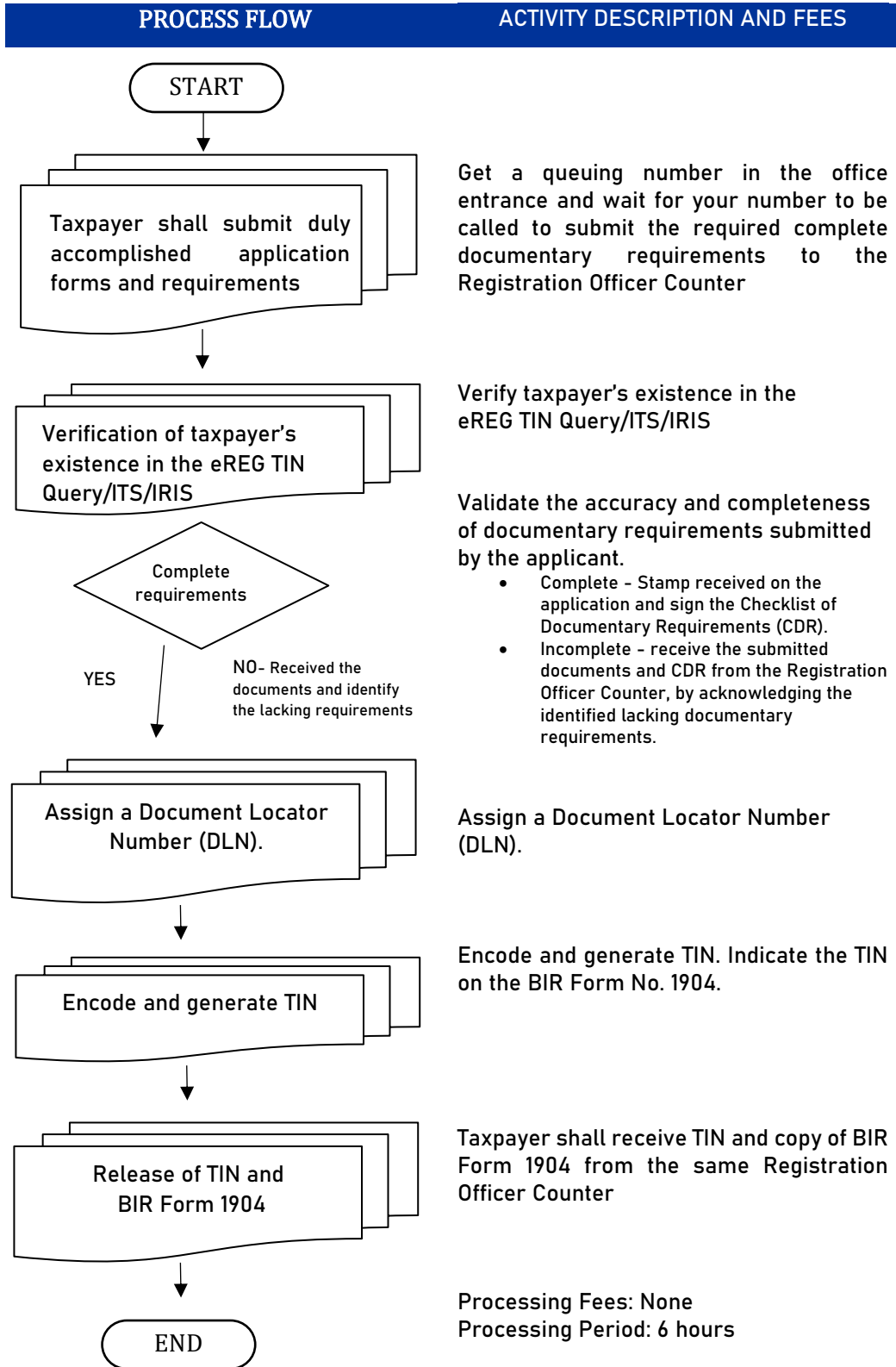
For Foreign Employees

1. [BIR Form No. 1902 version January 2018](#); (2 originals)
2. Passport (Bio page, including date of entry/arrival and exit/departure stamp, if applicable); (1 photocopy)
3. Employment contract or equivalent document indicating duration of employment, compensation and other benefits, and scope of duties. (1 certified true copy)

Additional Documents, if applicable to the following cases:

1. If transacting through a Representative:
 - a. Special Power of Attorney (SPA) executed by the taxpayer-applicant; (1 original)
 - b. Any government-issued ID of the authorized representative; (1 photocopy).
Note: IDs shall be presented and should be readable, untampered and contains consistent information with the documents presented upon application.
2. Employer Securing TIN in behalf of its employees:
 - a. Letter of Authority (LOA) with company letter head (if applicable) signed by the President or HR Head indicating the company name and its authorized representative; (1 original)
 - b. Any government-issued ID of the signatory (for signature validation); (1 certified true copy)
 - c. Any government-issued ID of authorized person of the employer; (1 photocopy) *Note: IDs shall be presented and should be readable, untampered and contains consistent information with the documents presented upon application.*
 - d. Transmittal List of Newly Hired Employees with place of assignment and certifying that the list is its newly hired employees; (1 original)
 - e. Letter of Authority from the employee/s; (1 original)
 - f. Printed copy of eREG System message that the employee has a similar record, if applicable. (1 original)

Procedure



APPLICATION FOR EXECUTIVE ORDER (E.O) NO. 98 / ONE-TIME TRANSACTION (ONETT) TAXPAYER (MANUAL PROCESSING)

Source: *Bureau of Internal Revenue Citizen's Charter 2020 2nd Edition* (accessed as of 16 February 2021)

Pursuant to EO 98, series of 1998, persons whether natural or juridical, dealing with all government agencies and instrumentalities, including Government-Owned and/ -or Controlled Corporations (GOCCs), and all Local Government Units (LGUs), are thereby required to incorporate their TIN in all forms, permits, licenses, clearances, official papers and documents which they secure from these government agencies, instrumentalities, including GOCCs and LGUs. Parties to ONETT transactions who, at the time of their transaction, have not yet been issued a TIN shall apply for issuance thereof at the time of payment of the tax due.

Contact Details:

www.bir.gov.ph

BIR National Office Bldg., BIR Road, Diliman, Quezon City

(+632) 8981 7000

contact_us@bir.gov.ph

Agency Involved: Bureau of Internal Revenue (BIR)

Who May Avail:

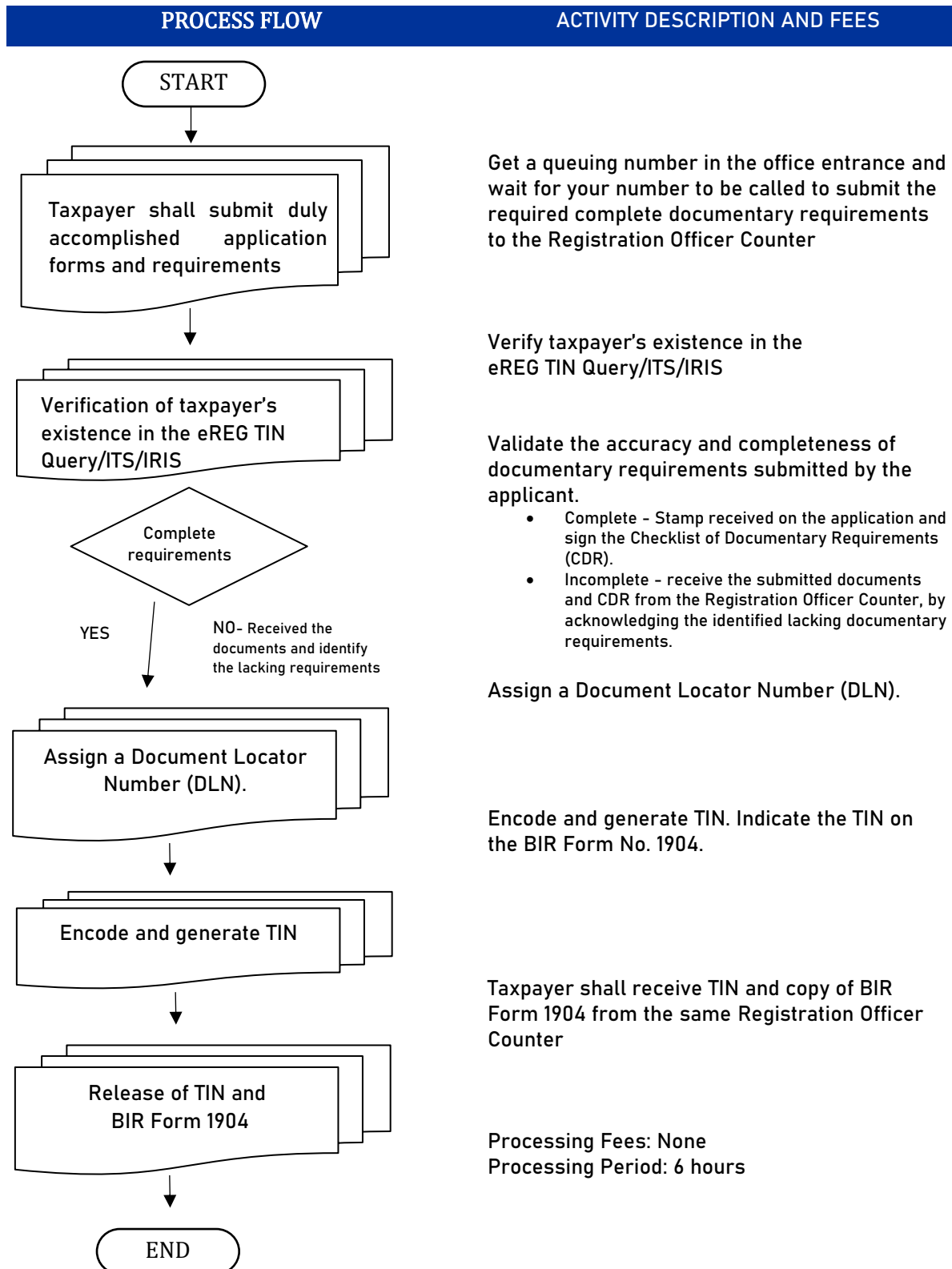
TAXPAYER CLASSIFICATION	WHERE TO REGISTER
Applicants under E. O. 98	Any RDO provided the RDO shall use eREG System to generate the Taxpayer Identification Number (TIN); or at the RDO having jurisdiction over the residence address of the applicant
Non-Resident Applicants	Office of the Commissioner of Internal Revenue through RDO No. 39, South Quezon City
Foreign Nationals whose purpose of TIN application is for the application of Provisional Work Permit, Special Work Permit, Special Temporary Permit or other permits to be issued by government agencies requiring TIN	Office of the Commissioner of Internal Revenue through RDO No. 39, South Quezon City
Foreign Nationals whose purpose of TIN application is for employment	RDO having jurisdiction over the employer's place of business (Head Office or Branch)
Taxpayer (TP) with ONETT (Donation)	RDO having jurisdiction over the residence of the donor;
TP with ONETT (ESTATE without proprietary activities)	RDO having jurisdiction over the residence of the decedent at the time of death;
TP with ONETT (Sale of Real Property)	RDO where the real property is located;
TP with ONETT (Sale of Shares of Stocks)	For shares of stock not traded in the Stock Exchange - RDO having jurisdiction over the address of the seller. In the case of listed shares, the venue shall be with the RDO having jurisdiction over the place where the particular Local Stock Exchange is located

Documentary Requirements

- For EO 98 – Individuals
 - 1) [BIR Form No. 1904](#); (2 originals)

- 2) Any government-issued ID (e.g. Birth Certificate, passport, driver's license, Community Tax Certificate) that shows the name, address, and birthdate of the applicant, in case the ID has no address, any proof of residence. (1 photocopy)
Note: IDs shall be presented and should be readable, untampered and contains consistent information with the documents presented upon application
 - 3) Barangay Certification for First Time Job Seeker; (1 certified true copy)
- For Foreign Nationals
 - 1) [BIR Form No. 1904](#); (2 originals)
 - 2) Passport (Bio page, including date of entry/arrival and exit/departure stamp, if applicable); (1 photocopy)
Note: For employment purposes, refer to the Employee's Checklist of Documentary Requirements
 - For EO 98 – Non-Individuals
 - 1) [BIR Form No. 1904](#); (2 originals)
 - 2) Any Apostollized official documentation issued by an authorized government body (e.g. government agency (tax authority) thereof, or a municipality) that includes the name of the non-individual and the address of its principal office in the jurisdiction in which the non-individual was incorporated or organized (e.g. Articles of Incorporation, Certificate of Tax Residency); (1 certified true copy)
 - For ONETT - Transfer of Properties by Succession (Estate with No Proprietary Activities)
 - 1) [BIR Form No. 1904](#); (2 originals)
 - 2) Death Certificate of decedent; or Extrajudicial Settlement of the Estate/Affidavit of Self Adjudication; (1 photocopy)
 - For ONETT - Transfer by Gratuitous Title (DONATION)
 - 1) [BIR Form No. 1904](#); (2 originals)
 - 2) Any government-issued ID (e.g. Birth Certificate, passport, driver's license, Community Tax Certificate) that shows the name, address, and birthdate of the applicant, in case the ID has no address, any proof of residence. (1 photocopy)
Note: IDs shall be presented and should be readable, untampered and contains consistent information with the documents presented upon application
 - 3) If transacting through a Representative:
 - a. Special Power of Attorney (SPA) executed by taxpayer-applicant; (1 original) or In case of non-resident foreign nationals, Apostollized SPA; (1 certified true copy, original for presentation) or In case of non-resident foreign corporations, Apostollized Board Resolution/Secretary's Certificate (or equivalent); (1 certified true copy, original for presentation)
 - b. Any government-issued ID of the authorized representative. (1 photocopy) *Note: IDs shall be presented and should be readable, untampered and contains consistent information with the documents presented upon application.*
 - 4) Marriage contract, for married female; (1 photocopy)

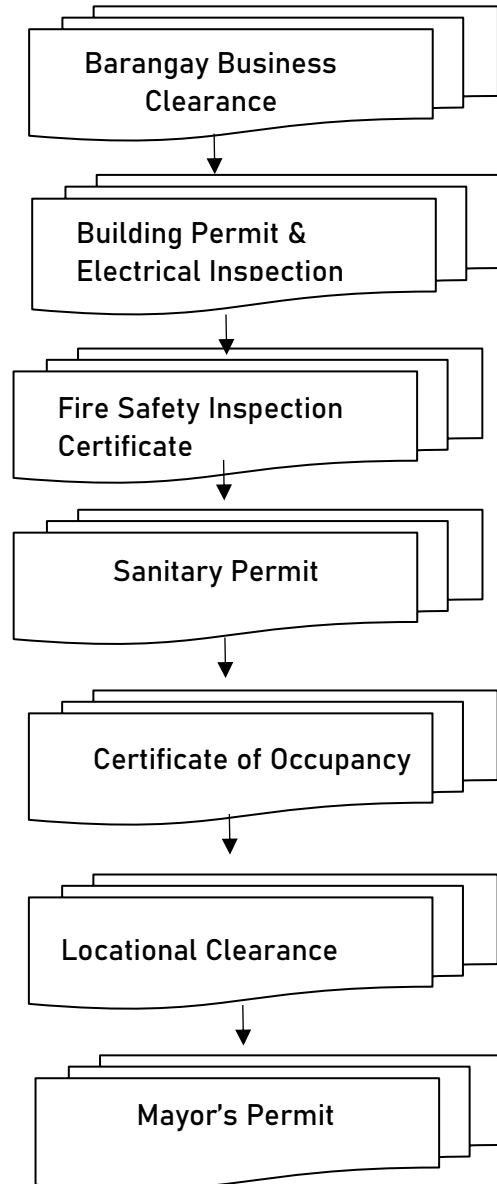
Procedure



LOCAL GOVERNMENT UNIT (LGU) PERMITS, LICENSES & CLEARANCES

Source: Local Government of Quezon City – Citizen's Charter 2023

PROCESS FLOW



BARANGAY CLEARANCE

Note: This is obtained annually within the month of January. The fee and requirements vary per Barangay or village.

Requirements:

- Photocopy of SEC Registration
- Articles of Incorporation/Partnership
- By-Laws
- Locational Map of the Business Site

- Lease of Contract/Agreement/Certificate
- Clearance Application Form

LOCATIONAL CLEARANCE

Note: The fee and requirements vary per Barangay or village.

Requirements:

- Location Map
- Barangay Clearance
- Lease Contract
- SEC Registration documents
- Occupancy Permit (Building / Unit)
- Business Permit Application Form

MAYOR'S / BUSINESS PERMIT

Note:

- All business establishments are required to secure a Business Permit or Mayor's Permit before the start of operations*
- The permit must be renewed every January. Penalties are imposed after this period.*
- Every city, municipality and LGU has a slightly different procedure, requirements and fees in their city/municipal hall.*

Requirements:

- Accomplished Business Permit Application Form
- SEC registration documents or DTI – Business Name Certificate
- Sketch of the business location
- Locational Clearance
- Fire Safety Inspection Clearance
- Sanitary Permit (from City Health Officer)
- Barangay Clearance
- If leased, Lease Contract and attach Mayor's Permit registration of the building owner/ landlord as Real Estate Lessor
- If owned, attach Transfer Certificate of Title (TCT) or Tax Declaration (photocopy)
- Registration fee (the amount depends on the type of business)
- Community Tax Certificate
- Land Tax Clearance
- Police Clearance
- City Trial Court Clearance
- Health Certificate
- Tax Identification Number

Barangay Clearance

Source: Local Government of Quezon City – Citizen's Charter 2023

Application for New Business

All taxpayers who plan to create new business within the City shall apply for a new Business Permit

Where to apply: Civic Building F, Quezon City Hall Compound

Office or Division: Business Permit Division

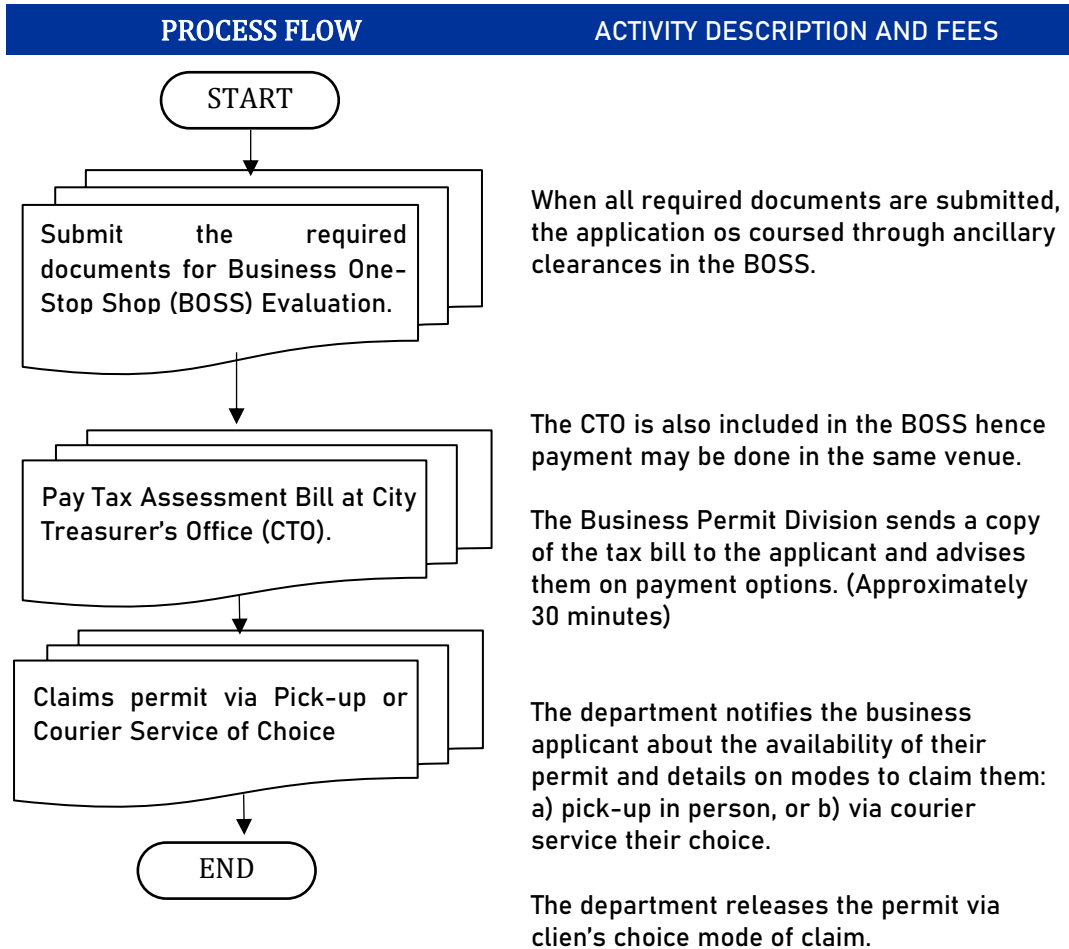
Type of Transaction: Application for New Business Permit

Who may avail: Taxpayers who intend to set up business in Quezon City

Checklist of Requirements:

1. Photocopy of Proof of Business Registration
 - a. DTI Registration
 - b. SEC Articles of Incorporation
 - c. CDA Registration
2. Contract of Lease (if business area is leased)
3. Tax Declaration (if business area is owned)
4. Authorization Letter/ SPA (if representation)
5. Any Government issued ID (ow Owner or Representative)

Contact information: support@quezoncity.gov.ph



Construction Permits

Source: Local Government of Quezon City – Citizen's Charter 2023

Construction permits are secured prior to the construction, alteration, repair, conversion, demolition, or addition of any building or structure or any portion thereof, within the territorial jurisdiction of Quezon City.

A. Building Permit (New/Renovation)

- i. Simple Permit Applications- those which pertain to simple structures.
Simple structures are those with a maximum floor area of 1,500 sq.m.;
 - a. Single dwelling residential building which are not more than three (3) storey high;
 - b. Commercial buildings which are not more than two (2) storey high;
 - c. Interior renovations inside a building which already has a building permit and certificate of occupancy;
 - d. Warehouse of not more than two (2) storey high, which is not for the storage of hazardous or combustible materials.

- ii. Complex Permit Applications- those which do not pertain to simple structures as above defined.

B. Ancillary Permits

- i. Mechanical Permit
- ii. Sanitary / Plumbing Permit
- iii. Electronics Permit iv. Electrical Wiring Permit

C. Accessory Permits

- i. Fencing Permit
- ii. Repair Permit
- iii. Demolition Permit
- iv. Temporary Sidewalk Enclosure
- v. Ground Preparation and Excavation Permit
- vi. Installation of Accelerograph
- vii. Structural Signboard / Billboard Permit

Where to apply: Civic Building F, Quezon City Hall Compound

Office or Division: Permit Processing for Simple Applications Division in collaboration with the City Planning and Development Office and the Bureau of Fire Protection

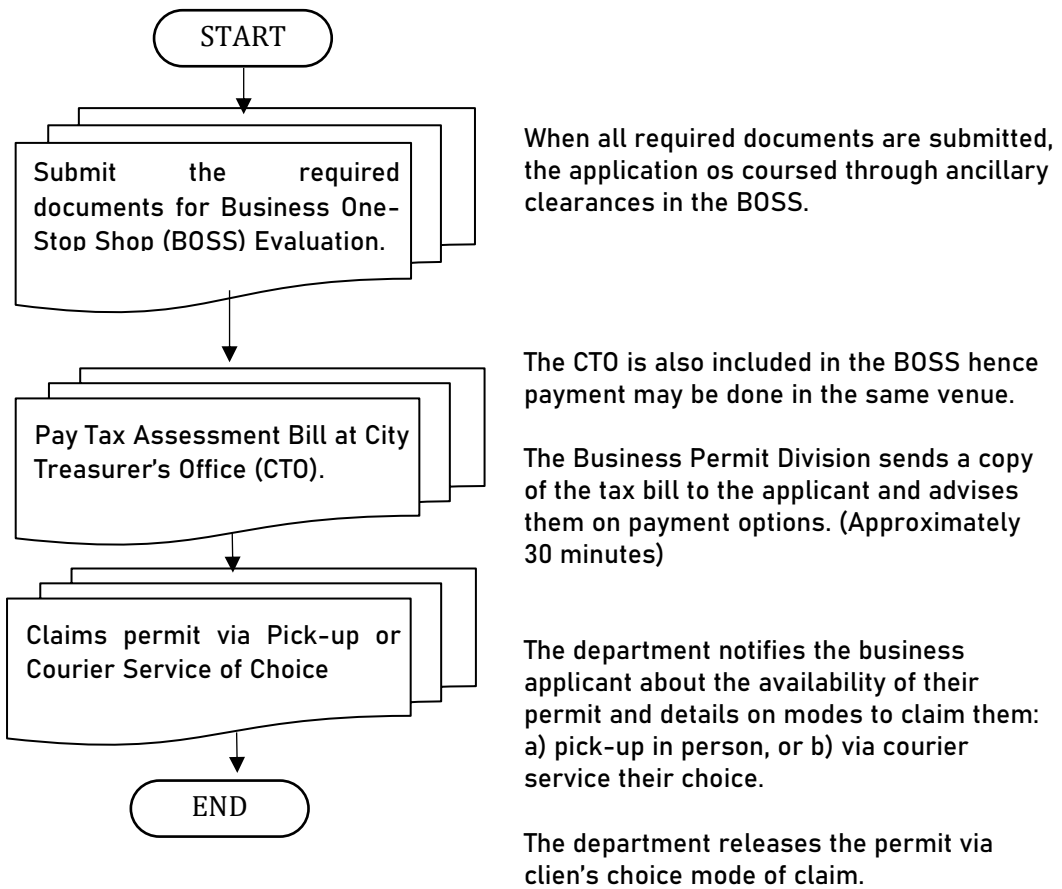
Who may avail: Any person, firm or corporation, including any agency or instrumentality of the government, who wants to construct, alter, repair, convert, move, demolish, add any building or structure or any portion thereof within the territorial jurisdiction of Quezon City shall apply for a corresponding construction permit

Checklist of Requirements: SIMPLE BUILDING PERMIT (New and Renovations)

1. Proof of ownership and/or right to build on property (Certified True Copy of Transfer Certificate of Title, if applicant is the registered owner. - Additional legal document showing right to build when applicant is not the registered owner.
2. Real property tax declaration on land
3. Real property tax payments

4. Previous Building Permit or previous Certificate of Occupancy and previous approved plans (if for renovation)
5. Locational Clearance Application form
6. Fire Safety Evaluation Clearance Application form
7. Building Permits Application forms
8. PRC IDs & PTRs
9. Building plans (signed & sealed)
10. Supporting Technical documents (signed & sealed)

PROCESS FLOW **ACTIVITY DESCRIPTION AND FEES**



Application for Renewal of Business Permits

Every year, all existing and operating businesses in the city shall have their Business Permits renewed.

Where to apply: Civic Building F, Quezon City Hall Compound

Office or Division: Business Permit Division

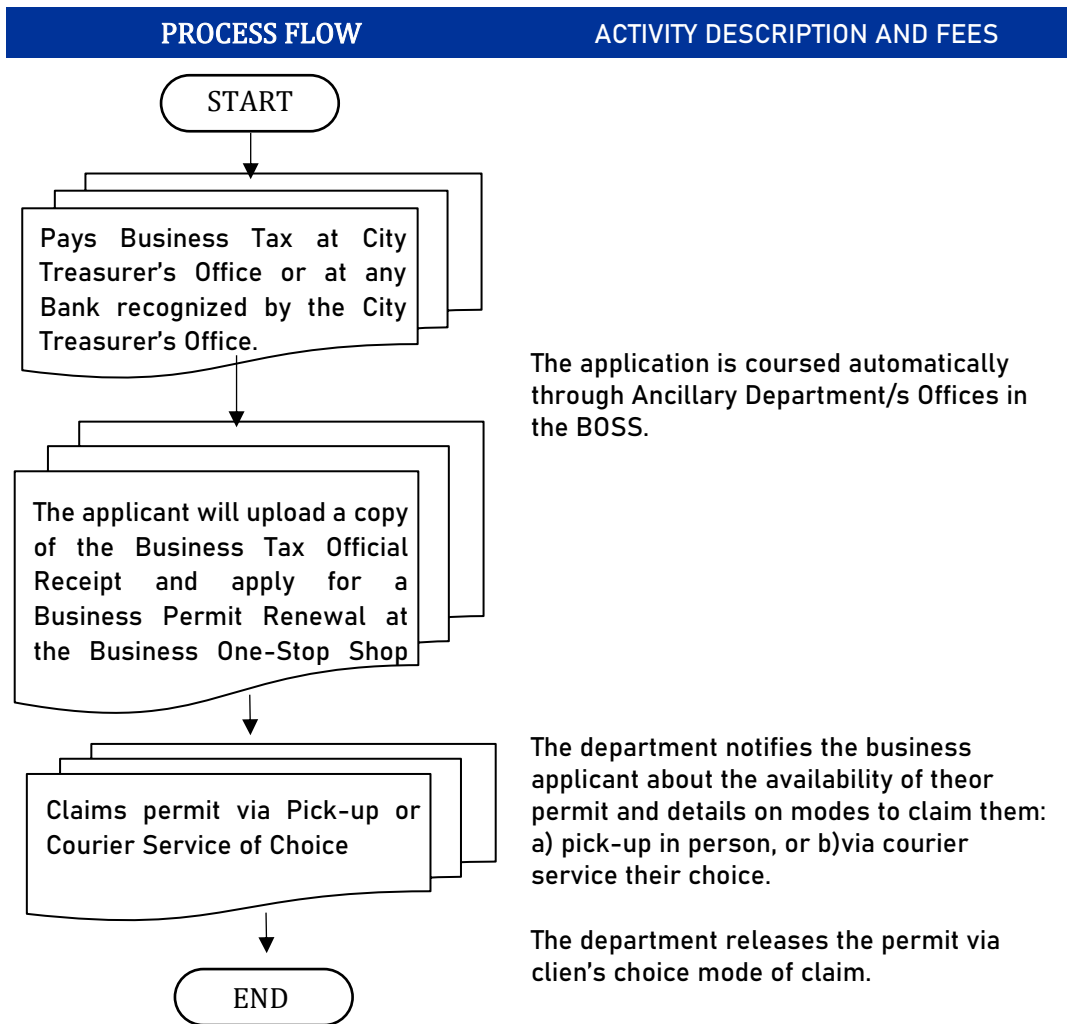
Type of Transaction: Application for New Business Permit

Who may avail: Taxpayers who intend to set up business in Quezon City

Checklist of Requirements:

11. Completely filled-up Unified Application Form

Accessible via Business One-Stop Shop at <https://qceservices.quezoncity.gov.ph/>



Application Special Permit

Sometimes certain activities or events don't last the whole year but require the consent of the Local Government Unit. Events like concerns, Sunday Markets, charitable events, or any seasonal event requires the organizers/aplicants to secure a Special Permit

Where to apply: Civic Building F, Quezon City Hall Compound

Office or Division: Business Permit and Licensing Division

Type of Transaction: Amendment Business Permit

Who may avail: Taxpayers who intend to set up business in Quezon City

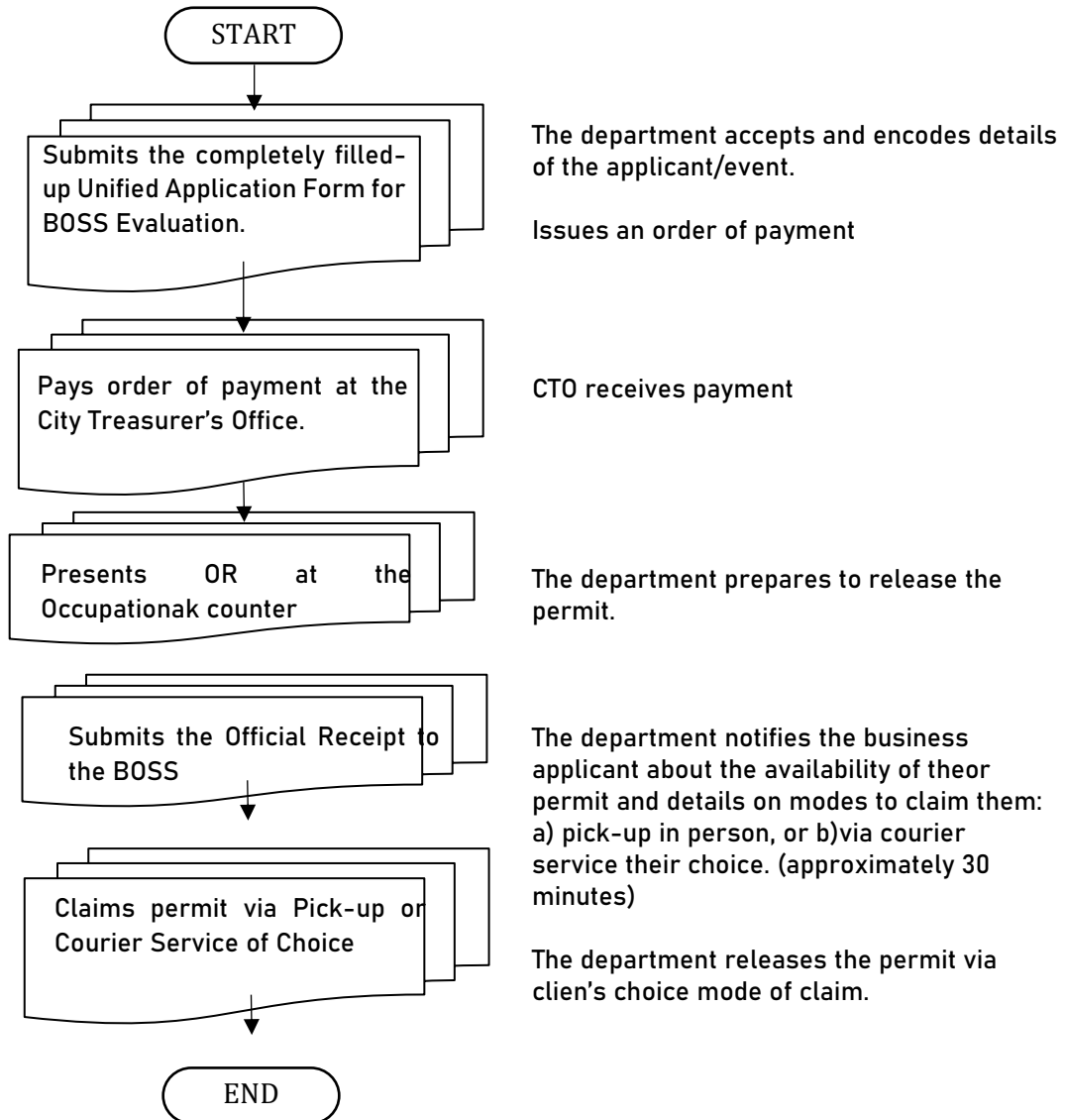
Checklist of Requirements:

1. Contract of Lease of the venue
2. License from Immigration if the applicant is a foreigner

Contact information: support@quezoncity.gov.ph

Procedure:

ACTIVITY DESCRIPTION AND FEES



The department accepts and encodes details of the applicant/event.

Issues an order of payment

CTO receives payment

The department prepares to release the permit.

The department notifies the business applicant about the availability of their permit and details on modes to claim them: a) pick-up in person, or b) via courier service their choice. (approximately 30 minutes)

The department releases the permit via client's choice mode of claim.

Occupational Permits

The Occupational Permits Division is located at the 2nd Floor Civic Building A, Quezon City Hall Compound. The division issues Occupational Permits to all private company employees.

Where to apply: Civic Building F, Quezon City Hall Compound

Office or Division: Occupational Permit Division

Type of Transaction: Issuance of Occupational Permit

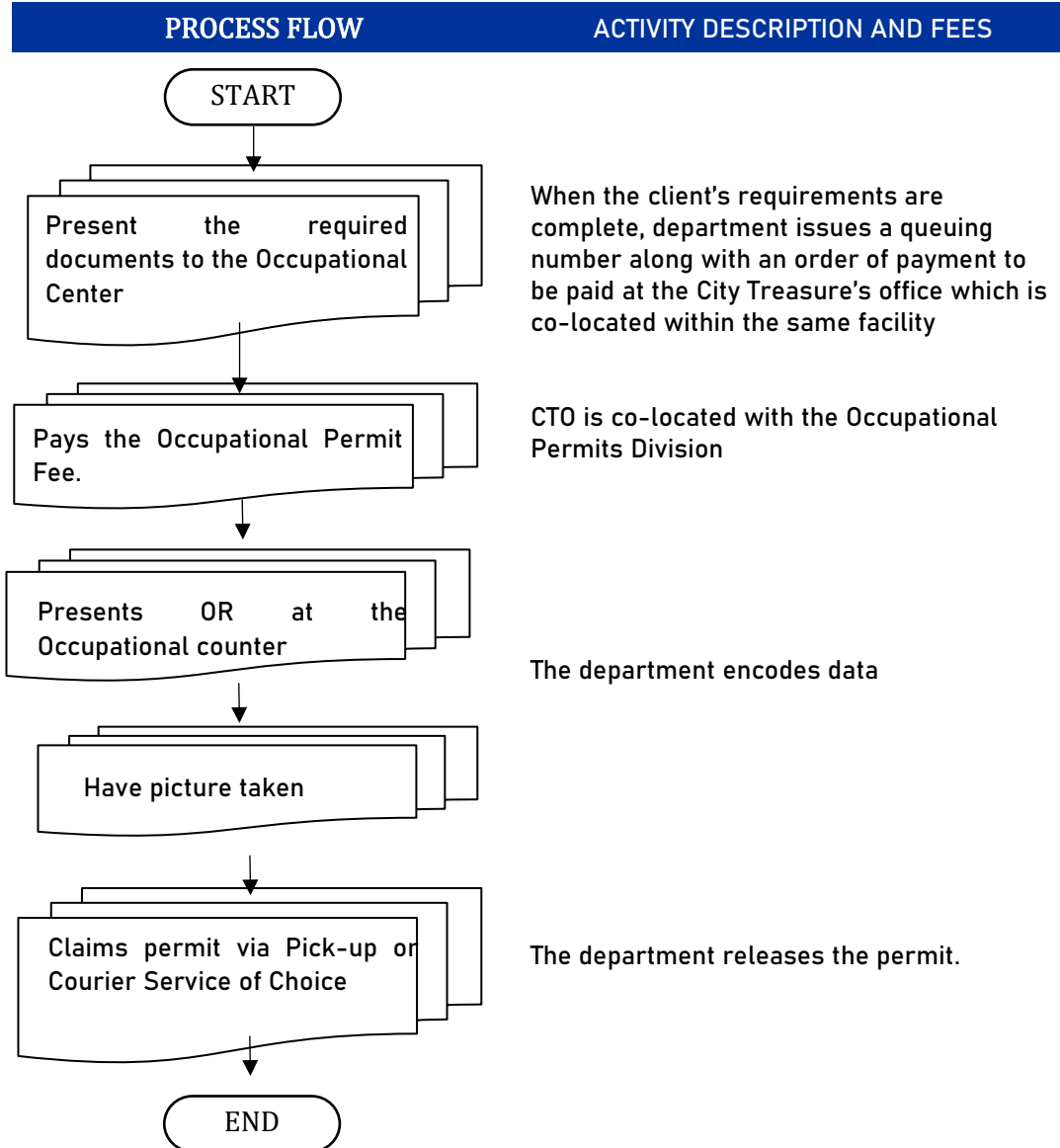
Who may avail: Anyone who is required to submit Occupational Permit

Checklist of Requirements:

1. NBI/ Police Clearance
2. Health Certificate / Card
3. Alien Employment Card (AEP) for foreigner-applicants
4. Parental Consent for Minors

Contact information: support@quezoncity.gov.ph

Procedure:



Occupational Permits

The Occupational Permits Division is located at the 2nd Floor Civic Building A, Quezon City Hall Compound. The division issues Occupational Permits to all private company employees.

Where to apply: Civic Building F, Quezon City Hall Compound

Office or Division: Occupational Permit Division

Type of Transaction: Issuance of Occupational Permit

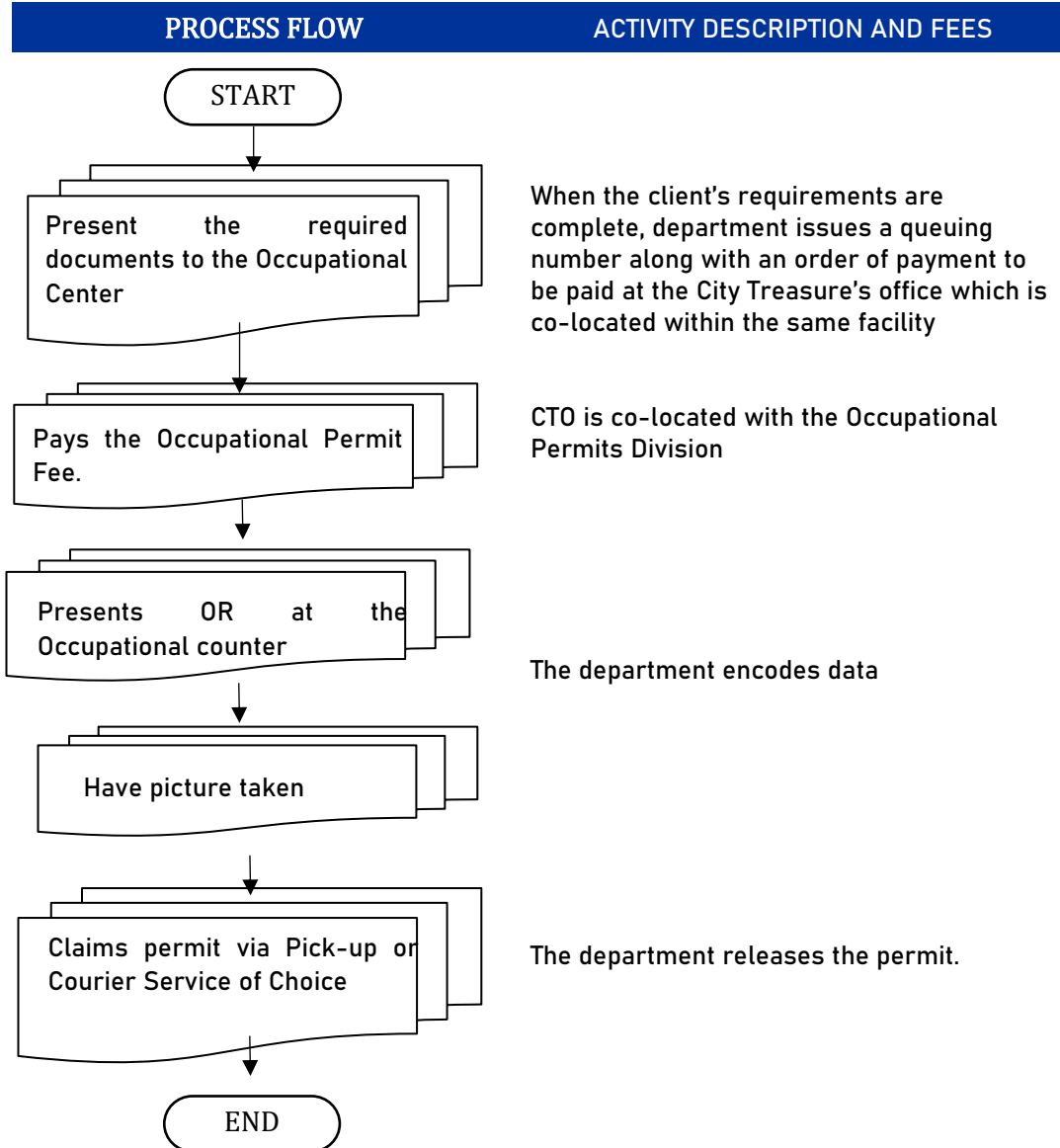
Who may avail: Anyone who is required to submit Occupational Permit

Checklist of Requirements:

1. NBI/ Police Clearance
2. Health Certificate / Card
3. Alien Employment Card (AEP) for foreigner-applicants
4. Parental Consent for Minors

Contact information: support@quezoncity.gov.ph

Procedure:



PHILIPPINE LABOR CODE COMPLIANCE

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SOCIAL SECURITY SYSTEM (SSS)

Source: *SSS Citizen's Charter 2021, 1st Edition* (accessed as of 30 May 2022)

SSS aims to manage a financially stable social security system which shall promote social justice through savings, and provide meaningful protection and exemplary service to members and their families.

Contact Details:

<https://www.sss.gov.ph/>

SSS Building East Avenue, Diliman Quezon City, Philippines

1455 / 1 800 10 2255777

member_relations@sss.gov.ph

Employer Registration at the Central Business Portal

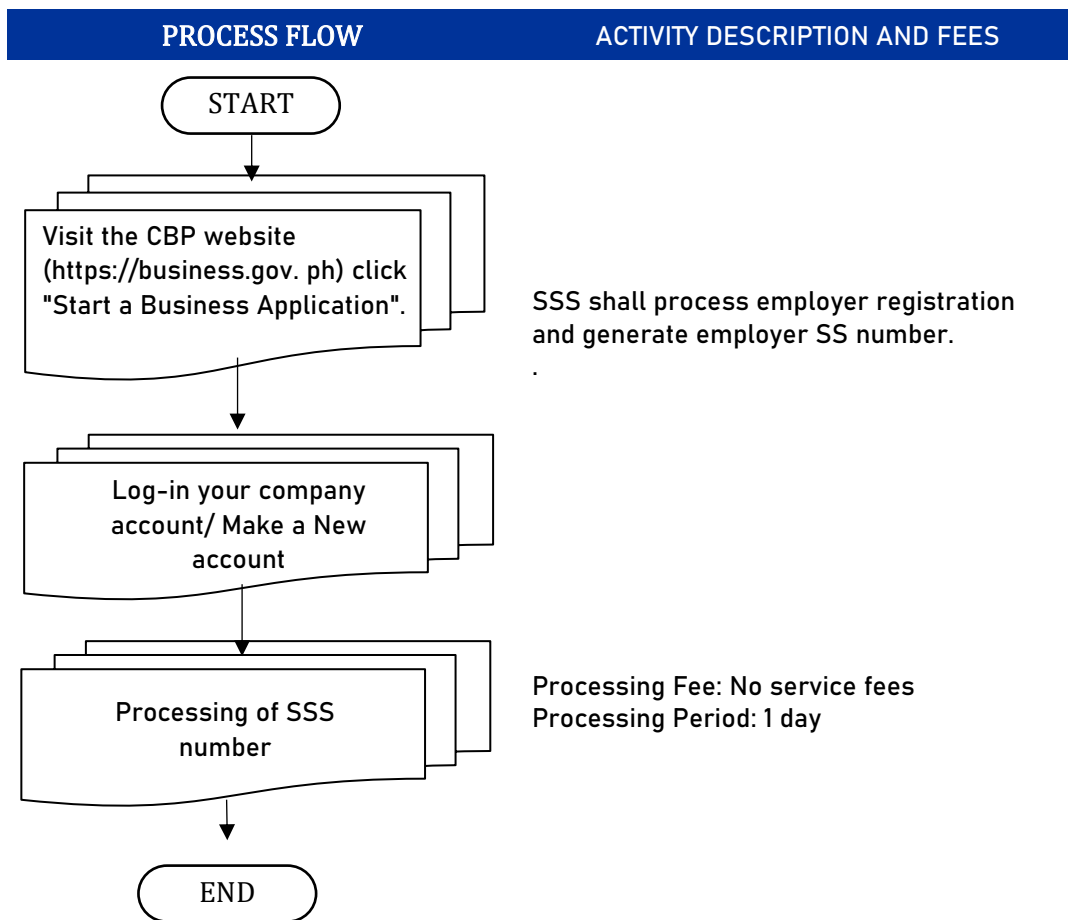
An employer or any person who uses the services of another person in business, trade, industry or any undertaking must be registered with the SSS. Social, civic, professional, charitable and other non-profit organizations, which hire the services of employees, are considered "employers".

The CBP is a single online site for all business-related information, with the objective of streamlining the registration business and other activities through online transactions.

Checklist of Requirements

1. Company email address
2. Internet Access
3. SEC Registration and Payment
4. BIR Registration and Payment

Procedure



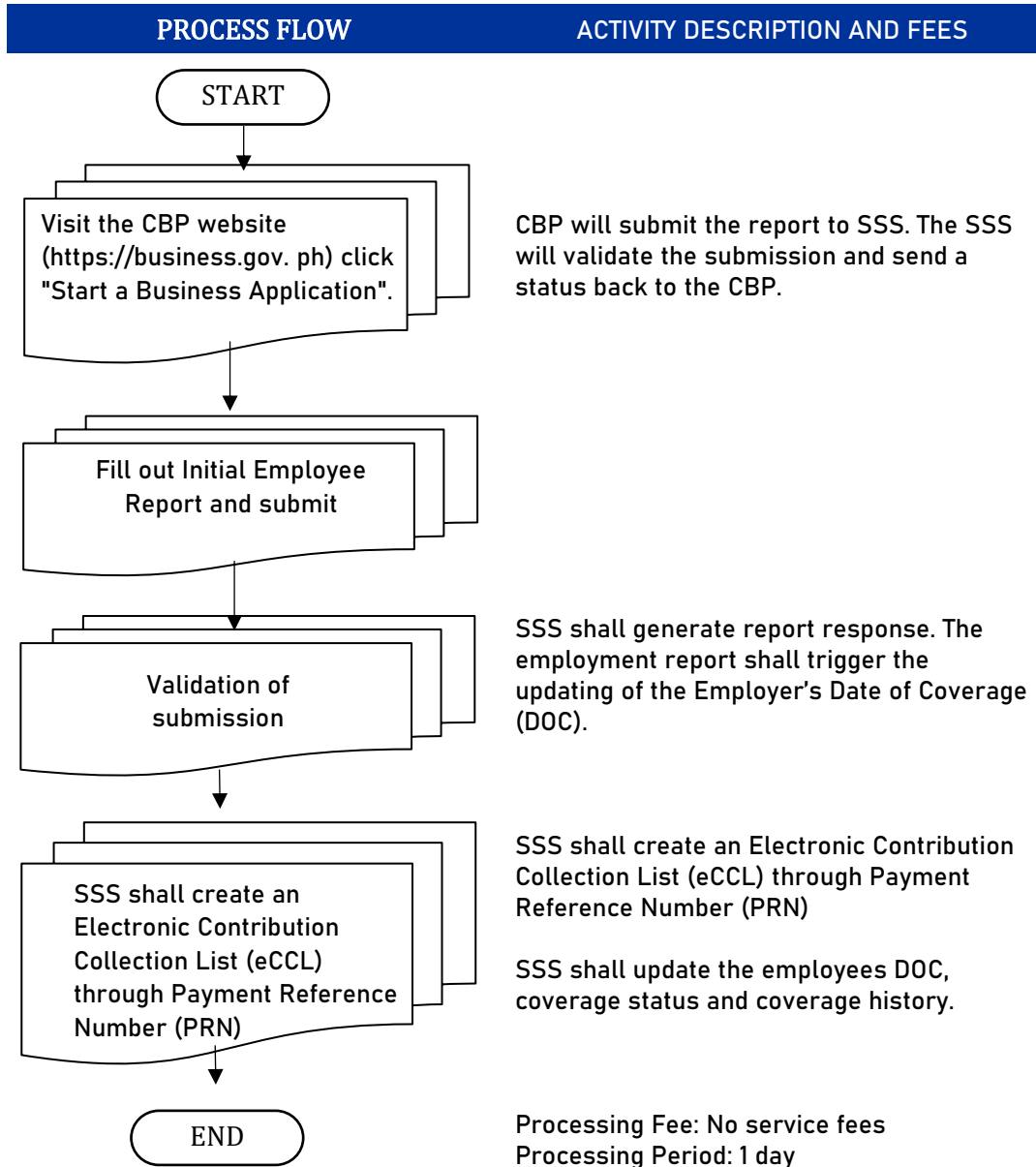
Initial Employee Report at the Central Business Portal (CBP)

Generate initial Employee Report through the Central Business Portal.

Checklist of Requirements

1. Company email address
2. Internet Access
3. SEC Registration and Payment
4. BIR Registration and Payment

Procedure



HOME MUTUAL DEVELOPMENT FUND (HDMF)

Source: *Pag-IBIG Fund Citizen's Charter 2022, 1st Edition (Accessed as of 30 May 2022)*

The HDMF, otherwise known as PAG-IBIG (Pagtutulungan sa kinabukasan: Ikaw, Bangko, Industriya at Gobyerno) Fund is a government financial institution involved in mobilizing provident funds primarily for shelter finance. It is a nationwide tax-exempt mutual provident savings system for private and government employees and other earning groups, supported by mandatory contributions of their respective employers in the spirit of social justice and the pursuit of national development, with housing as the primary investment.

Contact Details:

<https://www.pagibigfund.gov.ph/>

2nd Flr, JELP Business Solution Center, 409 Shaw Boulevard,

Brgy. Addition Hills, Mandaluyong City

8724 4244

contactus@pagibigfund.gov.ph

PAG-IBIG Employer Registration at the Branch

Employer registration enables employers to register with the Fund and secure their Pag-IBIG Employer ID Number.

This service shall start from the receipt of accomplished Employers Data Form (EDF) and the required documents up to the issuance of Pag-IBIG Employer ID Number.

Office or Division:

- Member Services I - Marketing and Sales - Pag-IBIG Fund Branch
- Data Center Department (DCD)

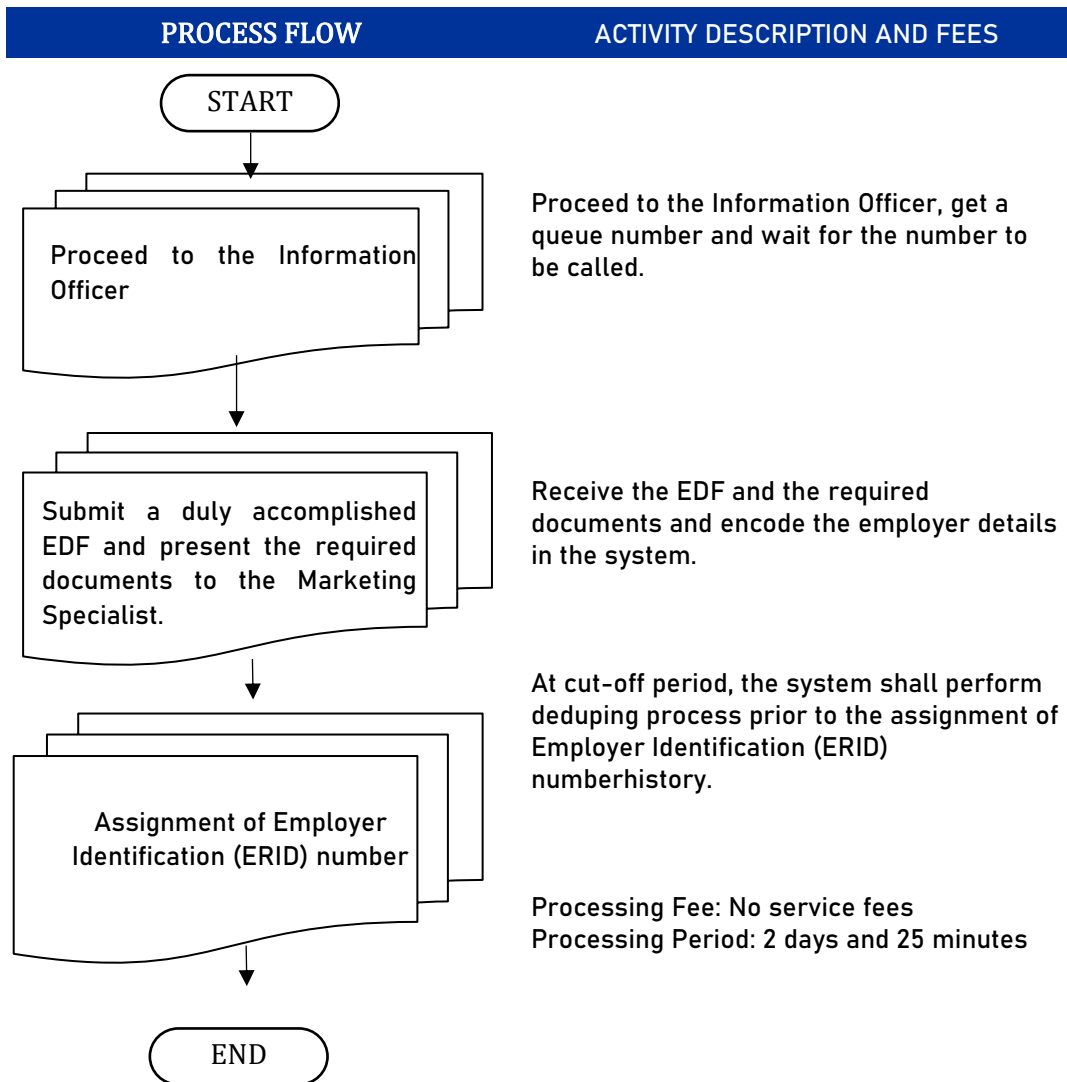
Who may avail:

- Employers of employees' compulsory covered by the SSS. These shall include private employers previously granted waiver or suspension.
- The Government, its national and local offices, political subdivisions, branches, agencies or instrumentalities, government-owned and controlled corporations (GOCCs), including the Armed Forces of the Philippines, Bureau of Fire Protection, the Bureau of Jail Management and Penology, and the Philippine National Police

Documentary Requirements

1. [Employers Data Form \(HQP-PFF-002\)](#) (1 Original);
2. Present the following as proof of business existence:
 - i. For Sole Proprietorship - Department of Trade and Industry (DTI) Certificate of Registration (1 Certified True Copy)
 - ii. Partnership/Corporation/Foreign-Owned Corporation
 - Securities and Exchange Commission (SEC) Certificate of Partnership/ Incorporation (1 Certified True Copy)
 - Approved Articles of Partnership/ Incorporation and By-Laws (1 Certified True Copy)
 - iii. For Cooperative
 - Cooperative Development Authority (CDA) Certificate (1 Certified True Copy)
 - Approved Articles of Cooperation (1 Certified True Copy)
 - iv. For Trade Association
 - Securities and Exchange Commission (SEC) Certificate of Incorporation (1 Certified True Copy)
 - Articles of Incorporation and By-Laws (1 Certified True Copy)

Procedure



Notes:

- a. Once the Pag-IBIG Employer ID Number is available, the employer shall receive a letter informing them on the assigned Pag-IBIG Employer ID Number.
- b. Registrant may also inquire their Employer ID No. through the Pag-IBIG Hotline or at any Pag-IBIG Fund Branch after three (3) working days upon successful registration.
 - i. The concerned employer may call telephone number 8724-4244 and request their Pag-IBIG Employer ID number.
 - ii. The concerned employer/authorized representative may also visit any Pag-IBIG Fund Branch and present one (1) valid ID to request their Pag-IBIG Employer ID number.

**Time indicated shall include waiting time of the transacting members and shall depend on the number on queue.*

PHILIPPINE HEALTH INSURANCE CORPORATION (PHILHEALTH)

Source: *PhilHealth Citizen's Charter Handbook 2021* (accessed as of 30 May 2022)

The National Health Insurance Program was established to provide health insurance coverage and ensure affordable, acceptable, available and accessible health care services for all citizens of the Philippines.

Contact Details:

<https://www.philhealth.gov.ph/>

Citystate Centre, 709 Shaw Boulevard 1603 Pasig City

(+63) 8441 7442 / +63 921 630 0009

actioncenter@philhealth.gov.ph

Enrollment/Registration of Employers

The Local Health Insurance Offices shall register employers in the private/ government sector

Office or Division: Local Health Insurance Offices – Membership

Who May Avail: All Private and Government Agencies

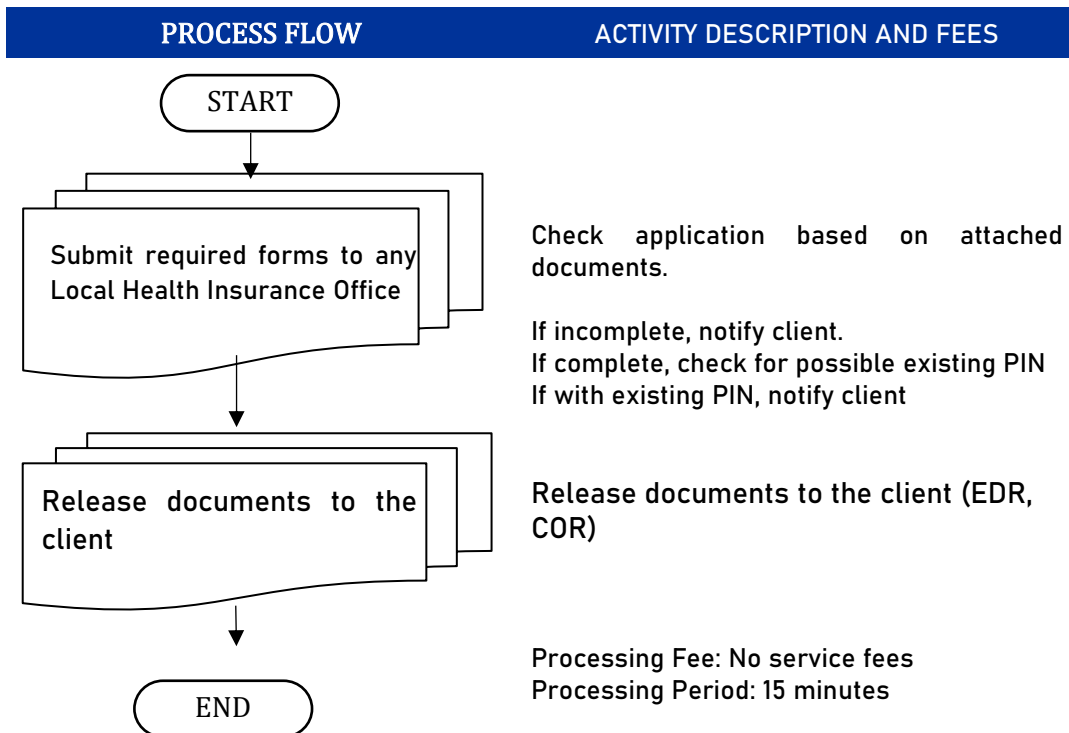
Documentary Requirements:

1. [ER1 \(Employer Data Record Form\)](#),
2. Business permit / license to operate and/or any of the following:
 - a) Single Proprietorship – DTI Business Name Registration
 - b) Partnerships, Corporations, Foundations, & Non-Profit Organizations – SEC Certificate of Registration
 - c) Cooperatives – CDA Registration
 - d) Backyard Industries/Ventures and Micro-Business Enterprises – Barangay Certification and/or Mayor’s Permit
3. BIR Form No. 2303 (Tax Registration)
4. Valid signature and photo bearing ID of the PEER, if client is the PEER (1 photocopy)
5. Authorization Letter from the authorized signatory of the employer (original) and Valid Signature and photo bearing ID of the authorized signatory and the representative, if the transaction is thru a representative other than the PEER (1 photocopy)

Electronic Registration

6. Registration through the Securities and Exchange Commission – Integrated Business Registration System (SEC-IBRS) – Unified Registration Record (URR)
7. Registration through the Philippine Business Registry (PBR) – Information Sheet

Procedure:



DEPARTMENT OF LABOR AND EMPLOYMENT

Source: *DOLE Citizen's Charter 2019 Edition* (Accessed as of 19 March 2021)

The Philippines' Department of Labor and Employment is the executive department of the Philippine Government mandated to formulate policies, implement programs and services, and serve as the policy-coordinating arm of the Executive Branch in the field of labor and employment.

Contact Details:

www.dole.gov.ph

Muralla Wing cor. General Luna St.,

Intramuros, Manila

(+632) 1349 / 8527 3000

osec@dole.gov.ph

Registration of Contractors

The Certificate of Registration of Job Contractors and Sub-contractors is issued to persons, entities, companies engaged in legitimate contracting and subcontracting arrangements in accordance with Articles 106 to 109 of the Labor Code, as amended.

Office or Division: DOLE Regional Offices

Who May Avail: Any person or entity engaged in legitimate job contracting and subcontracting arrangement providing services for a specific job or undertaking farmed out by principal under a service agreement except those who are engaged in recruitment and placement activities as defined in Article 13(b) of the Labor Code

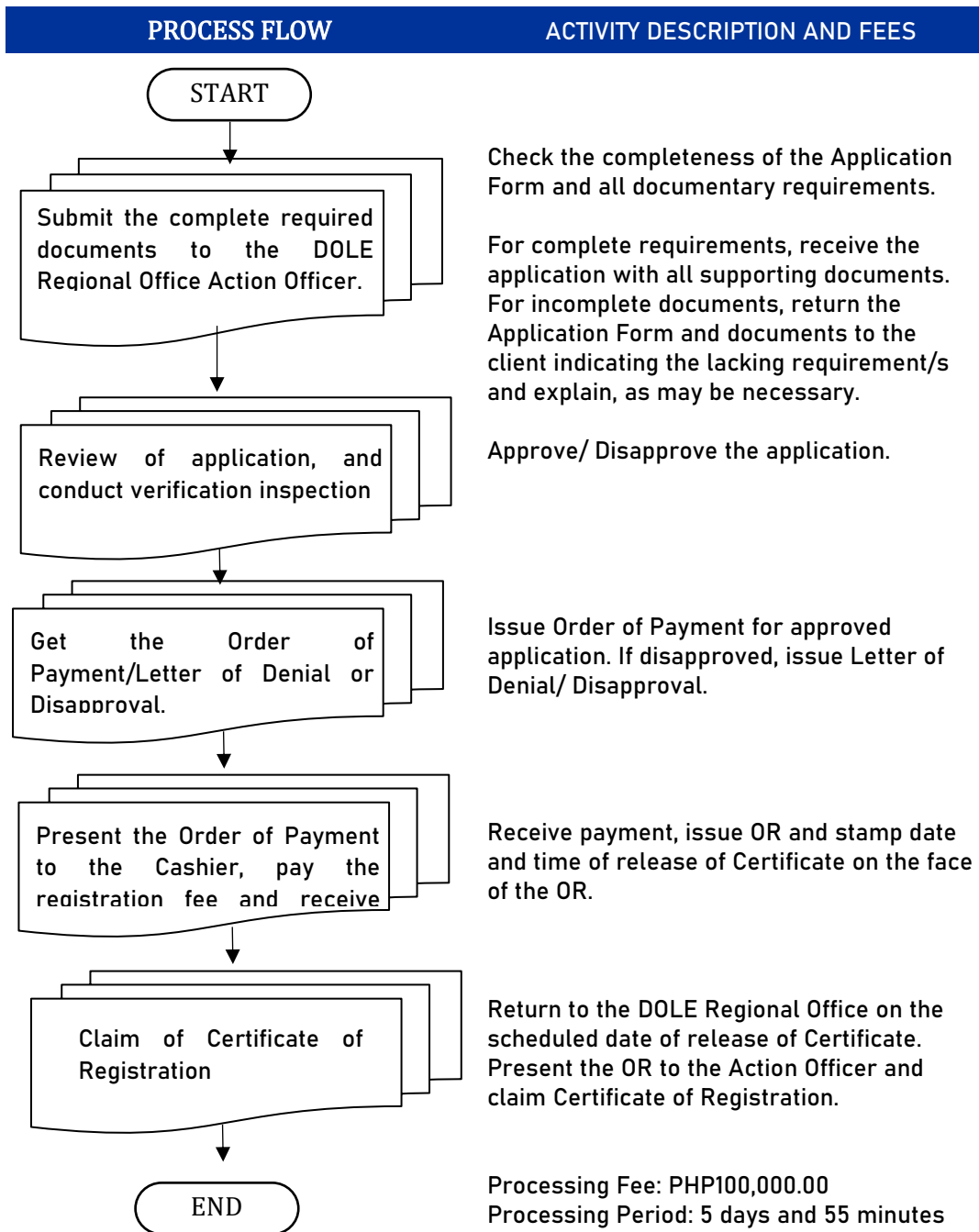
Documentary Requirements

1. Duly accomplished Application Form (TIN required) with attached proof of compliance with substantial capital requirement as defined in Section 3 (I)
2. Any of the following:
 - a. Certified True Copy of the Certificate of Registration, along with the Articles of Incorporation; w/ a paid-up capital of P5,000,000.00
 - b. Certified True Copy of Department of Trade and Industry (DTI) Registration Certificate and DTI Certification with net worth of P5,000,000.00
 - c. Certified True Copy of the Certificate of Registration from the CDA with P5,000,000.00 paid up capital stocks/shares
 - d. Certified copy of Registration from the DOLE if the applicant is a union
3. Certified True Copy of License or Business Permit/Mayor's Permit
4. Copy of duly audited financial statement for Corporation, Partnership, Cooperative or a labor organization, or copy of the latest Income Tax Return (ITR), for sole proprietorship
5. Sworn disclosure that the registrant, its officers and owners or principal stockholders or any one of them, has not been operating or previously operating as a contractor under a different business name or entity or with pending cases of violations of DO 174-17 and/or labor standards, or with a cancelled registration. In case any of the foregoing has a pending case, a copy of the complaint and the latest status of the case shall be attached
6. Certified listing, with proof of ownership or lease contract of facilities, tools, equipment, premises implements, machineries and work premises, that are actually used by the contractor in the performance of completion of the specific job or work contracted out
7. Listing of services to be contracted out in accordance with its primary purpose in the Articles of Incorporation
8. Number of employees
9. Commitment Form specifying the increase of paid up capital should there be increase in the number of workers
10. Photo of the office building and premises where the contractor holds office

Note

If the claimant of the requested service is other than the one who filed the application, submit the letter of authorization together with photocopy of their IDs (Filer/Applicant and Authorized Representative – to present

Procedure



Application for License to Operate Private Employment Agency

Private Sector Participation in the Recruitment and Placement of Workers. Pursuant to national development objectives and in order to harness and maximize the use of private sector resources and initiatives in the development and implementation of comprehensive employment program, the private employment sector shall participate in the recruitment and placement of workers, locally xxx under such guidelines, rules and regulations as maybe issued by the Secretary of Labor

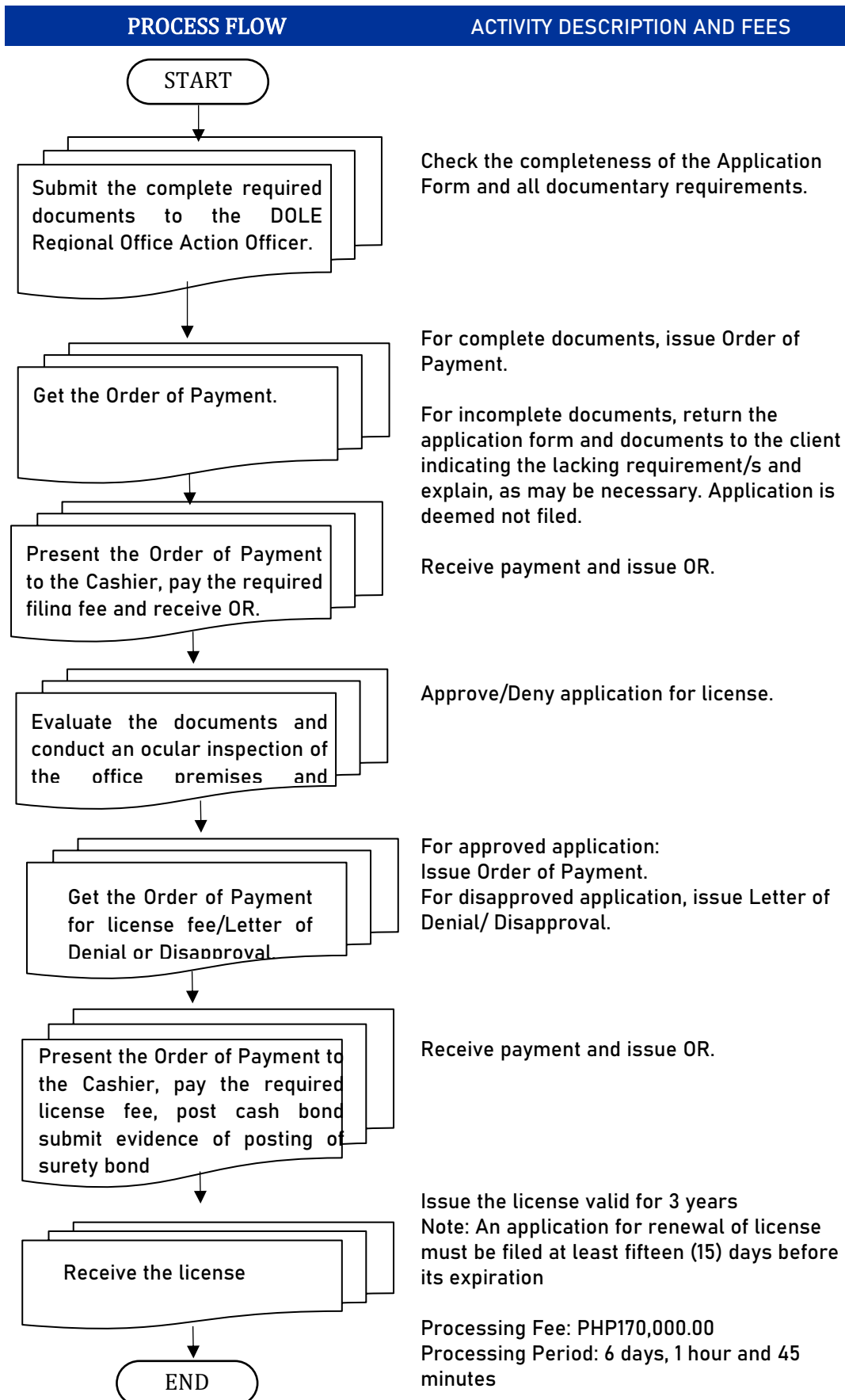
Office or Division: DOLE Regional Offices

Who May Avail: Only Filipino citizens, corporations, partnerships or entities at least 75% of the authorized and voting capital stock of which is owned and controlled by Filipino citizens shall be permitted to participate in the recruitment and placement of workers locally.

Documentary Requirements

1. DOLE PEA Application form (1 original copy)
2. Filing fee of Php 5,000
3. Valid NBI Clearance of the applicant owner, or the partners in case of partnership, or in case of corporation, its officers and directors
4. One (1) certified copy of the certificate of business registration and 1 copy of the original application obtained from the Department of Trade and Industry (DTI) in the case of single proprietorship; or 1 certified copy of the Articles of Partnership or Incorporation duly registered with the Securities and Exchange Commission (SEC), in case of a partnership or a corporation
5. 1 certified copy of the Articles of Partnership or Incorporation duly registered with the Securities and Exchange Commission (SEC), in case of a partnership or a corporation
6. Documentary proof of ownership or lease of an office space with a floor area of at least fifty (50) square meters for the exclusive use of the agency (1 original copy). In case of lease, the contract must be for a period of one (1) year with an option for renewal.
7. Certificate of participation/attendance of by the owner, partners, president, general managers, or agency's management representative to the Pre-Application Orientation (1 photocopy)
8. Certificate of No Pending Case from DOLE
9. Notarized affidavit of undertaking (1 original copy) stating that the applicant shall:
 - a. not collect fees whatsoever from the applicants;
 - b. denounce and never support nor engage in any or all acts involving illegal recruitment, trafficking in persons, violation of Anti-Child Labor Laws or crimes involving moral turpitude or similar activities;
 - c. not engage in illegal recruitment, trafficking in persons, anti-child labor violation, or crimes involving moral turpitude in relation to illegal recruitment activities;
 - d. assume full responsibility for all acts of its officers, employees, and representatives in the conduct of recruitment and placement activities;
 - e. not engage in job contracting or subcontracting;
 - f. provide bonds issued by bonding company accredited by Insurance Commission
10. For the net worth, notarized Statement of Assets, Liabilities, and Net Worth (SALN) or an audited financial statement duly received by the Bureau of Internal Revenue. For the paid-up capital, Articles of Partnership or Incorporation and certified true copy of the GIS.Certificate of participation/attendance of agency's management representative to a pre-application seminar (1 photocopy)

Procedure



NATIONAL LEVEL CLEARANCES, PERMITS, AND LICENSES

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INTELLECTUAL PROPERTY OFFICE (IPO)

Source: *Intellectual Property Office Citizen's Charter 2020 1st Edition* (accessed on 10 February 2022)

IPOPHL is the government agency mandated to administer and implement State policies on intellectual property (IP) to strengthen the protection of IP rights in the country.

Schedule of Availability of Service: 8:00AM-4:30PM

Contact Details:

<https://www.ipophil.gov.ph/>

Intellectual Property Center #28 Upper McKinley Road, McKinley Hill Town Center, Fort Bonifacio, Taguig City

+632 7238 6300

customerservice@ipophil.gov.ph

Patent Grants

The grant by the Government of a Patent which will give the inventor-patentee the exclusive right to restrain, prohibit and prevent any unauthorized person or entity from making, using, offering for sale, selling or importing that patented product or using that patented process.

The grant of patents involves the application of highly technical skills as well as a quasi-judicial function since the examiners determine if exclusive rights shall be granted in compliance with the provisions of the Republic Act 8293 (IP Code of the Philippines), RA 9502 (Quality Universal and Accessible Medicines Act), its Implementing Rules and Regulations, Manual on Patent Examination as well as international agreements/treaties such as the Patent Cooperation Treaty and Agreement on Trade-Related Aspects of Intellectual Property.

Office or Division: Bureau of Patents

Lodging of Application: Applications may also be filed online using the eInventionFile in the website. Responses/requests and other documents may be filed and payments can be made electronically using the eDocFile for Patents also in the website.

Documentary Requirements

1. [Request Form for Grant of Patent](#) - (Triplicate copies if manual; online also available)
2. Name, address and signature of applicant(s); for non-resident applicant, the name and address of his/her/their resident agent
3. Description of the invention
 - a) The title
 - b) A brief statement of its nature and purposes
 - c) Complete and detailed enabling description
 - d) Distinct and explicit claim or claims of the invention which the applicant seeks to be protected – omnibus claim is also accepted
 - e) Abstract of the invention
4. Drawings necessary for the understanding of the invention, if any
 - a) Size A4 = 29.7 cm x 21 cm (substance 20) – any paper size is considered
 - b) Imaginary margins: Top = 5.5 cm Bottom = 1.0 cm
 - c) Left = 2.5 cm Right = 1.5 cm – informal drawings are acceptable
5. If priority of an earlier filed application is being claimed, indicate the filing date and country of origin only.

Procedure:

STEP	CLIENT	AGENCY OUTPUT	FEES	PROCESSING TIME
1	Manual Filing of Request for Patent Grant	Acknowledgement receipt, SOA & Official receipt (issued on the same day as filing) 1st Formality Examination Report (FER) (quasi-judicial; issued more than 20 days from receipt of application)	Filing Fee: Big Entity – ₱4,320.00 Small Entity– ₱2,000.00 For each sheet in excess of 30: Big Entity – ₱36.00 Small Entity ₱18 For each claim in excess of 5: Big Entity ₱360 Small Entity ₱180	More than 20 days from the receipt of the application

			<p>Other fees (if applicable):</p> <ol style="list-style-type: none"> 1. Sequence Listings in excess of 4000 pages: <ol style="list-style-type: none"> I. Big Entity - ₱2,400 II. Small Entity - ₱0.60 2. Priority claim: <ol style="list-style-type: none"> I. Big Entity - ₱ 2,160 II. Small Entity - ₱1,000 	
2	Response to 1st FER (filed within 2 months from the mailing date of the 1st FER)	Acknowledgement receipt, SOA & Official receipt (issued on the same day as filing of the Response to 1st FER)	<p>1st Publication Fee</p> <p>Big Entity - ₱960 Small entity - ₱920</p>	1 hour
3	<p>Request for Early Publication of Patent Application (filed not earlier than 6 months from the filing date of the application and before the expiration of 18 months from filing date)</p> <p>[* For Regular publication if no Request for Early Publication is filed: application is published upon the expiration of 18th month confidentiality period counted from filing date]</p>	<p>Early Publication in IPOHL e-Gazette</p> <p>1st Publication in IPOHL e-Gazette together with prior art Search Report [* For Regular publication if no Request for Early Publication is filed]</p>	<p>Early Publication Fee:</p> <p>Big entity/small entity - ₱6,600</p> <p>1st Publication Fee</p> <p>Big Entity - ₱960 Small entity - ₱920</p>	<p>More than 20 days from receipt of request for Early Publication</p> <p>More than 20 days from receipt of request for Early Publication</p>

4	<p>Request for Substantive Examination (RSE) (filed within 6 months from the date of 1st Publication)</p> <p>[* If Third Party Observation (TPO) is filed by a third party after the publication of the application, Applicant <i>may</i> submit comments to Third Party Observation (TPO)]</p>	<p>First Action on the Merits (FAOM) Report</p> <p>Copy of TPO is provided to Applicant with invitation for Applicant to submit comments to TPO [* If (TPO) is filed]</p>	<p>Substantive Examination Fee:</p> <p>Big Entity - ₱4,200 Small Entity - ₱2,010</p>	<p>More than 20 days from the receipt of the Request for RSE to issue compact action</p> <p>More than 20 days from receipt of the TPO and the comments to the TPO</p>
4	<p>Response to FAOM and Subsequent Substantive Examination Reports (SERs)</p> <p>[* If amendments are accepted and the application is finally considered allowable, the Applicant receives Notice of Allowance upon completion of all requirements for patent grant]</p>	<p>Subsequent Substantive Examination Reports (SERs)</p> <p>Or</p> <p>Completion of Final Requirements Notice with Notice of Allowance, and Allowance Form [* Once amendments are accepted and the application is finally considered allowable]</p>	<p>2nd Publication fee</p> <p>Big Entity - ₱960 Small Entity - ₱920</p> <p>Issuance Fee</p> <p>Big Entity - ₱ 1,200 Small Entity - ₱ 600</p>	<p>More than 20 days from the receipt of the documents required for completion</p>
5	<p>Request for Correction of Allowance form/ Bibliographic data (filed within 21</p>	<p>Corrected allowance form/ bibliographic data</p>		<p>Within 7days from the receipt of Request for Correction)</p>

	days from the mailing date of the Notice of Allowance)			
6	Request for substantive examination under PPH and ASPEC Program	FAOM or Substantive Examination Report (SER)		More than 20 days from the receipt of the request is required to issue a compact action
7	Request for Extension of time to file a response (filed on or before the due date of the applicant's response to outstanding FOAM or SERs) [*If in Step 4 above, the applicant fails to timely submit a response to FAOM or SER and does not request for extension of time to respond, he will receive a Notice of Withdrawn Application]	Extension granted (if timely) or Notice of Withdrawn Application (if no response and no request for extension is filed or if extension is filed /requested beyond the due date)	1st extension fee: Big Entity - ₱ 720 Small Entity - ₱ 360 2nd Extension fee: Big entity - ₱780 Small entity - ₱390	Within 20 days from the due date & non-receipt of response to outstanding FAOM or SERs
8	Request for Revival of Withdrawn Application - with cost - w/o cost (filed within 4 months from the date of the Notice of Withdrawn Application)	Revival Order or Order Denying Request	Revival fee: Big entity - ₱1,200 Small entity - ₱570	More than 20 days from the receipt of the request
9	Filing of Voluntary Divisional Application	FER for divisional application	Fee for divisional application: Big entity - ₱4,320 Small entity - ₱2,000	More than 20 days from the receipt of the divisional

	(filed during the pendency of the parent application)			application filing
10	Request for Conference and Interviews with the Examiner concerning an application	Interview conducted or reply to query in writing	Maybe applicable	Within 20 days from the date of the request
11	Request for Conversion from Invention to UM application (filed before the grant or refusal of the patent)	Director's Order for the conversion or Order Denying Conversion	Fee for conversion from Invention to UM Big entity - ₱ 660 Small entity - ₱ 330	More than 20 days from the receipt of the request
12	Filing of the Notice of Appeal (filed within 2 months from the mailing date of the Office action on Final Refusal)	Notice to submit Applicant / Appellant's Brief	Appeal fee: Big/Small entity - ₱ 3,300	Within 7days from receipt of Notice of Appeal
13	Filing of Petition or Appeal to the Director of Patents (filed within 2 months from the date of filing of the Notice of Appeal)	Director's decision on Petition or Appeal		More than 20 days from receipt of Petition/ Appeal)
END OF TRANSACTION				

Notes:

All manual filings and manual submission of responses & correspondence are filed at the Receiving Section, Ground Floor of the IP Center.

All fees and charges plus 1% Legal Research Fund (LRF) as required by R.A. 3870 as amended by P.D. Nos. 200 and 1856, except charges for domestic photocopy and sequence listings for invention patent applications in excess of 4,000 pages. For single filing where the fee is below Php 1,000.00, the LRF is automatically Php 10.00

Registration of Utility Model

The grant by the Government of a Utility Model Registration which will give the maker-registrant the exclusive right to restrain, prohibit and prevent any unauthorized person or entity from making, using, offering for sale, selling or importing that registered product or using that registered process.

The registration of a utility model application involves the application of highly technical skills as well as a quasi-judicial function since the examiners determine if exclusive rights shall be granted in compliance with the provisions of the Republic Act 8293 (IP Code of the Philippines), RA 9502 (Quality Universal and Accessible Medicines Act), its Implementing Rules and Regulations, as well as Paris Convention on Protection of Industrial Property.

Office or Division: Bureau of Patents

Lodging of Application: Applications may also be filed on-line using the eUMFile in the website. Responses/requests and other documents may be filed and payments can be made electronically using the eDocFile for Patents also in the website.

Documentary Requirements

1. [Request Form for a Registration of Utility Model](#) (Triplicate copies if manual; online also available)
2. Name, address and signature of applicant(s); for non-resident applicant, the name and address of his/her/their resident agent
3. Description of the utility model
 - a) The title
 - b) A brief statement of its nature and purposes
 - c) Complete and detailed enabling description
 - d) Distinct and explicit claim or claims of the utility model which the applicant seeks to be protected
 - e) Abstract of the utility model
4. Drawings necessary for the understanding of the utility model, if any
 - a) Size A4 = 29.7 cm x 21 cm (substance 20) – any paper size are considered
 - b) Imaginary margins: Top = 5.5 cm Bottom = 1.0 cm

Procedure:

STEP	CLIENT	AGENCY OUTPUT	FEES	PROCESSING TIME
1	Manual Filing of Request for Registration of UM [* If the application is complete/no deficiencies upon filing, the Applicant receives FER & Notice of 1st Publication] Or [* If the application is incomplete/with deficiencies upon	Acknowledgement receipt, SOA & Official receipt (issued on the same day as filing) 1st Formality Examination Report (FER) and Notice of 1st Publication [* If the application is complete/no deficiencies upon filing] Or 1st FER only, without and Notice of 1st Publication [* If the application is	Filing fee: Big entity: ₱3600.00 Small entity ₱1720 For each claim in excess of 5 Big entity ₱240 Small ₱120 1st Publication Fee Big Entity ₱960 Small entity – ₱920 For each sheet in excess of 30: Big Entity – ₱36 Small Entity – ₱18	More than 20 days from the receipt of the application [highly technical, issued within 20 days from the date of receipt of the application] More than 20 days from the receipt of the application is

	filing, the applicant receives FER but without Notice of 1st Publication]	incomplete/with deficiencies upon filing]	Other fees (if applicable): Priority claim: Big Entity - ₱1,800 Small Entity-₱860	required to issue a compact action
2	Filing of response to 1st FER for applications with deficiencies upon filing (filed within 2 months from the mailing date of the 1st FER) [*If the response is incomplete, Applicant will receive a Subsequent FER]	Acknowledgement receipt, SOA & Official receipt (maybe applicable), issued on the same day as filing Subsequent FER [*If the response is incomplete]		More than 20 days from receipt of the response is required to examine new amendments)
4	Request for Extension of time to file a response (filed on or before the due date of the applicant's response to outstanding FER and Subsequent FER) [*If in Step 1 & 2 above, the applicant fails to timely submit a response to FER & Subsequent FER and does not request for extension of time to respond, he will receive a Notice of Withdrawn Application]	Extension granted (if timely) Notice of Withdrawn Application (if no response and no request for extension is filed /requested beyond the due date)	1st extension fee: Big entity - ₱720 Small entity - ₱360 2nd Extension fee: Big entity - ₱780 Small entity - ₱390	Within 7 days from the receipt of the request Within 20 days from the due date & non-receipt of response to outstanding FERs or Subsequent FERs
5	Request for Revival of Withdrawn Application - with cost - without cost (filed within 4 months from the mailing date of the Notice of Withdrawn Application)	Revival Order or Order Denying Request	Revival fee: Big entity - ₱1,200 Small entity - ₱570	More than 20 days from the receipt of the request
6	Filing of a Voluntary Divisional Application	FER for divisional application	Fee for divisional application:	More than 20 days from the

	(filed during the pendency of the parent application)		Big Entity - ₱3,600 Small Entity - ₱1,720	receipt of the application
7	Request for Conference and Interviews with the Examiner concerning an application	Interview conducted or reply to query in writing	Maybe applicable	Within 20 days from the date of the request
8	Filing of Complete Response to FER and Subsequent FER in items 1 & 2 above [*Applicant receives Certificate of Registration for application without Adverse Information and without Motu proprio Registrability Report]	Notice of Publication and Certificate of Registration [for applications without Adverse Information and without motu proprio Registrability Report]	2nd Publication Fee : Big Entity - ₱960 Small entity - ₱920 Issuance fee: Big Entity - ₱1,200 Small Entity - ₱600	Within 7 days from the receipt of the complete response Within 20 days from the expiration for the filing of adverse information or after 30 days from date of Publication
9	Request for Registrability Report	Registrability Report	Registrability Report Fee: Big Entity - ₱1,320 Small Entity - ₱630	More than 20 days from receipt of request
10	Filing of Comments to Adverse Information [* If a Third Party filed an Adverse Information after the Publication of the application in Step 10 above, the Applicant may submit comments on the Adverse Information] [* Applicant receives Director's Decision on Registrability]	Copy of Adverse Information is provided to Applicant with invitation for Applicant to submit comments Director's Decision [If an Adverse Information is submitted]		Within 7 days from the receipt of the comments More than 20 days from the receipt of the written Adverse Information
11	Request for Conversion of UM application to Invention Application (filed before the registration or refusal of the Utility Model)	Director's Order for conversion Or Order Denying Conversion	Conversion fee: Big entity - ₱ 1440 Small entity - ₱690	More than 20 days from receipt of the request

END OF TRANSACTION

Notes:

All manual filings and manual submission of responses & correspondence are filed at the Receiving Section, Ground Floor of the IP Center.

All fees and charges plus 1% Legal Research Fund (LRF) as required by R.A. 3870 as amended by P.D. Nos. 200 and 1856, except charges for domestic photocopy and sequence listings for invention patent applications in excess of 4,000 pages. For single filing where the fee is below Php 1,000.00, the LRF is automatically Php 10.00.

Registration of Industrial Design

The grant by the Government of an Industrial Design Registration which will give the designer-Registrant the exclusive right to restrain, prohibit and prevent any unauthorized person or entity from making, using, offering for sale, selling or importing that registered design.

The registration of an Industrial Design involves the application of highly technical skills as well as a quasi-judicial function since the examiners determine if exclusive rights shall be granted in compliance with the provisions of the Republic Act 8293 (IP Code of the Philippines) and Its Implementing Rules, RA 9150 (Lay- Out Designs of Integrated Circuits), World Trade Organization Agreement on Trade Related Aspects of Intellectual Property and Paris Convention on Protection of Industrial Property.

Office or Division: Bureau of Patents

Lodging of Application: Applications may also be filed on-line using the eIDFile in the website. Responses/requests and other documents may be filed and payments can be made electronically using the eDocFile for Patents also in the website.

Documentary Requirements

1. [Request Form for a Registration of Industrial Design](#) (Triplicate copies if manual; online also available)
2. Name, address and signature of applicant(s); for non-resident applicant, the name and address of his/her/their resident agent
3. Description of the utility model
 - a) The title
 - b) Brief explanation of the drawings
 - c) Characteristic features, if any
 - d) An omnibus claim for industrial design
4. Drawings
 - a) Size A4 = 29.7 cm x 21 cm (substance 20)
 - b) Imaginary margins: Top = 5.5 cm Bottom = 1.0 cm
 - c) Informal drawings are acceptable

Procedure:

STEP	CLIENT	AGENCY OUTPUT	FEES	PROCESSING TIME
1	Manual Filing of Request for Registration of Industrial Design (ID) [* If the application is complete/no deficiencies upon filing, the Applicant receives FER & Notice of 1st Publication] Or [* If the application is incomplete/with deficiencies upon	Acknowledgement receipt, SOA & Official receipt (issued on the same day as filing) 1st Formality Examination Report (FER) and Notice of 1st Publication [* If the application is complete/no deficiencies upon filing] Or 1st FER only, without and Notice of 1st Publication [* If the application is	Filing fee: Big entity: ₱3600.00 Small entity ₱1720 For each claim in excess of 5 Big entity ₱240 Small ₱120 1st Publication Fee Big Entity ₱960 Small entity - ₱920 For each sheet in excess of 30: Big Entity - ₱36 Small Entity-₱18	More than 20 days from the receipt of the application Issued within 20 days from the date of receipt of the application] More than 20 days from the receipt of the application is required to issue a

	filing, the applicant receives FER but without Notice of 1st Publication]	incomplete/with deficiencies upon filing]	Other fees (if applicable): Priority claim: Big Entity - ₱1,800 Small Entity-₱860	compact action
2	Filing of response to 1st FER for applications with deficiencies upon filing (filed within 2 months from the mailing date of the 1st FER) [*If the response is incomplete, Applicant will receive a Subsequent FER]	Acknowledgement receipt, SOA & Official receipt (maybe applicable), issued on the same day as filing Subsequent FER [*If the response is incomplete]		More than 20 days from receipt of the response is required to examine new amendments) More than 20 days from receipt of the response to examine the new amendments
3	Request for Extension of time to file a response (filed on or before the due date of the applicant's response to outstanding FER and Subsequent FER) [*If in Step 1 & 2 above, the applicant fails to timely submit a response to FER & Subsequent FER and does not request for extension of time to respond, he will receive a Notice of Withdrawn Application]	Extension granted (if timely) Notice of Withdrawn Application (if no response and no request for extension is filed or if extension is filed /requested beyond the due date)	1st extension fee: Big entity - ₱720 Small entity - ₱360 2nd Extension fee: Big entity - ₱780 Small entity - ₱390	Within 7 days from the receipt of the request Within 20 days from the due date & non-receipt of response to outstanding FERs or Subsequent FERs
4	Request for Revival of Withdrawn Application - with cost - without cost (filed within 4 months from the mailing date of the Notice of Withdrawn Application)	Revival Order or Order Denying Request	Revival fee: Big entity - ₱1,200 Small entity - ₱570	More than 20 days from the receipt of the request

5	Filing of a Voluntary Divisional Application (filed during the pendency of the parent application)	FER for divisional application	Fee for divisional application: Big Entity - ₱3,600 Small Entity - ₱1,720	More than 20 days from the receipt of the application
6	Request for Conference and Interviews with the Examiner concerning an application	Interview conducted or reply to query in writing	Maybe applicable	Within 20 days from the date of the request
7	Filing of Complete Response to FER and Subsequent FER in items 1 & 2 above [*Applicant receives Certificate of Registration for application without Adverse Information and without Motu proprio Registrability Report]	Notice of Publication and Certificate of Registration [for applications without Adverse Information and without motu proprio Registrability Report]	2nd Publication Fee : Big Entity - ₱960 Small entity - ₱920 Issuance fee: Big Entity - ₱1,200 Small Entity - ₱600	Within 7 days from the receipt of the complete response Within 20 days from the expiration for the filing of adverse information or after 30 days from date of Publication
8	Request for Registrability Report	Registrability Report	Registrability Report Fee: Big Entity - ₱1,320 Small Entity - ₱630	More than 20 days from receipt of request
9	Filing of Comments to Adverse Information [* If a Third Party filed an Adverse Information after the Publication of the application in Step 10 above, the Applicant may submit comments on the Adverse Information] [* Applicant receives Director's Decision on Registrability]	Copy of Adverse Information is provided to Applicant with invitation for Applicant to submit comments Director's Decision [If an Adverse Information is submitted]		Within 7 days from the receipt of the comments More than 20 days from the receipt of the written Adverse Information
10	Request for Deferment of Publication of Industrial Design	Acknowledgement letter	Big entity - ₱2,000 Small entity - ₱1,000	Within 3 days from receipt of request
END OF TRANSACTION				

Express Registration of Utility Model and Industrial Design Application

In 2012, the Bureau of Patents launched the Express Registration of Utility Model and Industrial Design applications also known as “Utility Model in 2 Months” and “Industrial Design in 5 days”. Applications that comply with the formality requirements and with full payment of the required fees upon filing will be processed in a direct allowance registration process.

Procedure:

APPLICATION REQUEST	AGENCY OUTPUT	FEES	PROCESSING TIME
<p>Manual Filing of Utility Model Application</p> <p>[* If the application complied with all the Formality Requirements for Registration, the Applicant will receive the Notice of the issuance of Certificate of Registration within 2 months for the date of receipt of the Utility Model application]</p>	<p>Acknowledgement receipt , SOA, Official receipt</p> <p>Notice of Issuance of Certificate of Registration [* If the application complied with all the Formality Requirements for Registration, the Applicant will receive the Notice of the issuance of Certificate of Registration within 2 months for the date of receipt of the Utility Model application]</p>	<p>Filing fee: Big entity: ₱3600 Small entity ₱1720</p> <p>For each claim in excess of 5 Big entity ₱240 Small ₱120</p> <p>1st Pub. Fee Big Entity ₱960 Small entity ₱920</p> <p>and other applicable fees</p>	<p>1 hour</p> <p>More than 20 days from the receipt of the application</p>
<p>Manual Filing of Industrial Design Application</p> <p>[* If the application complied with all the Formality Requirements for Registration, the Applicant will receive the Recommendation for Publication within 5 days from the date of receipt of the Industrial Design application]</p>	<p>Acknowledgement receipt , SOA, Official receipt</p> <p>Recommendation for Publication [* If the application complied with all the Formality Requirements for Registration, the Applicant will receive the Recommendation for Publication within 5 days from the date of receipt of the Industrial Design application]</p>	<p>Filing fee: Big entity: ₱3600 Small entity ₱1720</p>	<p>1 hour</p> <p>Within 5 days from the date of receipt of the application]</p>

Note:

All manual filings and manual submission of responses & correspondence are filed at the Receiving Section, Ground Floor of the IP Center.

All fees and charges plus 1% Legal Research Fund (LRF) as required by R.A. 3870 as amended by P.D. Nos. 200 and 1856, except charges for domestic photocopy and sequence listings for invention patent applications in excess of 4,000 pages. For single filing where the fee is below Php 1,000.00, the LRF is automatically Php 10.00.

Trademark Registration

Trademark is a strategic business tool and a valuable business asset. The IP Code provides that the rights to a mark are acquired by registration made in accordance with the law. The Bureau of Trademarks is mandated to conduct search and examination for the registration of marks. It also keeps and maintains the trademarks register.

Office or Division: Bureau of Trademarks

Lodging of Application: Applications may likewise be filed online using the eTMFile system in the website. Requests and other documents may be filed and payments can be made electronically using the eDocFile for Trademarks also in the website

Documentary Requirements

1. [Request for Trademark Registration](#)
2. Name and address of the applicant
3. Name of a State in which the applicant is a national or where he has domicile; and the name of a State in which the applicant has a real and effective industrial or commercial establishment, if any
4. Where the applicant is a juridical entity, the law under which it is organized and existing
5. The appointment of an agent or representative, if an applicant is not domiciled in the Philippines
6. Where the applicant claims the priority of an earlier application, an indication of:
 - a) The name of the State with whose national office the earlier application was filed or if filed with an office other than a national office, the name of that office
 - b) The date on which the earlier application was filed
 - c) Where available, the application number of the earlier application
7. Where the applicant claims color as a distinctive feature of the mark, a statement to that effect as well as the name or names of the color or colors claimed and an indication, in respect of each color of the principal parts of the mark which are in that color
8. Where the mark is a three-dimensional mark, a statement to that effect
9. One or more reproductions of the mark, as prescribed in Regulations
10. A transliteration or translation of the marks or of some parts of the mark, as prescribed in Regulations
11. The names of the goods or services for which the registration is sought, grouped according to the classes of the Nice Classification together with the number of the class of said Classification to which each group of goods or services belong
12. A signature by, or other self-identification of, the applicant or his representative

Procedure:

CLIENT	AGENCY OUTPUT	FEES			PROCESSING TIME
			Small	Big	
Manual receiving of Request for Registration / Trademark Application	Acknowledgment receipt, Statement of Account (SOA) Official receipt Issuance of: - Registrability Report - Notice of Allowance *If no response was filed within the prescribed period:	Filing Fee	1,212	2,617.92	Maximum of 20 working days from filing of response
		Color Claim (per class)*	290	610	
		Claim of Distinctiveness (per class)*	290	610	
		Convention Priority (per class)*	870	1,818	
		Priority Examination	3,019	6,302.40	

	- Notice of Abandonment *If no request for revival was filed within the prescribed period (3 months from the mailing date of Notice of Abandonment): - Notice of Final Abandonment				
Filing of Response to Registrability Report by Applicant (2 months from mailing date of Registrability Report + 2 months extension)	Acknowledgment Receipt, SOA Official Receipt Acknowledgment Receipt of documents not requiring payment as may be applicable Issuance of: - Subsequent Action - Notice of Allowance - Refusal *If no response was filed within the prescribed period: - Notice of Abandonment *If no request for revival was filed within the prescribed period (3 months from the mailing date of Notice of Abandonment): - Notice of Final Abandonment	Additional Class (per class)*	1,212	2,618.92	Maximum of 20 working days from filing of response
		Color Claim (per class)*	290	610	
		Extension of Time to File Response*	350	730	
		Extension of Time to Submit Home Registration*	580	1,212	
		Divisional Application*	290	610	
		Suspension of Examination by Examiner*	470	970	
		Amendment Fee*	410	850	
		Voluntary Abandonment*	290	610.	
		Recordal*	410	850	
[If refusal] Filing of request for extension to file an appeal to the Director (2 months from mailing date of refusal) Or Appeal by Applicant (2 months from mailing date of refusal + 2 months extension)	Acknowledgment Receipt, SOA Official Receipt Notice of Grant of Request for Extension	Extension to file an Appeal to the Director	1,818	1,818	Maximum of 3 working days from filing of request
		Appeal to the Bureau Director	3,333	3,333	More than 20 days from the receipt of the application

<p>[If Allowance] Payment of 1st Publication Fee only (2 months from mailing date of the notice of allowance)</p> <p>Or</p>	<p>Acknowledgment Receipt, SOA</p> <p>Official Receipt</p> <p>Publication (eGazette) for purposes of opposition</p> <p>*If no payment was remitted within the prescribed period: - Notice of Abandonment</p> <p>*If no request for revival was</p>	<p>Publication Fee</p>	<p>910</p>	<p>970</p>	<p>Maximum of 3 working days from payment of publication fee</p>
<p>Payment of Publication and Issuance Fees by Applicant (2 months from mailing date of the notice of allowance)</p>	<p>Acknowledgment Receipt, SOA</p> <p>Official Receipt</p> <p>Publication (eGazette) for purposes of opposition</p> <p>Issuance of Certificate of Registration (COR) Publication of Registration (Gazette)</p> <p>*If no payment was remitted within the prescribed period: - Notice of Abandonment</p> <p>*If no request for revival was filed within the prescribed period (3 months from the mailing date of Notice of Abandonment): - Notice of Final Abandonment</p>	<p>Publication Fee and Issuance Fee</p>	<p>2,400</p>	<p>3,152</p>	<p>Maximum of 20 working days from the last day of publication if the issuance fee was paid in advance together with the first publication fee and there is no opposition from BLA</p>
<p>Payment of Issuance and Second Publication Fee (If paid separately)</p>	<p>Acknowledgment Receipt, SOA</p> <p>Official Receipt</p> <p>Issuance of Certificate of Registration Publication of Registration (Gazette)</p>	<p>Issuance and 2nd Publication Fee</p>	<p>1,490</p>	<p>2,182</p>	<p>Maximum of 7 working days from the date of payment of the issuance fee if paid after first publication and there is no opposition from BLA</p>

	<p>*If no payment was remitted within the prescribed period: - Notice of Abandonment</p> <p>*If no request for revival was filed within the prescribed period (3 months from the mailing date of Notice of Abandonment): - Notice of Final Abandonment</p>				
END OF TRANSACTION					

**as may be applicable*

Copyright Registration and Deposit

Sec. 191 of the IP Code states that copyrighted works may be registered and deposited by the copyright owner with the National Library or, in case of works in the field of law, with the Supreme Court Library, for the purpose of completing their records.

Pursuant to a Memorandum of Agreement dated 25 January 2011 between the National Library and IPOPHL, the latter has been deputized as a receiving office for the registration and deposit of copyrighted works.

Office or Division: Bureau of Copyright and Related Rights

Documentary Requirements

1. Duly accomplished Registration and Deposit Form (RDF) filed in duplicate
2. Ownership documents –
 - a. For heirs: Documents establishing the heir's right of succession, including:
 - i. Death certificate of the author or creator;
 - ii. Applicant's birth certificate, marriage certificate, or other documents establishing applicant's relationship to the deceased author or creator; and
 - iii. Will or any document evidencing designation as heir, if applicable.
 - b. For assignees: Documents establishing assignment of rights executed by the author or creator in favor of the assignee, including:
 - i. Deed of Assignment;
 - ii. Author or creator's waiver of ownership of copyright over the work;
 - iii. Other documents evidencing transfer of ownership to the assignee.
 - c. For representatives: Documents establishing the fact that applicant is authorized by the author, heir or assignee to file an application for copyright registration and deposit of the work, including:
 - i. Special Power of Attorney (SPA) executed by the author or creator in favor of the applicant, if representing a natural person;
 - ii. Board Resolution of Secretary's Certificate, if representing a juridical person.
3. Identification documents –
 - a. For natural persons:
 - i. One (1) valid ID with photograph and signature of applicant; or
 - ii. Oath or affirmation of one credible witness not privy to the instrument, document or transaction who is personally known to the notary public and who personally knows the individual, or of two credible witnesses neither of whom is privy to the instrument, document or transaction who each personally knows the individual and shows to the notary public documentary identification.
 - b. For juridical persons:
 - i. Certificate of Registration issued by the Securities and Exchange Commission (SEC), in case of partnerships or corporations; or
 - ii. Business name registration issued by the Department of Trade and Industry (DTI), in case of single proprietorships and only if the author is other than the owner of the single proprietorship.
4. Statement of Account
5. Official Receipt (OR) of payment of application fee
6. Two (2) original/electronic copies or photographs of the work, as the case may be

Procedure:

STEP	CLIENT	AGENCY OUTPUT
1	Accomplish and submit application form	Notice of incomplete requirements

		OR Statement Of Account
2	Pay filing fee	Official Receipt
3	Submit official receipt for processing of application	Application form duly stamped "Received" and Certificate of Copyright Registration
4	Personally claim or receive by mail the Certificate of Copyright Registration	
END OF TRANSACTION		

Processing Period: 3 Working Days

Fees:

	NCR	REGIONS
Big Entity	450	550
Small Entity	625	750
Bulk	200 per certificate	
Plus 1% Legal Research Fund		

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES – ENVIRONMENTAL MANAGEMENT BUREAU (DENR-EMB)

Source: *DENR EMB Citizen's Charter 2019* (accessed as of 10 February 2022)

Every proposed project or undertaking which is projected to have significant adverse impact to the quality of the environment is covered by the Philippine Environmental Impact Statement (EIS) system. This includes major expansion, rehabilitation, and/or modification of existing projects as well as resumption of projects that have stopped operations for a prolonged period.

To determine coverage, proposed projects or undertakings shall be screened according to the following categories:

Category A – project undertakings which are classified as Environmentally Critical Projects (ECPs) under Presidential Proclamation No. 2146 (s. 1981), Proclamation No. 803 (s. 1996), and any other projects that may later be declared as such by the President of the Philippines. Proponents of these projects implemented from 1982 onwards are likewise required to secure an ECC.

Category B – projects or undertakings which are not classified as ECP under Category A, but which are likewise deemed to significantly affect the quality of the environment by virtue of being located in an Environmentally Critical Area (ECA) as declared under Proclamation No. 2146 and according to the parameters set forth in the attached guidelines. Proponents of these projects implemented from 1982 onwards are likewise required to secure an ECC.

Category C – project or undertakings not falling under Category A or B which are intended to directly enhance the quality of the environment or directly address existing environmental problems.

Category D – projects or undertakings that are deemed unlikely to cause significant adverse impact on the quality of the environment according to the parameters set forth in the Screening Guidelines. These projects are not covered by the Philippine EIS system and are not required to secure an ECC. However, such non-coverage shall not be construed as an exemption from compliance with other environmental laws and government permitting requirements.

Contact Details:

<http://denr.gov.ph>

Visayas Avenue, Diliman, Quezon City

(+632) 8920 0689 / 8925 8275 / 8249 3367 / +63 917 868 3367

aksyonkalikasan@denr.gov.ph

Environmental Compliance Certificate (ECC) for Category A Projects – Manual Processing
Pursuant to Section 4 of PD 1586 known as “Establishing an Environmental Impact Statement System Including Other Environmental Management Related Measures and for Other Purposes”, Environmental Compliance Certificate (ECC) shall be secured for any such environmentally critical projects

Office or Division: Environmental Impact Assessment & Management Division – Central Office

Who May Avail: Proponent (s) whose project falls under Category A or Environmentally Critical Project (ECP) Types

Documentary Requirements:

1. Environmental Impact Assessment (EIA) Report
 - a) Environmental Impact Statement (EIS) or
 - b) Environmental Performance Report and Management Plan(EPRMP)
2. Proof of compatibility with the existing Land Use Plan, if necessary;
3. Ownership or proof of authority over the project area, such as:
 - a) Transfer Certificate of Title/s (TCTs) or
 - b) Lease Agreement/s or
 - c) Deed of Sale
4. Accountability Statements of the proponent and the EIS preparers
5. Photographs or plates of the project site, impact areas, and affected areas and communities
6. Duly Accomplished Project Environmental Monitoring and Audit Prioritization Scheme (PEMAPS) Questionnaire
7. For Projects with jetty, pier or will utilize foreshore areas: Foreshore Lease Agreement (FLA) Miscellaneous Lease Agreement (MLA)
8. Projects within National Integrated Protected Area System (NIPAS) - Protected Area Management Board (PAMB) Clearance
9. For Energy Projects:
 - a) Water Rights / Service Contract (For Dam Projects/Hydropower Projects)
 - b) Geothermal Renewable Energy Service Contract (GRESC) (For Geothermal Projects)
 - c) Coal Mining Projects - Coal Operating Contract (COC)
 - d) For Mining & Quarry Projects: (Except Coal-Exploration)
 1. Final Exploration Report (FER) and Mining Project Feasibility
 2. Application for Mineral Production Sharing Agreement (MPSA)
 - e) For Reclamation projects:
 1. Notice to Proceed with the EIA review MOA of LGU proponent with PRA Area Clearance
 - f) For Forestry Projects:
 1. Integrated Forest Management Agreement (IFMA)
 - g) For Dredging Projects:
 1. Approved Dredging Plan/Dredging Clearance

Procedure:

STEP	CLIENT	AGENCY OUTPUT
1	SCOPING Public Scoping Technical Scoping	Reviewed submitted Public Scoping Report Technical Scoping to identify the Terms of Reference (TOR) or coverage of the EIA Study
2	Submission of EIS / EPRMP to EMB by the Proponent	EMB Procedural Screening (1st , 2 nd, 3rd, until determined to be completed)

		Once accepted, provide the necessary number of copies
		Convene EIA Review meetings, preparation of schedules
		Distribution of EIS document
		EIS Document review of the EIS/EPRMP by the EIARC members and Resource Persons
3	Drafting of Decision Folder	REVIEW & EVALUATION PROCEDURE 1st EIARC Review Meeting Public Hearing and Site Visit Preparation of Hearing Officer Report 2nd EIARC Review Meeting (Final Meeting) Preparation of Decision document
4	Finalization of Decision Document - Review Process Report, CSW, etc.	Decision Folder reviewed for endorsement to the Office of the EMB Director
		Decision document for final review and for endorsement to DENR to secure the Authority to Sign Request for Authority to sign ECC forwarded to DENR thru the DENR USECs
		DENR provided EMB an Authority to Sign the ECC or Letter of Denial Authority
		Signed ECC for barcoding ECC for RELEASE
END OF TRANSACTION		

Processing Period: 40 days

Fees:

ECC Application - (PhP 10,000.00);
EPRMP Application - (PhP 5,000.00);

Environmental Compliance Certificate (ECC) for Category B Projects - Online Processing

Office or Division: Clearance and Permitting Division

Documentary Requirements:

1. Government/ Company ID
2. Authorization Letter from the Proponent (if necessary)
3. SEC or DTI, as applicable
4. Project Description*
5. Project Components & Operation Information*
6. Environmental Impact and Management Plan*
7. Abandonment/ Decommissioning/ Rehabilitation Information*
8. Geo-tagged Photographs of Project Site (taken for last 30 days) with Geographic Coordinates
9. Topographic Map of Impact/ Affected Areas (at least 1 km from the Project Boundaries)
10. Certification from LGU on the Compatibility of Project with Existing Land Use Plan/Zoning
11. Site Development Plan and/or Vicinity Map by registered professionals
12. Project/ Plant Layout signed by registered professionals
13. Schematic Diagram of Wastewater Treatment Facility
14. Schematic Diagram of Air Pollution Control Facility
15. Organizational Chart of the Company or Establishment
16. Proof of Authority over the Project Site (Land Title, Lease Contract, Deed of Absolute Sale, etc.)
17. Duly Notarized Accountability Statement of Project Proponent*
18. Affidavit of No Complaint executed by the applicant, or Barangay Certification that there is No Complaint To be prepared by the Applicant
19. Project Environmental Monitoring and Audit Prioritization Scheme (PEMAPS)*
20. Bank Receipt for Payment/ Order of Payment Downloadable in the ECC online account (www.emb.gov.ph) upon substantive review of EMB Handler/ Reviewer
21. PAB Clearance, if applicable Secured from the Pollution Adjudication Board
22. Other documents which may be required, depending on the project. To be prepared by the Applicant

** Downloadable in the ECC online account (www.emb.gov.ph) upon online registration of the applicant/proponent*

Procedure:

STEP	CLIENT	AGENCY OUTPUT
1	Online account registration (www.emb.gov.ph) The account is automatically logged in once the registration is finished. The client may download all the fillable forms	
2	Submission/ uploading of all requirements in pdf format	If incomplete, application will be returned to the applicant's ECC online account If complete, the application will be accepted by the system and an order of payment for the application will be generated and send to the applicant's ECC online account
3	Order of payment can be paid at any Landbank branch nationwide	

	<p>Applicant shall upload a copy of payment slip in their ECC online account</p>	<p>Generate evaluation report and endorsed to Chief, EIAMS for comments</p> <p>Chief, of EIAMS recommends for drafting of ECC or additional information</p> <p>Draft of ECC by CPD Staff will be forwarded to Chief, EIAMS for corrections</p> <p>Drafted ECC will then be forwarded to Chief, CPD for recommendation to the Regional Director</p> <p>Chief, CPD will forward the draft of ECC to the Regional Director for recommendation of approval/ denial of application</p> <p>Regional Director approves/denies ECC application</p>
4	<p>Applicant shall have the approved ECC signed and notarized</p> <p>Notarized ECC shall be uploaded in the applicant's ECC Online account</p>	
<p>END OF TRANSACTION</p>		

Processing Period: 20 Working Days

Application Fee: PhP 5,055.00

Certificate of Non-Coverage (CNC) for Category C Projects – Manual Processing

A certification issued by the DENR-EMB certifying that, based on the submitted project description, the project is not covered by the EIS System and is not required to secure an ECC.

Office or Division: Clearance and Permitting Division

Documentary Requirements:

1. Letter Request
2. Duly accomplished CNC form Form
3. Vicinity Map with panoramic photos of project site
4. Project Layout

Procedure:

STEP	CLIENT	AGENCY OUTPUT	FEES	PROCESSING TIME
1	Inquire for the CNC Application (For Category C/Environmental Enhancement)	Require the client to make a letter request and attach other requirements		3 days
2	Client will submit application to EMB	Evaluation of submitted application *If incomplete, return application to client *If complete, prepare the payment of corresponding Revenue Monitoring Form		
3	Pay for the appropriate amount to the EMB cashier		PhP 1,040	2 days
4	Client will present to CPD Staff the OR of payment	Copy the OR no. and date of payment to the attached checklist of requirements Let the client forward the application to Records Section		
5	Client will submit the application to Records Section	Receive and record application and forward to ORD receiving clerk ORD Staff will forward the application to the recei receiving clerk and forward to Chief, CPD Chief CPD will endorse to Chief, EIAMS for assessment Chief, EIAMS will forward to EIAMS Staff for substantive review Initial substantive review of CNC application and preparation of CNC reply letter Final substantive review of Chief, EIAMS		2 days

		Chief, CPD recommends approval/ denial of CNC reply letter		
		Regional Director approves/ denied CNC reply letter		
END OF TRANSACTION				

Certificate of Non-Coverage (CNC) for Category D Projects – Online Processing

Projects are outside the purview of the Philippine Environmental Impact Statement System (PEISS) and within the threshold for issuance of CNC

Office or Division: Clearance and Permitting Division

Documentary Requirements:

1. Site Development Plan or Project Layout duly signed/approved by registered professional
2. Government ID

Procedure:

STEP	CLIENT	AGENCY OUTPUT	FEES	PROCESSING TIME
1	Inquire for the CNC Application	Discuss how to apply online Applicant will log-on to www.emb.gov.ph		
2	Project description needs to be accomplished by the client together with a scanned copy of Site Development Plan/ Project Layout			
3	Upon submission online, an order of payment will be generated and the client will print the generated order of payment			
4	Payment of processing fee at any Land bank Branch Nationwide		PhP 1,140	
5	After seven (7) working days check the status of CNC application by using the Application Reference Number stated in the order of payment (If the CNC is approved, click the link to download and save then print)			7 working days
END OF TRANSACTION				

DEPARTMENT OF AGRARIAN REFORM (DAR)

Source: [Department of Agrarian Reform Citizen's Charter Updated as of December 2021](#) (accessed as of 10 February 2022)

DAR is the lead government agency that holds and implements comprehensive and genuine agrarian reform which actualizes equitable land distribution, ownership, agricultural productivity, and tenurial security for, of and with the tillers of the land towards the improvement of their quality of life.

Contact Details:

<https://www.dar.gov.ph/>

Elliptical Road, Diliman, Quezon City

(+632) 3453 7980

contact_us@dar.gov.ph

Land-Use Conversion (above 5 hectares)

This serves as the procedure for application of land use conversion above 5 hectares, pursuant to [Administrative Order 01, Series of 2002](#)

Office or Division: Land Use Cases Division (LUCD)

Criteria for Conversion:

1. Conversion may be allowed if the land subject of application is not among those considered nonnegotiable for conversion.
2. When the land has ceased to be economically feasible and sound for agricultural purposes or the locality has become urbanized and the land will have a greater economic value for residential, commercial, industrial, or other non-agricultural purposes.
3. Conversions of land within SAFDZ shall take into account the following factors:
 - 3.1 Conversion of land use is consistent with the natural expansion of the municipality or locality as contained in the approved physical framework and land use plan.
 - 3.2 Area to be converted in use is not the only remaining food production area of the community
 - 3.3 The land use conversion shall not hamper the availability of irrigation to nearby farmlands.
 - 3.4 Areas with low productivity will be accorded priority for land use conversion.
 - 3.5 Sufficient disturbance compensation shall be given to farmers whose livelihoods are negatively affected by the land use conversion as provided for by the existing laws and regulations.
4. When the agricultural land which is subject of the application for conversion has been acquired under RA 6657, its conversion shall be allowed only if the applicant is the agrarian reform beneficiary thereof, and after he has fully paid his obligation as required under Section 65 of RA 6657.

Who May Apply for Conversion:

1. Owners of private agricultural lands or other persons duly authorized by the landowner;
2. Beneficiaries of the agrarian reform program after the lapse of five (5) years from award, reckoned from the date of the issuance of the Certificate of the Landownership Award (CLOA), and who have fully paid their obligations and are qualified under these Rules, or persons duly authorized by them; and
3. Government agencies, including government-owned or controlled corporations, and LGUs, which own agricultural lands as their patrimonial property

Documentary Requirements:

The applicant shall submit the following documents six (6) separate bound folders (one [1] original set and five [5] photocopy sets) with table of contents and page numbers of all documents including photographs, sequentially numbered, except for maps and development plans which shall likewise be in six copies but shall be submitted in six separate envelopes with contents properly labeled on each envelope.

1. Official receipt showing proof of payment of filing fee and inspection cost.
2. Official receipt showing proof of posting bond or an original copy of the GSIS surety bond in accordance with the terms and conditions set forth in Section 24 of DAR AO No.1, Series of 2002.
3. Sworn application for Land Use Conversion. (Form No.1)
4. True copy of the Original Certificate of Title (OCT) or Transfer Certificate of Title (TCT) of the subject land, certified by the Register of Deeds not earlier than thirty (30) days prior to application filing date. In case of untitled land, the following shall require in lieu of a title.

- (a) Certification from the Department of Environment and Natural Resources–Community Environment and Natural Resources Officer (DENR-CENRO) that the landholding has been classified as alienable and disposable; and
 - (b) Certification from the DENR-CENRO (for administrative confirmation of imperfect title) or the Clerk of Court (for judicial confirmation of imperfect title) that the tilting process/proceedings has commenced and there are no adverse claimants
5. True copy of the Certificate of Title of the subject land as of 15 June 1988, and all successor Titles until the present. Title referred to in No. 4 hereof if applicable
6. True copy of the current Tax declaration covering the subject property.
7. Project feasibility study.
8. Joint venture agreement or any other business arrangement on the use of land between landowner and the developer (if the developer is other than the landowner) or between the Emancipation Patent/Certification of Landownership Award (EP/CLOA) holders and the developer (if the land was awarded under the agrarian reform program).
9. Narrative description of the development plan describing in detail the activities, program components, phasing, schedule, work and financial plan, all duly certified by a licensed engineer, architect or land use planner.
10. Proof of financial and organizational capability of the developer to develop land, including the following information:
 - (a) Statement of project cost and availability of potential funding source(s) for the development of the proposed project;
 - (b) Profile of the developer;
 - (c) Most recent financial statement, not later than the year before application, duly authenticated by a certified public accountant; and
 - (d) If the developer is a corporation or partnership, a copy of its Certificate of Registration and the recent General Information Sheet (GIS) for the immediately preceding year, certified by the Securities and Exchange Commission (SEC), or in lieu of the latter, a duly accomplished GIS sworn to before a notary public, provided that if the land is to be used for socialized housing by the LGU under EO 124-1993, a Sanggunian Resolution appropriating funds for the project and authorizing the LGU to undertake the same shall be required. Provided further that if the socialized housing shall be undertaken by other government agencies such as the National Housing Authority and the like, a board resolution approving the project and appropriating funds therefore shall likewise be submitted.
11. Socio-Economic Benefit-Cost Study of the proposed project.
12. Photographs, size 5R (five [5] inches by seven [7] inches, using color film, and taken on the land holding under sunlight. The applicant shall attach the pictures to a paper background and the photographer who took said pictures shall sign on said paper background to certify the authenticity of the pictures. On each background paper shall be written a short description of each picture. The pictures shall consist of:
 - (a) At least four (4) photographs taken from the center of the landholding: one (1) facing north, one (1) facing east, one (1) facing south, and one (1) facing west;
 - (b) At least one (1) photograph per corner, taken from each corner of the landholding's orders.
 - (c) At least two (2) photographs of each for all distinct man-made structure existing in on the land, taken from opposite angles.
 - (d) At least two (2) photographs each of the front view of the billboard(s) required in Section 11 of DAR A.O No. 1 Series of 2002. Second copy will be used for submission to
 - (e) Sufficient number of photographs of the most conspicuous landmarks from the nearest barangay center and leading to and from the ingress and egress routes at the subject landholding, for the purpose of assisting the ocular inspection team in the in the locating site.
13. Affidavit/Undertaking in a single document of the applicant (LUC Form No.2)

14. MARO Certification (LUC Form No.3) and Notice of Land Use Conversion in English language (LUC Form No.4) and in local dialect (LUC Form No. 4A).
15. Certification from the Housing and Land Use Regulatory Board (HLURB) Regional Officer on the actual zoning or classification of the land subject of the application based on the approved comprehensive land use citing:
 - (a) the municipal or city zoning ordinance number, and
 - (b) resolution number and date of approval by the HLURB or the Sangguniang Panlalawigan concerned, as the case may be. (LUC Form No.5).
16. Certification from the Department of Agriculture official stating, among others, the classification of the property under the Network of Protected Areas for Agricultural and Agro-Industrial Development (NPAAAD) and Strategic Agriculture and Fisheries Development Zones (SAFDZ) whether or not the subject property is within five (5) percent limit of the SAFDZ allowed for conversion, the status of irrigation coverage of the subject property and whether the land has ceased to be economically feasible and sound for agricultural purposes.
17. Certification from the authorized DENR official stating among others whether or not the subject land is within the National Integrated Protected Area System (NIPAS), mossy and virgin forests, riverbanks, or swamped forests and marshlands; within an Environmentally Critical Area (ECA), or will involve the establishments of an Environmentally Critical Project (ECP). (LUC Form No.6)
18. Environmental Compliance Certificate (ECC) when the subject land is within an ECA or will involve the establishment of an ECP.
19. If applicable Special Power of Attorney (SPA) when the applicant is not the registered owner.
20. If applicable, notarized secretary's certificate of a corporate/cooperative board resolution authorizing the representative, when the applicant is a corporation or cooperative.
21. If applicable, concurrence letter of the mortgage or the individual or entity in whose favor the encumbrance was constituted when the property is encumbered.
22. If applicable, endorsement from the concerned government agency, when the application involves a priority development areas or project such as:
 - (a) NEDA-NLUC endorsement if under EO 124-1993; or
 - (b) HLURB endorsement if socialized housing (LUC Form No 7); or
 - (c) PEZA Board Resolution approving the project for ecozone project
23. If applicable, Land Bank of the Philippines (LBP) Certification attesting that the applicant-landowner has fully paid his obligations to the LBP, when the applicant-landowner is a beneficiary of the agrarian reform program. (LUC Form No. 8)
24. If applicable, Provincial Agrarian Reform Officer (PARO) Certification attesting that the applicant/landowner acquired the subject land from a landed-estate or under the Voluntary Land Transfer / Direct Payment Scheme (VLT/ DPS) and he has already fully paid his obligation there under, when the applicant-landowner is a beneficiary of the agrarian reform program (LUC Form No.9).
25. Vicinity map and a lot plan prepared by a duly-licensed geodetic engineer indicating the lots being applied for and their technical descriptions, name of owner/s, lot number and area. The map shall highlight the specific area applied for conversion if the application covers less than the total lot area.
26. Directional sketch map showing the orientation of the subject property in relation to adjoining lands and nearest provincial and/or national and/or feeder roads, to facilitate and determine the location of the property for the purpose of ocular inspection. Indicate in the map the existing infrastructure and/or improvements thereon including any house or tillage thereupon for any occupant therein, landmarks within a one (1) kilometer radius and owners of adjacent properties. No need to draw map in scale.
27. Map of the development plan. For socialized housing projects, the applicant shall submit the map of the development plan with marked "reviewed by the HLURB" (Housing and Land Use Regulatory Board).
28. Topographic Map if the subject property is within upland, hilly or mountainous area.

Note: The applicant shall submit all the foregoing applicable requirements from Nos1 to 28 hereof at the time of filing of application to the CLUPPI/RCLUPPI. However, for applications involving housing projects under EO-45- 2001, requirements mentioned in Nos. 15 to 18 maybe submitted at a later time.

Application Forms: <https://www.dar.gov.ph/downloads/forms/land-use-conversion-forms>

Procedure:

STEP	CLIENT	AGENCY OUTPUT	PROCESSING TIME
1	Secure Application Form		5 mins
2	Install Public Notice Billboards in the subject property		
3	Furnish the Municipal Agrarian Reform Program Officer (MARPO) 2 copies of Accomplished Application Form together with a photocopy of title and directional map		
4	Fills Application with necessary data. Submission of the documentary requirements defined under the Rules. Reproduce in three clear photocopies and place in three separate folders and submit the same. Attaching therein the MARPO Certificate	Evaluate and review completeness and relevancy of documents. If incomplete, return to applicant. If complete, receive the application and documents	2 hours
5		Compute assessment fees, application fee and inspection cost.	30 mins
6	Pays necessary fees	Issue Order of Payment. Receive OR.	5 mins
7		Raffles the Application folder or case to LUCSTWG	30 mins
8		Issues Notice of On-Site Inspection and Investigation (OSII)	Three (3) days from the date of filing of the application
9		Furnish PARPO and MARPO with the LUCF	Five (5) days from notice of OSII
10	Transmits Notice of OSII/Public Consultation to MARPO and indicate the inspection date on the billboard		
11	Participates during the OSII	Conducts OSII	Five (5) days from Notice
12		Submits OSII Report	Two (2) days from the completion of the OSII
13		Deliberate on the merits of the application/case	Five (5) days from receipt of the Field Investigation Report

14		Issue Orders, Decisions or Resolutions	Thirty (30) working days from the date of filing and docketing
15	Posting of Performance Bond		
16	Request ROD to annotate land use		
17	Provide LUC with a copy of the Annotation by the ROD on land use		
18	Pay Disturbance Compensation		
19	Commence development		
END OF TRANSACTION			

Processing Period: 50 days, 1 hour and 30 minutes

** Unless there is a protest/opposition, then the remaining of the period is suspended until the protest/opposition is resolved.*

Fees:

Filing Fee - 2,000

Inspection Fee - Luzon: 10,000 Visayas: 15,000 Mindanao: 20,000

Cash Bond (Cash or MC) - 2.5% of the zonal value

Surety Bond -15% of the zonal value payable with GSIS

Bond:

1. The cash bond shall be computed at two and 5/10 percent (2.5%) of the zonal value of the land as per latest issuance of the Bureau of Internal Revenue in the form of cash or manager's/cashier check.
2. In lieu of a cash bond, the applicant may post a surety bond issued by the GSIS equivalent to fifteen percent (15%) of the total zonal value of the land per latest issuance of the BIR, indicating the following conditions at the minimum that:
 - the bond is callable on demand;
 - the DAR shall forfeit the bond in favor of the Agrarian Reform Fund when it finds the applicant carrying out any premature conversion activity; and
 - the validity of the bond shall be for a period of one (1) year but renewable on a year to year basis, if necessary.
3. The following projects shall be exempted from posting a "bond to guarantee against premature conversion".
 - Socialized housing projects as certified by the HLURB;
 - Resettlement projects for families displaced by development of government projects as certified as such by the National Housing Authority (NHA); and
 - Community Mortgage Program (CMP) projects as certified by the National Home Mortgage Finance Corporation (NHMFC).

When the application involves a mixed use of socialized and non-socialized housing projects, the application shall not enjoy any bond exemption for socialized housing unless eighty (80%) percent of the land applied for conversion shall be used directly and exclusively for socialized housing

Resolution of Land-Use Conversion Cases (involving 5 hectares and below)

Land use conversion is a regulatory measure designed to guide the applicant in securing necessary DAR conversion permit priority any development of the subject area. This will serve in ensuring compliance of existing policy regulations and laws for conversion of agricultural land to non-agricultural uses.

Office or Division: Legal Assistance Division

Who May Avail:

- Owners of private agricultural lands or other persons duly authorized by the landowner
- Beneficiaries of the agrarian reform program after the lapse of five (5) years from award and who have fully paid their obligations and are qualified under DAR A.O 1, 2002
- Government agencies, including GOCCs and LGUs which own agricultural lands as their patrimonial property

Documentary Requirements:

- Must be six (6) copies placed in separate folders
 - 1 original copy and 3 clear photocopies to be submitted to the Regional Office
 - The remaining 2 sets to be submitted directly to the Provincial Office containing the LUC Forms 1, 3,4, Electronic Copy of the Title, Tax Declaration, and Directional Sketch Map.
1. Sworn Application (LUC Form No. 1)
 2. Electronic Copy of the Original Certificate of Title (OCT) or Transfer Certificate of Title (TCT) of the subject land
 - 2.1 In case of an untitled land, the following is required in lieu of a title:
 - 2.1.1 Certification that the landholding has been classified as alienable and disposable; and
 - 2.1.2 Certification from the DENR-CENRO (for administrative confirmation of imperfect title) or from the Clerk of Court (for judicial confirmation of imperfect title) that the titling process/ proceedings has commenced and there are no adverse claimants
 3. Electronic copy of the Certificate of Title of the subject land as of June 15, 1988 and all successor Titles until the present Title
 4. Certified Copy of the current Tax Declaration
 5. Project Feasibility Study
 6. Business Agreement / Joint Venture Agreement (if applicable) for titles covered by CLOA/EP
 7. Narrative Job Description
 8. Probable Cost Estimate
 9. Job Description / Work Schedule
 10. Statement of Justification as to Funding Requirements / Source
 11. Company Profile
 12. Audited Financial Statement
 13. If the applicant is not the registered owner, Special Power of Attorney
 14. If the applicant is a corporation/ cooperative, Notarized Secretary's Certificate
 15. Vicinity Map
 16. Topographic Map (if applicable)
 17. Direction Map
 18. Site Development and Perspective
 19. Socio Economic Benefit-Cost Study
 20. Pictures / Photographs of the Property
 21. If the subject land is mortgaged, concurrence letter
 22. SEC Business Registration (if company GIS)
 23. If Sole Proprietor, Department of Trade and Industry BNR Certificate

24. Affidavit of Undertaking (LUC Form No. 2)
25. Certification of Land Use Conversion (LUC Form No. 3) (if the application is a Special Project Undertaking, this is not required)
26. Notice of Posting (LUC Form No. 4) (if the application is a Special Project Undertaking, this is not required)
27. Zoning Certification
28. Certification stating, among others, whether or not the subject land is within the NIPAS, mossy and virgin forests, riverbanks, or swamp forests and marshlands; within an ECA, or will involve the establishment of an ECP
29. If applicable, Certification of Full Payment of Amortization for EP/CLOA (LUC Form No. 8)
30. Certification Issued by PARO (if applicable for properties covered by CLOA / EP) (LUC Form No. 9)
31. If the application is a Special Project Undertaking, a Certification from the concerned agency that the project requiring conversion is a priority project
32. If the land is within an Environmental Critical Area (ECA) or involves the establishment of an Environmental Critical Project (ECP), an Environment Compliance Certificate (ECC) is considered a post-compliance.

Procedure:

STEP	CLIENT	AGENCY ACTIONS	PROCESSING TIME
1	Comply with the required documents and submits the same to the Legal Staff	Receive the Application Folder and checks the completeness of the requirements. If found complete, advises for its filing. Otherwise, return to applicant.	1 hour
2		If complete, receive the LUC Application and issues assessment fee, inspection cost and cash/surety bond	20 mins
3	Secure Order of Payment	Assign the appropriate code and sign the Order of Payment	15 mins
4	Pay to the Cashier the required fees	Receive payment and issue Official Receipt	15 mins
	Submit the Official Receipt on the required fees to the RLUC Secretariat as proof of payment	Docket the LUC Application and logbooks the same. Registers in the LCMS portal	15 mins
		Transmit the application to the Chief Legal for assignment	5 mins
		Assign the application to a Legal Officer	10 mins
		Prepare Notice for the Conduct of OCI on the property subject of the application, and mails the same	2 days
		Prepare the Travel Order	2 hours
		Conduct of OCI by the RLUC Inspection Team	3 days
		Prepare and execute an Investigation Report for the deliberation of the RLUC	3 days
		Schedule the date of the deliberation and sends the	1 hour

		notice of meeting indicating the schedule thereof	
		Deliberate on the findings and recommendations of the investigating team, and make its own decision whether to adopt the recommendation or not. Said deliberation shall be recorded by the RLUCS Secretariat.	1 day
		Prepare the draft Order of Conversion for the signature of the Regional Director, with the necessary counter signatures from the members of the RLUCS	5 days
		Review the draft Order. If in order, countersign the same and transmit to the Office of the ARD.	2 days
		Review the Order. If in order, countersign and transmit the same to the Office of the RD	1 day
		Review and sign the Order if in order	2 days
5	Receives the Order		5 mins
6	Accomplish Feedback From		2 mins
END OF TRANSACTION			

Processing Period: 19 days, 5 hours, 27 minutes

Fees:

Filing Fee - PhP 2,000

Inspection Cost - PhP 10,000, additional 5,000 if land is outside the island where the regional office is located

Bond - 2.5% of the zonal value if paid in cash. 15% of the zonal value if paid in surety bonds

Application Forms: <https://www.dar.gov.ph/downloads/forms/land-use-conversion-forms>

BUREAU OF FIRE PROTECTION (BFP)

Source: *BFP Citizen's Charter 2020, 1st Edition* (accessed as of 23 February 2021)

The Bureau of Fire Protection was created by virtue of RA 6975 primarily to perform the following functions:

1. Be responsible for the prevention and suppression of all destructive fires on building, houses and other structures; forest; land transportation vehicles and equipment; ships and vessels docked at piers or wharves anchored in major sea ports; petroleum industry installations; plane crashes; and other similar activities
2. Be responsible for the enforcement of the Fire Code of the Philippines (PD 1185) and other related laws;
3. Shall have the power to investigate all causes of fires and if necessary, file the proper complaint with the city or provincial prosecutor who has jurisdiction over the case;
4. In the time of national emergency, all elements of the BFP shall upon direction of the President, assist the AFP in meeting the national emergency; and
5. Shall establish at least one (1) fire station with adequate personnel, firefighting facilities and equipment in every provincial capital, city and municipality subject to standard rules and regulations as maybe promulgated by

Contact Details:

<https://bfp.gov.ph/>

Agham Road, Sitio San Roque, Brgy. Bagong Pag-Asa 1105 Quezon City

(02) 8426-0246 / (02) 8426-0219

ofc@bfp.gov.ph

Fire Safety Evaluation Clearance (FSEC) Application - Regular (Simple)

A document issued by the BFP as a prerequisite for the grant of Building Permit by the Office of Building Official having jurisdiction upon determination that the evaluated plans are compliant with Republic Act 9514 and its Revised Implementing Rules and Regulations.

Office: Fire Station or Lone District Fire Office

Classification: Simple Transaction

Refers to applications for any of the following structures whose floor area does not exceed 1,500 square meters:

1. Single dwelling residential building of not more than three floors/storey
2. Commercial buildings of not more than two (2) floors/storey
3. Renovation within a mall with issued building permit
4. Warehouse storing non-hazardous substance.

Documentary Requirements:

1. Accomplished application form for Fire Safety Evaluation Clearance (FSEC)
2. Architectural documents (3 original copies)
3. Civil documents (3 original copies)
4. Electrical documents (3 original copies)
5. Mechanical documents (3 original copies)
6. Plumbing documents (3 original copies)
7. Electronics documents (3 original copies)
8. Sanitary documents (3 original copies)
9. Fire Protection documents (3 original copies)
10. Cost Estimate of the building including labor cost duly notarized
11. Fire Safety Compliance Report (FSCR), if required
12. Fire Safety Clearance for Welding, Cutting, and Other Hot Work Operations (if required)

Procedure:

CLIENT STEPS	AGENCY ACTION
Completely fill-out necessary information in the application form	Issue a queuing number and application form and instruct the applicant to complete the necessary information.
Submit the filled-out application form and the required documents in the checklist of requirements	Receive from the applicant all documents required in the checklist of requirements.
	Check the completeness of the submitted documents.
	Record to the Official Log Sheet the name of applicant, owner of the establishment, the time and date of application. (In case of lacking requirements, the CRO shall immediately return the application to the applicant together with the FSIC Application Disapproval Form for compliance).
	Endorse the application to the Fire Code Assessor (FCA) for assessment.
The applicant shall wait for the queuing number to be called by the Fire Code Assessor (FCA) for the release of Order of Payment Slip (OPS)	Compute the fire code fees/ taxes
Receive the Order of Payment Slip (OPS)	Call the applicant's queuing number and issue the Order of Payment Slip (OPS)

The applicant shall pay the assessed amount indicated in the OPS to the Fire Code Collecting Agent (FCCA)	Call the applicant's queuing number.
Receive the Official Receipt (OR)	Receive payment from applicant and issue Official Receipt (OR), then compile copy of OR
Present the OR to the CRO	Require the applicant to present original copy of the OR
Receive the Claim Stub	Check copy of OR and record to the Official Log Sheet the amount paid, OR Number, and Date of Payment, then issue Claim Stub to applicant.
	Endorse the application documents together with the required sets of building plans as the case may be to Chief Fire Safety Enforcement Section/Unit (FSES/FSEU).
	Assign Building Plan Evaluator (BPE) who will review/ evaluate the plans and specifications.
	Review/ evaluate building plans and accomplish Fire Safety Checklist, FSEC or Notice of Disapproval (NOD) for FSEC as the case may be, and make appropriate recommendations/ findings.
	Review/ evaluate the recommendations/ findings of BPE and recommends to City/Municipal Fire Marshal (C/MFM) or District Fire Marshal (for lone District Fire Office) the issuance of FSEC or NOD for FSEC as the case may be.
	Make the final review/evaluation of the Chief FSES/ FSEU's recommendation for disposition.
	Approve/ disapprove, and sign three (3) copies of FSEC or NOD (for FSEC) as the case maybe.
	Endorse application documents to the CRO
	Record in the Official Log Sheet the FSEC or NOD as the case may be, number, date approved, name of applicant/owner and name of establishment, OR number and amount paid. Provide duplicate copy of FSEC or NOD to the designated Records Custodian.
Acknowledge in the logbook and claim the FSEC/ NOD.	Release FSEC or NOD as the case may be, and other pertinent documents to applicant or authorized representative upon presentation of Claim Stub. Endorse one (1) set of plan to the BO as well as duplicate copy of FSEC, FSC or NOD as the case may be.
END OF TRANSACTION	

Processing Period: Three (3) Working Days

Fees:

1. Application Fee: Php200
2. One-tenth of one per centum (0.1%) of the verified estimated value of the building but not more than Php50,000.00

Fire Safety Evaluation Clearance (FSEC) Application - Regular (Complex)

A document issued by the BFP as a prerequisite for the grant of Building Permit by the Office of Building Official having jurisdiction upon determination that the evaluated plans are compliant with Republic Act 9514 and its Revised Implementing Rules and Regulations.

Office: Fire Station or Lone District Fire Office

Classification: Complex Transaction

Applicable to all types of occupancies (e.g. Assembly, Educational, Day Care, etc.) except for the following:

1. Simple structures/buildings whose floor area does not exceed 1,500 square meters:
 - a. Single dwelling residential not more than three (3) storeys in height
 - b. Commercial building not more than two (2) storeys in height
 - c. Renovation to a mall with issued building permit; and
 - d. Warehouse storing non-hazardous materials
2. Special structures (e.g. Aerodrome facilities, fixed guideway transit and passenger rail systems, wind turbine energy generating facilities, etc.)

Documentary Requirements:

1. Accomplished application form for Fire Safety Evaluation Clearance (FSEC)
2. Architectural documents (3 original copies)
3. Civil documents (3 original copies)
4. Electrical documents (3 original copies)
5. Mechanical documents (3 original copies)
6. Plumbing documents (3 original copies)
7. Electronics documents (3 original copies)
8. Sanitary documents (3 original copies)
9. Fire Protection documents (3 original copies)
10. Cost Estimate of the building including labor cost duly notarized
11. Fire Safety Compliance Report (FSCR), if required
12. Fire Safety Clearance for Welding, Cutting, and Other Hot Work Operations (if required)

Procedure:

CLIENT STEPS	AGENCY ACTION
Completely fill-out necessary information in the application form	Issue a queuing number and application form and instruct the applicant to complete the necessary information.
Submit the filled-out application form and the required documents in the checklist of requirements	Receive from the applicant all documents required in the checklist of requirements.
	Check the completeness of the submitted documents.
	Record to the Official Log Sheet the name of applicant, owner of the establishment, the time and date of application. (In case of lacking requirements, the CRO shall immediately return the application to the applicant together with the FSIC Application Disapproval Form for compliance).
	Endorse the application to the Fire Code Assessor (FCA) for assessment.
The applicant shall wait for the queuing number to be called by the Fire Code Assessor (FCA) for the release of Order of Payment Slip (OPS)	Compute the fire code fees/ taxes

Receive the Order of Payment Slip (OPS)	Call the applicant's queuing number and issue the Order of Payment Slip (OPS)
The applicant shall present and pay the assessed amount indicated in the OPS to the Fire Code Collecting Agent (FCCA)	Call the applicant's queuing number.
Receive the Official Receipt (OR)	Receive payment from applicant and issue Official Receipt (OR), then compile copy of OR
Present the OR to the CRO	Require the applicant to present original copy of the OR
Receive the Claim Stub	Check copy of OR and record to the Official Log Sheet the amount paid, OR Number, and Date of Payment, then issue Claim Stub to applicant.
	Endorse the application documents together with the required sets of building plans as the case may be to Chief Fire Safety Enforcement Section/Unit (FSES/FSEU).
	Assign Building Plan Evaluator (BPE) who will review/ evaluate the plans and specifications.
	Review/ evaluate building plans and accomplish Fire Safety Checklist, FSEC or Notice of Disapproval (NOD) for FSEC as the case may be, and make appropriate recommendations/ findings.
	Review/ evaluate the recommendations/ findings of BPE and recommends to City/Municipal Fire Marshal (C/MFM) or District Fire Marshal (for lone District Fire Office) the issuance of FSEC or NOD for FSEC as the case may be.
	Make the final review/evaluation of the Chief FSES/ FSEU's recommendation for disposition.
	Approve/ disapprove, and sign three (3) copies of FSEC or NOD (for FSEC) as the case maybe.
	Endorse application documents to the CRO
	Record in the Official Log Sheet the FSEC or NOD as the case may be, number, date approved, name of applicant/owner and name of establishment, OR number and amount paid. Provide duplicate copy of FSEC or NOD to the designated Records Custodian.
Acknowledge in the logbook and claim the FSEC/ NOD.	Release FSEC or NOD as the case may be, and other pertinent documents to applicant or authorized representative upon presentation of Claim Stub. Endorse one (1) set of plan to the BO as well as duplicate copy of FSEC, FSC or NOD as the case may be.
END OF TRANSACTION	

Processing Period: Seven (7) Working Days

Fees:

1. Application Fee: Php200
2. One-tenth of one per centum (0.1%) of the verified estimated value of the building but not more than Php50,000.00

Formula: Verified estimated value x 0.001; Payment should be < Php50,000.00

Fire Safety Evaluation Clearance (FSEC) Application - Process at OSCP

A document issued by the BFP as a pre-requisite for the issuance of Business or Mayor's A document issued by the BFP as a prerequisite for the grant of Building Permit by the Office of Building Official having jurisdiction upon determination that the evaluated plans are compliant with Republic Act 9514 and its Revised Implementing Rules and Regulations.

Classification: Simple Transaction

Applicable to the following structures whose floor area does not exceed 1,500 square meters:

1. Single dwelling residential building of not more than three floors/storey
2. Commercial buildings of not more than two (2) floors/storey
3. Renovation within a mall with issued building permit
4. Warehouse storing non-hazardous substance.

Documentary Requirements:

1. Accomplished Unified Application Form (UAF) or application form for Fire Safety Evaluation Clearance (FSEC)
2. Architectural documents (3 original copies)
3. Civil documents (3 original copies)
4. Electrical documents (3 original copies)
5. Mechanical documents (3 original copies)
6. Plumbing documents (3 original copies)
7. Electronics documents (3 original copies)
8. Sanitary documents (3 original copies)
9. Fire Protection documents (3 original copies)
10. Cost Estimate of the building including labor cost duly notarized
11. Fire Safety Compliance Report (FSCR), if required
12. Fire Safety Clearance for Welding, Cutting, and Other Hot Work Operations (if required)
13. Copy of valid professional licenses

Procedure:

CLIENT STEPS	AGENCY ACTION
Submit the filled-out Unified Application Form (UAF)/ BFP Application Form and complete 4 sets of documentary requirements at the receiving window of OSCP	<p>Receive from the OBO Monitoring Officer and acknowledge in the routing slip the receipt of all the documents required in the checklist of requirement.</p> <p>Record the details of all the documents required in the checklist of requirement in the BFP logbook.</p> <p>Forward all the documents required in the checklist of requirement to the BFP Liaison Personnel (BLP) for transmittal to the Fire Station. Note: Plan evaluation can be done in the OSCP backroom depending on the availability of BFP personnel</p> <p>Transmit all the documents required in the checklist of requirements to the Chief, FSES for the designation of Building Plan Evaluator (BPE). Note: Transmittal of documents shall be done twice a day. Application filed on or before 11:30 AM shall be transmitted to the Fire Station before noon, while those filed on or before 3:00 PM shall be transmitted to the Fire Station before 3:30 PM.</p>

	Assign Building Plan Evaluator (BPE) who will review/ evaluate the submitted design plans, calculations and its specifications in the checklist of requirements.
	Evaluate the design plans, calculations & its specifications of the required documents and provide necessary findings & recommendations reflected in the Fire Safety Checklist (FSC) and prepare either FSEC or Notice of Disapproval (NOD).
	Review/evaluate the recommendations/ findings of BPE and recommend to City/Municipal Fire Marshal (C/MFM) or District Fire Marshal (for Lone District Fire Office) the issuance of FSEC or NOD as the case may be.
	Make the final review/evaluation of the Chief FSES/ FSEU's recommendation for appropriate disposition.
	Approve/ disapprove, and sign three (3) copies of FSC for FSEC or FSC for NOD as the case may be. Provide/assign the corresponding control number intended for the application. <i>Note: In both cases of approval or disapproval, all 3 sets of plans shall bear the name and signature of the Fire Marshal and shall be stamped either "APPROVED" or "DISAPPROVED". It shall also indicate the checklist number and date; FSEC number and date as the case may be.</i>
	Endorse back all the documents required in the checklist of requirements, including the 3 sets of FSC for FSEC or FSC for NOD as the case may be, to the BLP for transmittal to the CRO at the OSCP
	Transmit back all the documents required in the checklist of requirements, including the 3 sets of FSC for FSEC or FSC for NOD as the case may be, to the CRO at the OSCP
	Receive from BLP all the documents required in the checklist of requirements, including the FSC for FSEC or FSC for NOD as the case may be.
	Endorse to the OBO Monitoring Officer the 3 sets of plans only if it is approved for review and approval.
	Record in the logbook the details of the transmitted documents. For approved application, assess the Fire Code Construction Tax due to the owner/ applicant in coordination with the OBO and accomplish the Order of Payment Slip (OPS) and endorse to the OBO. Note: This is to be done through sharing of information for purposes of determining whichever the higher value between BFP or OBO; the higher value shall be the basis of assessment to be reflected in the OPS.
	In cases of disapproved application, all the documents required in the checklist of requirements, including the FSC for NOD shall immediately endorse to the OBO for the speedy information to the client about the status of the application
Present the claim stub and receive the OPS.	Issue the Order of Payment Slip (OPS) together with OBO.
The applicant shall pay the assessed amount indicated in the OPS to the Fire Code Collecting Agent (FCCA)	Receive the amount due for the BFP through the Cashier, issue the corresponding OR to the applicant through the Cashier, keep a copy of the receipt and record in the OPS and logbook the details of the payment
	Endorse to the CRO/FCA the OPS for the details to be reflected in the FSC and FSEC.
	Receive and reflect the details of the payment in the FSC and FSEC.

	Record in the Official Log Sheet the FSEC or NOD as the case may be, number, date approved, name of applicant/owner and name of establishment, OR number and amount paid.
	Release the FSC and its FSEC or FSC and its NOD as the case may be to the OBO Releasing Officer and the 3 sets of required documents for proper distribution to Client, OBO and BFP
Claim and acknowledge the requirements mentioned in the FSC and the releasing logbook for FSEC or if not compliant, the FSC and its NOD together with the applied complete required documents as the case maybe.	Claim from the OBO Releasing Officer at the releasing window the released FSC and its FSEC for the archiving BFP copy, the one (1) set mentioned in the Checklist of requirements or the FSC and its NOD as the case may be.
	Transmit the documents back to the Fire Station for profiling the duplicate copy of the FSC and its FSEC together with the one (1) set mentioned in the Checklist of requirements or the FSC and its NOD by the designated Records Custodian.
END OF TRANSACTION	

Processing Period: Three (3) Working Days

Fees:

One-tenth of one per centum (0.1%) of the verified estimated value of the building but not more than Php50,000.00

Formula: Verified estimated value x 0.001; Payment should be < Php50,000.00

Fire Safety Inspection Certificate (FSIC) Application for New Business with Valid FSIC Issued During Occupancy Permit Stage

A document issued by the BFP as a pre-requisite for the issuance of Business or Mayor's Permit, Accreditation for Hospitals, Permit to Operate, PHILHEALTH Accreditation for Hospitals, DOH License to Operate and other permits and licenses being issued by other government agencies valid for one (1) year from the date of issuance unless revoked/cancelled.

Office: Fire Station/Lone District or Business One Stop Shop (BOSS)

Documentary Requirements:

13. Accomplished application form for FSIC if applied at Fire Station/Lone District or Unified Application Form (UAF) if applied at BOSS
14. Certified True Copy of Valid Certificate of Occupancy
15. Assessment of Business Permit Fee/ Tax Assessment Bill from Business Processing and Licensing Office (BPLO)
16. Affidavit of Undertaking that there was no substantial changes made on building/ establishment
17. Fire Safety Maintenance Report (FSMR), if required
18. Copy of Fire Insurance, if necessary

Procedure:

CLIENT STEPS	AGENCY ACTION
Completely fill-out necessary information in the application form	Issue a queuing number and application form and instruct the applicant to complete the necessary information.
Submit the filled-out application form and the required documents in the checklist of requirements	Receive from the applicant all documents required in the checklist of requirements.
	Check the completeness of the submitted documents.
	Record to the Official Log Sheet the name of applicant, owner of the establishment, the time and date of application. (In case of lacking requirements, the CRO shall immediately return the application to the applicant together with the FSIC Application Disapproval Form for compliance).
The applicant shall wait for the queuing number to be called by the Fire Code Assessor (FCA) for the release of Order of Payment Slip (OPS)	Endorse the application to the Fire Code Assessor (FCA) for assessment.
	Compute the fire code fees/ taxes
Receive OPS	Call the applicant's queuing number and issue the Order of Payment Slip (OPS)
The applicant shall pay the assessed amount indicated in the OPS to the Fire Code Collecting Agent (FCCA)	Call the applicant's queuing number.
Receive the Official Receipt (OR)	Receive payment from applicant and issue Official Receipt (OR), then compile copy of OR
Present the OR to the CRO	Require the applicant to present original copy of the OR
Receive the Claim Stub	Check copy of OR and record to the Official Log Sheet the amount paid, OR Number, and Date of Payment, then issue Claim Stub to applicant.
	Verify validity Certificate of Occupancy and refer the application documents to Chief Fire Safety Enforcement Section/Unit (FSSES/FSEU) for issuance of FSIC for Business Operation

	Review/ evaluate the referral of CRO and forward his/ her recommendation to the City/ Municipal Fire Marshal (C/MFM) or District Fire Marshal (for Lone District Fire Office) for issuance of FSIC for Business Operation.
	Approve and sign three (3) copies of FSIC for Business Operation and forward the same to the CRO
	Record in the Official Log Sheet the FSIC Number, date approved and validity. Provide duplicate copy of FSIC to the designated BFP Records Custodian.
Present the Claim Stub, acknowledge in the logbook and claim the FSIC.	Release the FSIC to the applicant or Authorized Representative upon presentation of the Claim Stub. Endorse copy of the FSIC to the Business Processing and Licensing Office (BPLO).
END OF TRANSACTION	

Processing Period: One (1) day

Fees:

1. Fifteen percent (15%) of all fees charged by LGU but in no case shall be lower than Php500.00
2. If applicable, compute the appropriate fees in accordance to volume capacities provided in the following:
 - a) Storage Fee
 - b) Conveyance Fee

Fire Safety Inspection Certificate (FSIC) Application for New Business without Valid FSIC for Occupancy Issued and with Occupancy Certificate Not Filed After Nine (9) Months from Issuance

A document issued by the BFP as a pre-requisite for the issuance of Business or Mayor's Permit, Accreditation for Hospitals, Permit to Operate, PHILHEALTH Accreditation for Hospitals, DOH License to Operate and other permits and licenses being issued by other government agencies valid for one (1) year from the date of issuance unless revoked/cancelled.

Office: Fire Station/Lone District or Business One Stop Shop (BOSS)

Documentary Requirements:

1. Accomplished application form for FSIC if applied at Fire Station/Lone District or Unified Application Form (UAF) if applied at BOSS
2. Assessment of Business Permit Fee/ Tax Assessment Bill from Business Processing and Licensing Office (BPLO)
3. Copy of Fire Insurance, if necessary

Procedure:

CLIENT STEPS	AGENCY ACTION
Completely fill-out necessary information in the application form	Issue a queuing number and application form and instruct the applicant to complete the necessary information.
Submit the filled-out application form and the required documents in the checklist of requirements	Receive from the applicant all documents required in the checklist of requirements.
	Check the completeness of the submitted documents.
	Record to the Official Log Sheet the name of applicant, owner of the establishment, the time and date of application. (In case of lacking requirements, the CRO shall immediately return the application to the applicant together with the FSIC Application Disapproval Form for compliance).
The applicant shall wait for the queuing number to be called by the Fire Code Assessor (FCA) for the release of Order of Payment Slip (OPS)	Endorse the application to the Fire Code Assessor (FCA) for assessment.
	Compute the fire code fees/ taxes
Receive OPS	Call the applicant's queuing number and issue the Order of Payment Slip (OPS)
The applicant shall pay the assessed amount indicated in the OPS to the Fire Code Collecting Agent (FCCA)	Call the applicant's queuing number.
Receive the Official Receipt (OR)	Receive payment from applicant and issue Official Receipt (OR), then compile copy of OR
Present the OR to the CRO	Require the applicant to present original copy of the OR
Receive the Claim Stub	Check copy of OR and record to the Official Log Sheet the amount paid, OR Number, and Date of Payment, then issue Claim Stub to applicant.
	Schedule the fire safety inspection, assign Fire Safety Inspector (FSI), and issue an Inspection Order (IO)
Acknowledges the IO and AIR.	Proceed to the establishment and request acknowledgement of the IO from any responsible person in the building, structure or facility. Conduct validation of the tax bill for possible uncollected payment of fees/ taxes prescribed under

	RA 9514 and IRR and conduct fire safety inspection and immediately prepare an After-Inspection Report (AIR) and recommend for issuance of FSIC for business. Before leaving the premises, establishment/ building owner, occupant, or any duly authorized representative shall acknowledge the AfterInspection Report (AIR) and furnished with a copy
	Submit a copy of the AIR to the Chief, FSES/Chief, FSEU.
	Review/ evaluate the findings of FSI and recommend to the City/Municipal Fire Marshal (C/MFM) or District Fire Marshal (for Lone District Fire Office) the issuance of FSIC or NTC as the case maybe.
	Approve and sign three (3) copies of FSIC or NTC in case there is a violation of the Fire Code and forwards the same to the CRO or releasing clerk, for release.
	Record in the Official Log Sheet the FSIC Control number, date approved. Provide duplicate copy of FSIC/NTC in case there is a violation of the Fire Code to the designated Records Custodian
Present the Claim Stub, acknowledge in the logbook and claim the FSIC/NTC.	Release the FSIC to the applicant or Authorized Representative upon presentation of the Claim Stub. For NTC forward to FSI and shall be served to the applicant or Authorized Representative. Endorse copy of FSIC/NTC as the case maybe to the Business Processing and Licensing Office (BPLO).

Processing Period: Three (3) days

Fees:

1. Fifteen percent (15%) of all fees charged by LGU but in no case shall be lower than Php500.00
2. If applicable, compute the appropriate fees in accordance to volume capacities provided in the following:
 - a) Storage Fee
 - b) Conveyance Fee
 - c) Hotworks Fee

VISA, EMPLOYMENT PERMITS, AND ALIEN REGISTRATION

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WORK PERMIT AND ALIEN REGISTRATION

Alien Employment Permit (AEP) – New/Renewal

Source: *DOLE Citizen's Charter 2022 Edition* (Accessed as of March 2023)

Under Article 40 of the Labor Code of the Philippines, as amended, any alien seeking admission to the Philippines for employment purposes and any domestic or foreign employer who desires to engage an alien for employment in the Philippines shall obtain an employment permit from the Department of Labor and Employment.

The Alien Employment Permit (AEP) is a permit issued to a non-resident alien or foreign national seeking admission to the Philippines for employment purposes after a determination of the non-availability of Filipino citizen who is competent, able and willing at the time of application to perform the services for which the alien is desired.

Agency Involved: Department of Labor and Employment

Contact Details:

www.dole.gov.ph

Muralla Wing cor. General Luna St.,

Intramuros, Manila

(+632) 1349 / 8527 3000

osec@dole.gov.ph

Documentary Requirements:

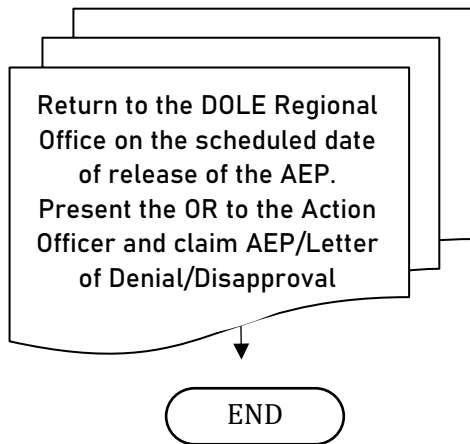
1. [Application Form](#) for AEP (1 original copy)
2. Passport with valid visa, except for temporary visitor's visa in case of renewal or Certificate of Recognition for Refugees or Stateless Persons (1 photocopy)
3. The Expiring AEP card
4. Notarized appointment or contract of employment enumerating their duties and responsibilities, annual salary, and other benefits of the foreign national (1 original copy)
5. Mayor's Permit to operate business (1 certified true copy). In case of locators in economic zones, Certification that the company is located and operating within the Ecozone, while in case of a construction company, one photocopy of license from the Philippine Contractors Accreditation Board (PCAB) or DO 174-17 Registration should be submitted in lieu of Mayor's Permit
6. Business Name Registration and Application Form or Securities and Exchange Commission (SEC) Registration and General Information Sheet (1 certified true copy)
7. The Bureau of Internal Revenue (BIR) revenue district office indicating the Taxpayer Identification Number (TIN) of the foreign national or a certification from the BIR with a list of foreign nationals opposite each with the TIN issued, or a copy of e-registration (1 photocopy)
8. Philippine Offshore Gaming Operations (POGO) license, accreditation, or appointment issued by Philippine Amusement and Gaming Corporation (PAGCOR), and any other authorized freeport or economic zones established by a charter, in case of online gaming companies (1 certified true copy)
9. Special Temporary Permit (STP), if the position title of the foreign national is included in the list of regulated professions (1 certified true copy)
10. If the employer is covered by the Anti-Dummy Law, an Authority to Employ Foreign National (1 photocopy)

Note: If the claimant is other than the one who filed the application, submit the letter of authorization together with photocopy of their ID (Filer/Applicant and Authorized Representative – to present original for verification purposes)

Where to Apply: DOLE Regional Offices

Procedure

PROCESS FLOW	ACTIVITY DESCRIPTION AND FEES
	<p>Recognize and accept AEP applications filed within 15-45 days from date of publication</p>
	<p>Check the completeness of the Application Form and all the documentary requirements. (See VII. List of Offices for the office address of DOLE Regional Offices)</p>
	<p>For complete documents, issue Order of Payment. For incomplete documents, return the application form and documents to the client indicating the lacking requirement/s and explain, as may be necessary. Application is deemed not filed.</p>
	<p>Receive payment, issue OR and stamp date of release of AEP on the face of the OR.</p> <ul style="list-style-type: none"> • P10,000.00 -AEP with a validity of 1 year; If employment is more than 1 year • Additional P5,000.00 shall be charged for every additional year or
	<p>Publication within 2 working days upon receipt of application in a newspaper of general circulation, DOLE RO website and PESO Evaluate submitted documents and recommend for approval/ disapproval. If warranted based on documentary evaluation, conduct verification inspection.</p>
	<p>Release the AEP if approved or Letter of Denial/ Disapproval if denied on the scheduled release date. Printing AEP Card</p>



Release the Certificate of Exclusion if approved or Letter of Denial/Disapproval if denied on the scheduled release date.

- If the claimant is other than the one who filed the application, submit the letter of authorization together with photocopy of their ID (Filer/Applicant and Authorized Representative – to present original for verification purposes).

Processing Fee: PhP10,000.00 permit fee per application

Processing Period: 6 days, 6 hours and 55 minutes

Issuance of Certificate of Exclusion from Alien Employment Permit (AEP)

Source: [DOLE Citizen's Charter 2022 Edition](#) (Accessed as of 30 March 2023)

Pursuant to Section 20 of Department Order No. 221, Series of 2021, certain categories of foreign nationals may be excluded from applying an Alien Employment Permit. These foreign nationals' main function is to provide or supply services in the country but their employers are located abroad. This also covers foreign nationals that do not maintain an employee-employer relationship with a Philippine-based employer – these conditions are also enumerated in Section 20 of Department Order No. 221.

Under [DOLE DO No. 186 s. 2017](#), all foreign nationals excluded from securing AEP shall secure Certificate of Exclusion from DOLE Regional Offices.

The following categories of foreign nationals are excluded from securing an AEP:

1. Members of the governing board with voting rights only and do not intervene in the management of the corporation or in the day to day operation of the enterprise.
2. President and Treasurer, who are part-owner of the company.
3. Those providing consultancy services who do not have employers in the Philippines.
4. Intra corporate transferee who is a manager, executive, or specialist as defined under Section 3(D) of DO No. 186 in accordance with Trade Agreements and an employee of the foreign service supplier for at least one (1) year continuous employment prior to deployment to a branch, subsidiary, affiliate or representative office in the Philippines.
5. Contractual service supplier who is a manager, executive or specialist and an employee of a foreign service supplier which has no commercial presence in the Philippines:
 1. Who enters the Philippines temporarily to supply a service pursuant to a contract between his/her employer and a service consumer in the Philippines;
 2. Must possess the appropriate educational and professional qualifications; and
 3. Must be employed by the foreign service supplier for at least one year prior to the supply of service in the Philippines.
6. Representative of the Foreign Principal/Employer assigned in the Office of Licensed Manning Agency (OLMA) in accordance with the POEA law, rules and regulations

Agency Involved: Department of Labor and Employment – Regional Offices

Contact Details:

www.dole.gov.ph

Muralla Wing cor. General Luna St.,

Intramuros, Manila

(+632) 1349 / 8527 3000

osec@dole.gov.ph

Who May Avail: All foreign nationals who intend to engage in gainful employment in the Philippines and any domestic or foreign employer who desires to engage an alien for employment in the Philippines.

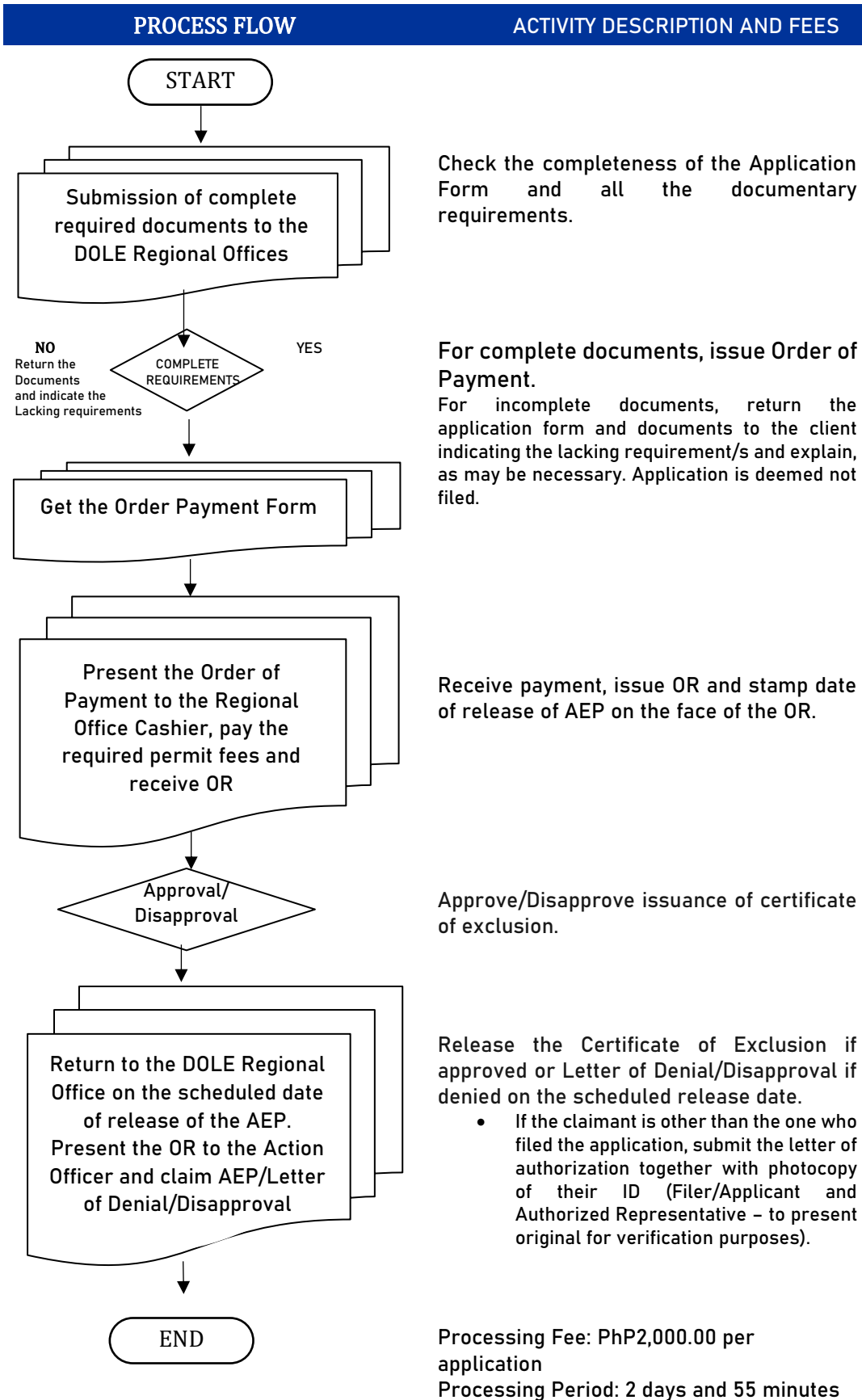
Documentary Requirements:

1. Letter request addressed to the DOLE Regional Director (1 original copy)
2. Valid business/Mayor's permit of the Philippine based company or enterprise (1 certified true copy)
3. Passport (bio page) with valid visa (1 photocopy)

Additional documents shall be required for specific categories, such as the following:

- For Members of Governing Boards (excluding those listed in the Foreign Investment Negative List)
 - Updated General Information Sheet (GIS) showing the name and position of the foreign national (1 certified true copy for each foreign national)
 - Duly notarized Secretary's Certification that the requesting foreign national is a member of the governing board with voting rights only, will not in any manner intervene in the management and operation of enterprise and with no intention to obtain gainful employment (1 original copy for each foreign national)
 - Corporate Secretary's Certificate of Election
- For President, Treasurer, and Members of Governing Boards (excluding those listed in the Foreign Investment Negative List)
 - Updated General Information Sheet (GIS) showing the name and position of the foreign national (1 certified true copy for each foreign national)
 - Certification that the requesting foreign national is a member of the governing board with voting rights only, will not in any manner intervene in the management and operation of enterprise and with no intention to obtain gainful employment (1 original copy for each foreign national)
 - Board Secretary's Certificate of Election
- For Contractual Service Supplier
 - Contract of Employment from the Origin company including proof of Salary (1 original copy)
 - Service contract between the Philippine based company and the foreign company (1 original copy)
- For Representative of the Foreign Principal/Employer assigned in OLMA
 - Letter of Acknowledgment from the Philippine Overseas Employment Administration (POEA) [1 original copy]
 - Certified True Copy of the Special Recruitment Authority of licensed recruitment/manning agency

Procedure:



Provisional Work Permit (PWP)

Source: [Bureau of Immigration Website](#) (Accessed as of March 2023)

Issued to foreign nationals during the pendency of their employment visa application.

Agency Involved: Bureau of Immigration

Contact Details:

www.immigration.gov.ph

Magallanes Drive, Manila (HO)

(+632) 8465 2400 / 8524 3769

xinfo@immigration.gov.ph

<http://www.immigration.gov.ph/contact-us/main-office>

Requirements:

PRINCIPAL - APPLICANT

1. Letter-request addressed to the Commissioner from the petitioning company with an undertaking to withhold and remit to the Bureau of Internal Revenue (BIR) taxes due on all income of the applicant;
2. Duly accomplished Consolidated General Application (CGAF) ([BI Form CGAF-002-Rev 3](#));
3. Photocopy of applicant's passport bio-page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay;
4. Duly acknowledged Contract of Service, Employment Contract, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of employment, compensation and other benefits, and scope of duties;
5. For consultant or specialist positions, a justification that despite best efforts, no Filipino is able and willing to provide such consultancy or specialized service;
6. For Corporation or Partnership, Board Resolution if the signatories of the letter of application and employment contract are other than those appearing in the Articles of Incorporation and in the latest GIS;
7. Photocopy of the official receipt of AEP or 9g application;
8. Photocopy of applicant's Taxpayer's Identification Number (TIN) card or proof of TIN (e.g. BIR Forms 1901, 1902, 1904, AEP with TIN);
9. Special Temporary Permit for an applicant who intends to practise profession regulated by the Professional Regulation Commission (PRC); and
10. BI Clearance Certificate.

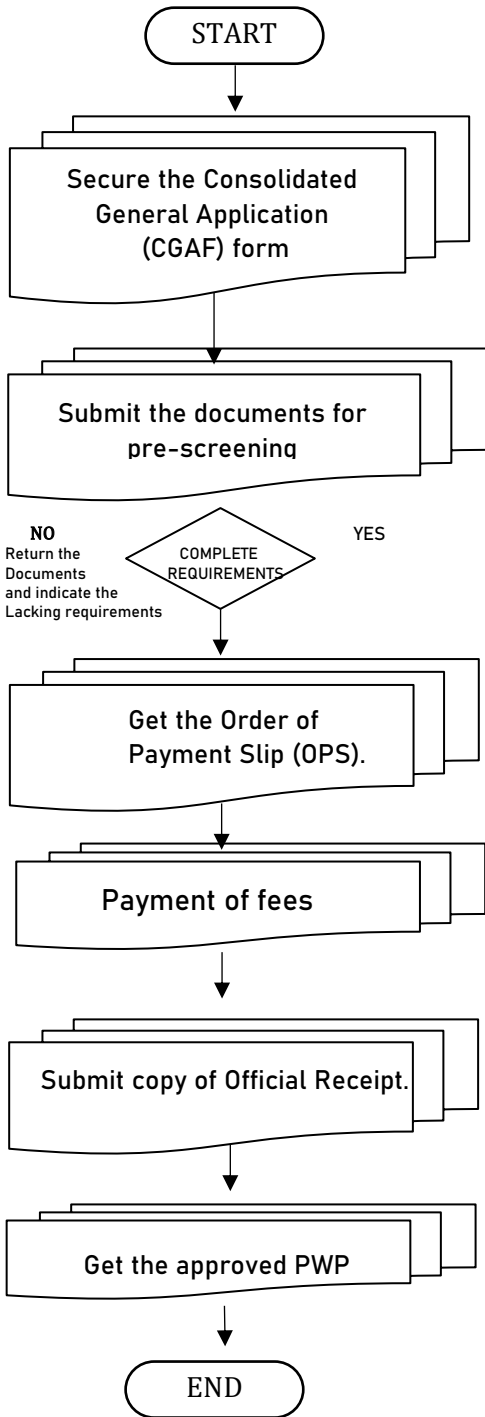
PETITIONER / COMPANY

11. Photocopy of Petitioner's Income Tax Return (ITR) with corresponding proof of payment (official receipt, bank teller's validation slip, BIR's eFPS payment details print-out or other similar evidence). For newly created company, submit photocopy of certificate of registration with BIR and Quarterly payment of taxes with corresponding proof of payment. For companies with no income or overpayment of taxes, in lieu of proof of payment, submit copy of ITR with proof of filing;
1. Submit the following:
 - a. For Corporations or Partnerships, photocopies of the following:
 - i. Securities and Exchange Commission (SEC) Certificate of Registration;
 - ii. Articles of Incorporation;
 - iii. General Information Sheet (GIS) for the current year stamped received by the SEC;

- b. For Single Proprietorships, photocopies of the following:
 - i. Photocopy of Department of Trade and Industry (DTI) Certificate of Registration of Business Name;
- c. Mayor's Permit

Procedure

PROCESS FLOW **TIMELINE**



Processing Fee: P4,040.00

Application Fee	2,000.00
Certificate Fee	500.00
Legal Research Fee	20.00
Service Fee	100.00
PWP Fee	400.00
Legal Research Fee	20.00
Express Lane Fee (Certification)	500.00
Express Lane Fee (Filing)	500.00
Total	4,040.00

Special Work Permit (SWP) - Commercial

Source: *Bureau of Immigration Website (Accessed as of 9 February 2022)*

A foreign national who shall engage in gainful employment for three to six months should have a SWP.

Agency Involved: Bureau of Immigration

Contact Details:

www.immigration.gov.ph

Magallanes Drive, Manila (HO)

(+632) 8465 2400 / 8524 3769

xinfo@immigration.gov.ph

<http://www.immigration.gov.ph/contact-us/main-office>

Requirements:

PRINCIPAL

1. Letter request addressed to the Commissioner from the petitioning company;
2. Duly accomplished Consolidated General Application (CGAF) ([BI Form CGAF-002-Rev 3](#));
3. Photocopy of applicant's passport bio-page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay;
4. Duly acknowledged Contract of Service, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of service, compensation and other benefits, and scope of duties;
5. Submit the following documents for the particular positions (if applicable):
 - a. For Consultant or Specialist position, applicant must be at least twenty-five (25) years old and must submit the following:
 - i. Certified True Copy of Diploma or Certificate of Completion as attested by the Human Resource Manager or any officer of the company authorized by Board Resolution or Special Power of Attorney; (To prove or establish educational attainment); and
 - ii. Certificate of Training, Course Completion or resume as attested to by the Human Resource Manager or any officer of the company authorized by Board Resolution or Special Power of Attorney; (To prove or establish that applicant has at least 2 years of relevant work experience or training related to the proposed position, nature and primary purpose of the company's business).
 - b. For regulated professions, applicant must submit Special Temporary Permit (STP) duly issued by the Professional Regulation Commission (PRC).
6. Photocopy of applicant's Taxpayer's Identification Number (TIN) card or proof of TIN (e.g. BIR Forms 1901, 1902, 1904, AEP with TIN); and
7. BI Clearance Certificate

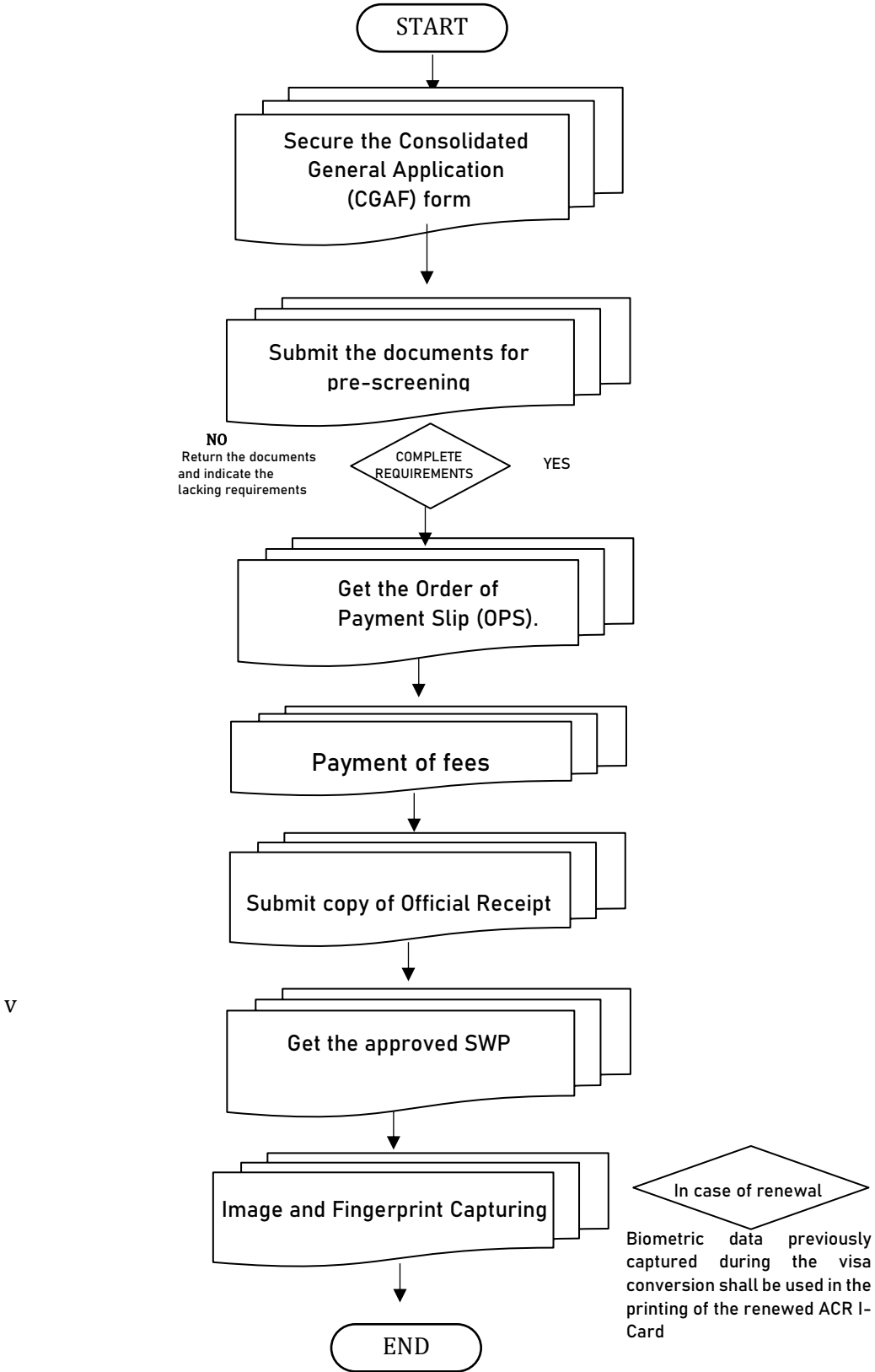
PETITIONER/COMPANY

2. Submit the following:
 - a. For Corporations or Partnerships, photocopies of the following:
 - i. Securities and Exchange Commission (SEC) Certificate of Registration;
 - ii. Articles of Incorporation;
 - iii. General Information Sheet (GIS) for the current year stamped received by the SEC;
 - b. For Single Proprietorships, photocopies of the following:

- b. Photocopy of Department of Trade and Industry (DTI) Certificate of Registration of Business Name;
 - c. Mayor's Permit
3. For Corporation or Partnership, Board Resolution if the signatories of the letter of application and contract of service are other than those appearing in the Articles of Incorporation and in the latest GIS;
4. Photocopy of Petitioner's Income Tax Return (ITR) with corresponding proof of payment (official receipt, bank teller's validation slip, BIR's eFPS payment details print-out or other similar evidence). For newly created company, submit photocopy of certificate of registration with BIR and Quarterly payment of taxes with corresponding proof of payment. For companies with no income or overpayment of taxes, in lieu of proof of payment, submit copy of ITR with proof of filing.
5. Submit the following for the particular positions (if applicable):
 - a. For Treasure Hunter application, photocopy of Treasure Hunting/Survey/Salvage Permit duly issued by Department of Environment and Natural Resources (DENR) and appropriate permit from other concerned government agencies (e.g. National Museum) and instrumentalities
 - b. For Religious Preacher application, submit endorsement from any of the following religious entities:
 - i. CBCP,
 - ii. PCEC,
 - iii. INC,
 - iv. JIL, or
 - v. Other legitimate religious sects.
 - c. For Commercial Model, Foreign Journalist or Trainee application, submit endorsement from the following:
 - i. For Commercial Models: FAP.
 - ii. For Foreign Journalists: Malacañang Press Corps.
 - iii. For Trainees: GOCC or Sponsoring Private Entity
6. Mayor's Permit;
7. Certification under oath by the Petitioner, stating whether it is applicant's initial or final SWP, that all documents submitted are genuine and that the applicant shall exclusively work relative to the position applied for; and
8. A sworn declaration of the petitioning company operating in the Philippines:
 - a. Undertaking to withhold and remit to the Bureau of Internal Revenue (BIR) the taxes due on all income of the applicant; and
 - b. Stating that the entire salary or any other form of compensation of the SWP applicant shall be paid entirely by his/her home office outside the country (for SWP applicants who are not paid by the petitioning companies within the Philippines where they intend to render short-term work/services).

Procedure:

PROCESS FLOW



Processing fee: P6,440.00

Alien Certification Registration Identity Card (ACR I-card) - Voluntary

Source: *Bureau of Immigration 2019 Citizens Charter (accessed as of March 2023)*

An ACR I-Card is a microchip based, credit card-sized, identification card issued to all registered aliens whose stay in the Philippines has exceeded fifty-nine (59) days. Foreigners granted visa that is exempted for registration under special laws such as 47(a)(2) exempt, SIRV, SRRV, BOI, ECOZONE and those admitted under the Balikbayan Program may avail.

Agency Involved: Bureau of Immigration

Contact Details:

www.immigration.gov.ph

Magallanes Drive, Manila (HO)

(+632) 8465 2400 / 8524 3769

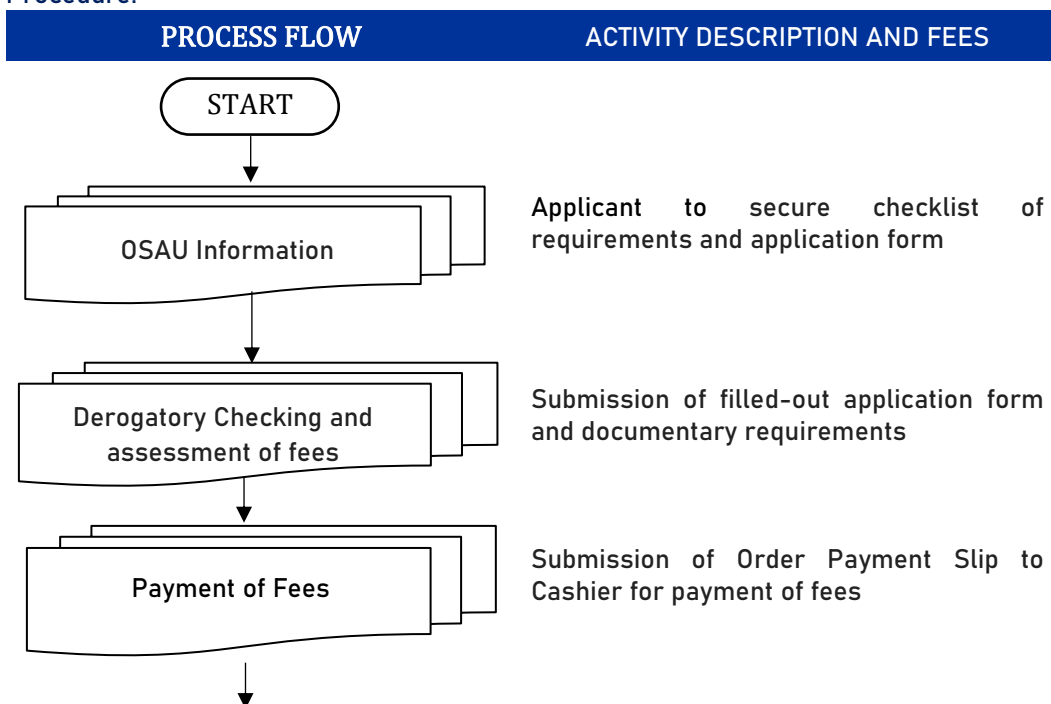
xinfo@immigration.gov.ph

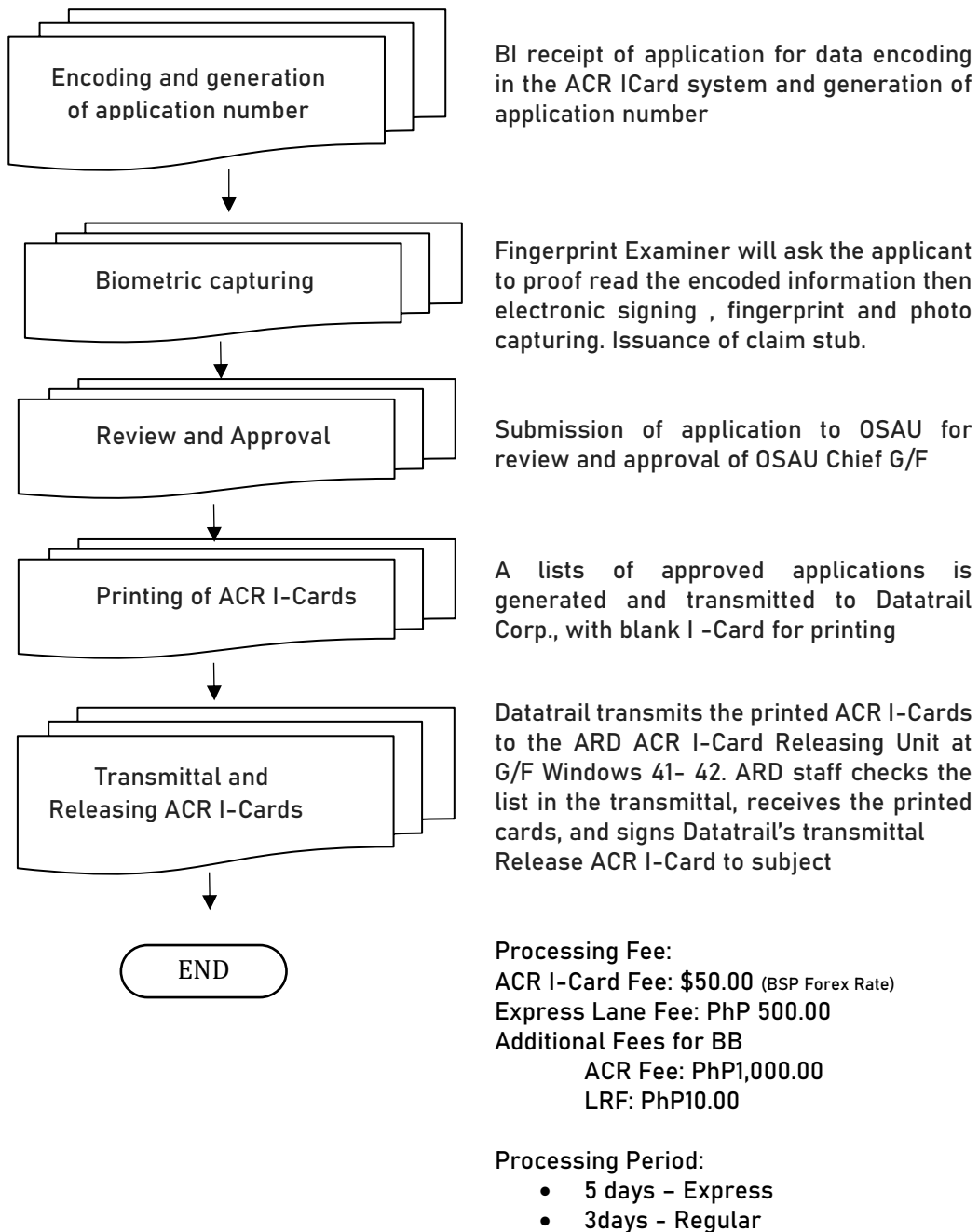
<http://www.immigration.gov.ph/contact-us/main-office>

Requirements:

1. Duly filled-out BI FORM ARD-0102 (Not yet available online)
 - a. Old BI Form for New Application: [2015-08-006](#)
 - b. Old BI Form for Renewal/Re-Issuance: [2015-08-002](#)
2. Photocopy of passport biopage, visa implementation and latest admission with valid authorized stay
3. Letter request addressed to the Commissioner thru ARD Chief stating the purpose for the application
4. Photocopy of Birth Certificate and or Marriage Certificate (Balikbayan admission)
5. Photocopy of Identification (ID) card from the concerned agency (i.e. PRA, BOI, PEZA, CEZA)
6. Original paper based ACR, if applicable

Procedure:





SPECIAL VISAS

Conversion to Special Non-Immigrant Visa Under Executive Order No. 758 or Special Visa for Employment Generation (SVEG)

Source: *Bureau of Immigration 2023 Citizens Charter (accessed as Of March 2023)*

Under Executive Order No. 758 (2008), Special Visa for Employment Generation (SVEG) is issued to a qualified non-immigrant foreigner who shall actually employ at least ten (10) Filipinos in a lawful and sustainable enterprise, trade, or industry. Qualified foreigners who are granted the SVEG shall be considered special non-immigrants with multiple entry privileges and conditional extended stay, without need of prior departure from the Philippines. The privileges of this Executive Order may extend to the qualified foreigner's spouse and dependent unmarried child/children below eighteen (18) years of age whether legitimate, illegitimate or adopted.

Agency Involved: Bureau of Immigration

Contact Details:

www.immigration.gov.ph

Magallanes Drive, Manila (HO)

(+632) 8465 2400 / 8524 3769

xinfo@immigration.gov.ph

<http://www.immigration.gov.ph/contact-us/main-office>

Documentary Requirements:

PRINCIPAL

1. Letter request addressed to the Commissioner from the applicant with statements that the applicant undertakes the generation of employment of at least ten (10) full time Filipino employees on a regular basis; and/or in case of rehabilitation, applicant's investment, intended for rehabilitation of a business activity or investment will enable the retention of at least ten (10) Filipino employees on a regular basis, and without said investment, existing employees would suffer loss of employment.
2. Duly accomplished [Consolidated General Application Form \(CGAF\)](#)
3. Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay;
4. DOLE Certification that the applicant's business activity, investment, or enterprise has employed at least ten (10) Filipino employees on a regular basis
5. National Bureau of Investigation (NBI) Clearance valid for six (6) months, if application is filed six (6) months or more from the date of first arrival in the Philippines
6. Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014; and
7. Photocopy of Taxpayer's Identification Number (TIN) card or proof of TIN (e.g. BIR Forms 1901, 1902, 1904, AEP with TIN)
8. BI Clearance Certificate

PETITIONER

1. DOLE Certification that the applicant's business activity, investment, or enterprise has employed at least ten (10) Filipino employees on a regular basis
2. Sworn statement by the applicant certifying:

- a. The names and addresses of the Filipinos employed by him/her;
- b. That he/she undertakes to pay PhilHealth and SSS contributions;
- c. That no employee is receiving salary below the minimum wage;
- 3. For Corporations or Partnerships, photocopies of the following:
 - a. Securities and Exchange Commission (SEC) Certificate of Registration
 - b. Articles of Incorporation
 - c. General Information Sheet for the current year, stamped received by SEC

For Single Proprietorships, photocopies of the following:

- a. Department of Trade and Industry's Certificate Registration of Business Name
- b. Mayor's Permit

DEPENDENTS (one for each applicant-dependent)

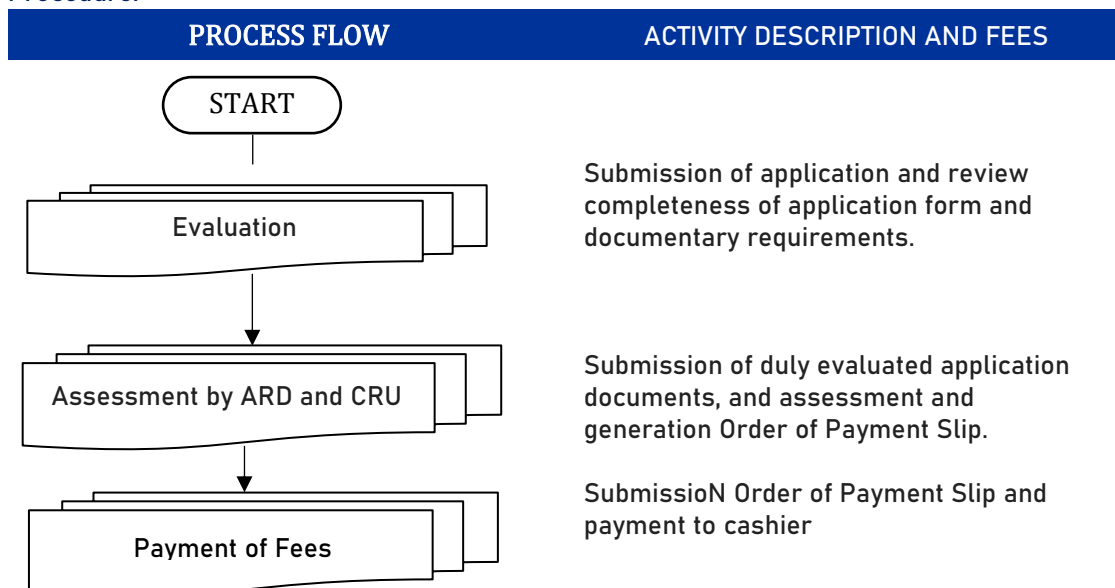
1. Duly accomplished [Consolidated General Application Form \(CGAF\)](#)
2. Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay;
3. Proof of relationship with the petitioner, such as marriage or birth certificate issued by the PSA
4. Valid National Bureau of Investigation (NBI) Clearance valid for six (6) months, if application is filed six (6) months or more from the date of first arrival in the Philippines (for children 15 years or more)
5. Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014.
6. BI Clearance Certificate

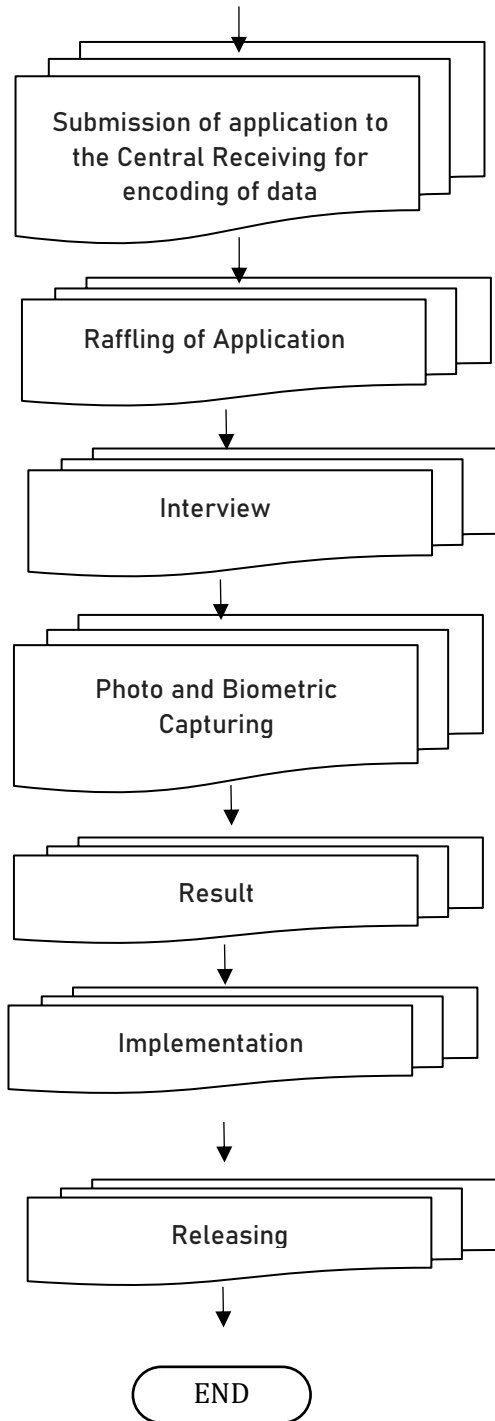
*FOR APPLICATIONS FILED THRU REPRESENTATIVE/S: Special Power of Attorney or Photocopy of BI Accreditation ID

ACR I-CARD APPLICATION (for each applicant)

1. Appropriate [application form](#), duly accomplished
2. Photocopy of passport biographical page and latest admission with valid stay

Procedure:





Encoding all information in the application in BI's system

Raffles the application to hearing officers

To appear during the hearing schedule indicated in the Official Receipt

To proceed to the Alien Registration Division for capturing of biometric information after hearing.

Note: Only applicants 4 years and above will undergo biometrics

The list of approved visas are uploaded in the Bureau's official website.

B0I to implement duly approved visa on subject's passport. To release passport with implemented visa and certified true copy of duly approved Order.

Release of ACR I-Card to subject.

Processing Fee:
 Principal
 Regular fee -P37,787.50
 Express Lane: P42,287.50
 Dependent Spouse
 Regular fee -P37,777.50
 Express Lane: P42,277.50

Processing Period:
 Regular – 20 days*
 Express – 15 days*
 S*subject to additional days as provided under RA 11032 or Ease of Doing Business Act

Special Non-Immigrant Visa Application under 47(a)(2) of the Philippine Immigration Act of 1940, as amended

Source: [DOJ Website](#) (accessed as of March 2023)

Foreign nationals falling under the following categories may be issued 47(a)(2) visas:

- (a) Those employed as executives, supervisors, specialists, consultants, contractors or personal staff at enterprises registered with Export/Special Economic Processing Zones, Philippine Economic Zone Authority (PEZA), Board of Investments (BOI), or Authority of the Freeport Area of Bataan (AFAB);
- (b) Those employed in enterprises that have existing agreement/s with the government, or any subdivision, agency, or instrumentality thereof, including government-owned or controlled corporations or their subsidiaries, for the completion of a project;
- (c) Exchange professors, scholars, trainees, participants, students, fellows and social workers under sponsorship of locally or internationally recognized educational, scientific, cultural, relief and charitable organizations, institutions, agencies or foundations, including representatives of non-recognized foreign governments to any of the aforementioned organizations, institutions, agencies or foundations;
- (d) Volunteers who are registered with the Philippine National Volunteer Service Coordinating Agency (PNVSCA), including foreign personnel of international rescue/aid organizations providing assistance on occasion of natural disasters and major emergencies;
- (e) Dependents of foreign nationals covered under any of the foregoing categories;
- (f) Those who, upon application, were approved by the President or by this Department to be eligible to apply for 47(a)(2) visas, consistent with the provisions of CA No. 613, as amended.

Agency Involved: Department of Justice

Contact Details:

<https://www.doj.gov.ph/>
Padre Faura Street, Ermita, Manila
(+632) 8523 8481 to 98
osec@doj.gov.ph

Schedule of Availability of Service: Monday to Friday, 8:00 a.m. to 5:00 p.m. with no noon break

Documentary Requirements:

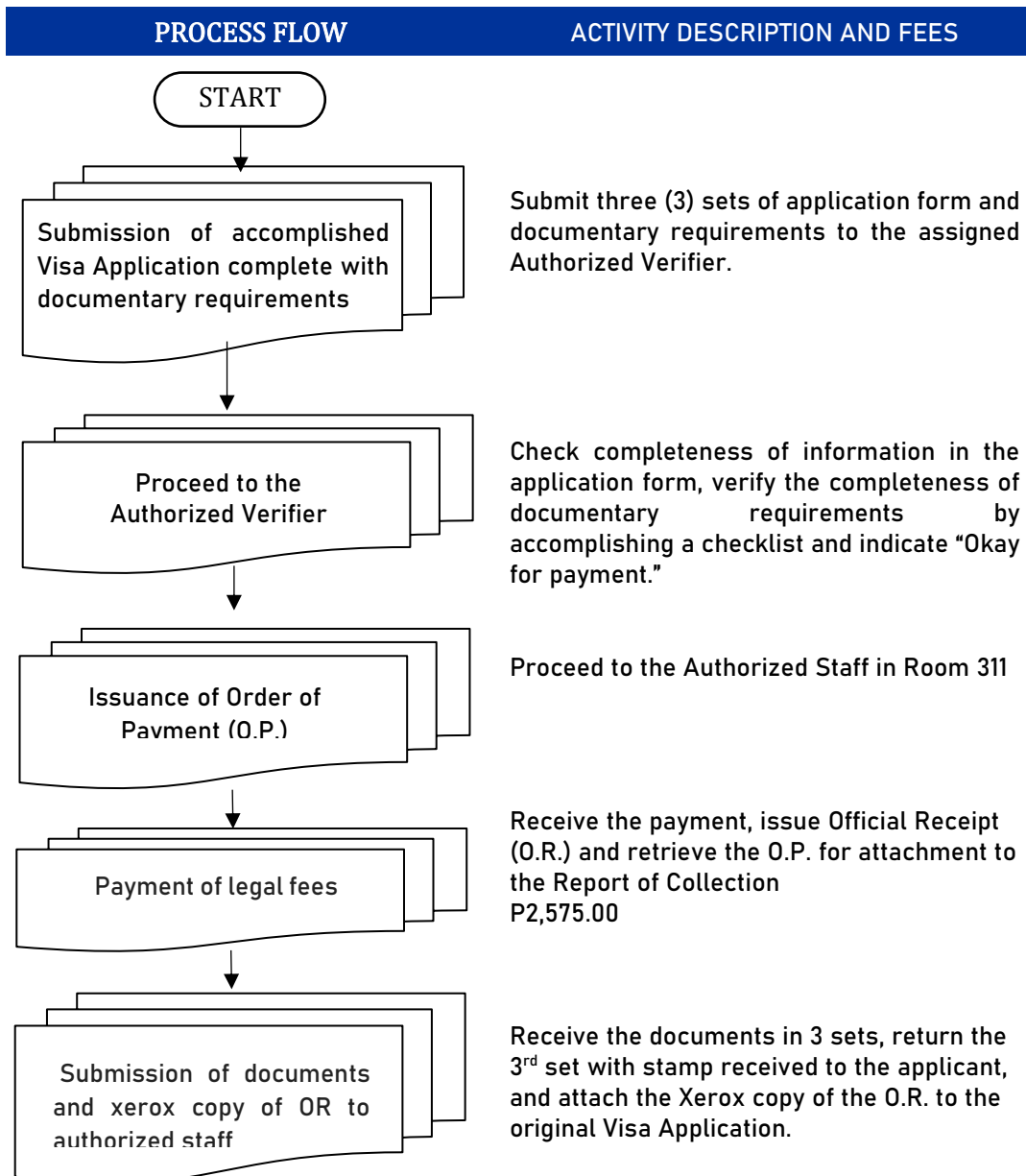
1. Valid passport/s of foreign nationals (and his/her dependents; if any) subject of the application, and when required by the Department of Justice, his/her/their re-entry permit/s to port of embarkation or country of origin. (Original and photocopies of the pertinent pages)
2. Marriage contract for dependent spouse.
3. Birth certificate/s for dependent children.
4. Affidavit of support and guaranty of return fare by the sponsor/applicant if spouse or dependent child is included in the application.

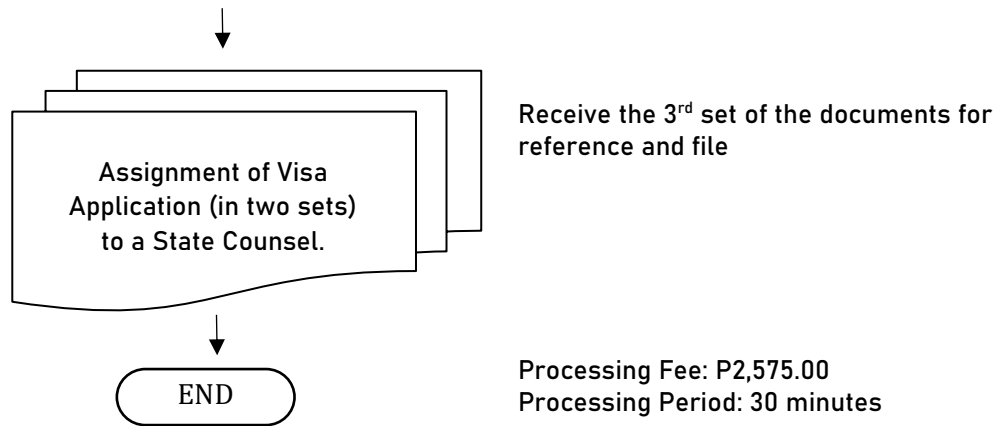
Additional Requirements for Executives, Supervisors, Specialists, Consultants, Contractors, Personal Staff and Dependents:

1. Certificate of registration issued by appropriate agency, of the employer/sponsor, if engaged in business.
2. Certification from the applicant employer/sponsor that the prospective special non-immigrant is being admitted to the Philippines pursuant to a contract entered into by the former with a government office/agency or subdivision or private firm.
3. Confirmation of appropriate agency or private firm utilizing the foreign national's services.

4. Certification by employer on the number of personnel employed in the same category as that of the subject foreign national and their nationalities.
5. Copy of the contract/agreement entered into by the employer/sponsor of the prospective special non-immigrant with a government office, agency or subdivision or a private firm. For exchange professors, fellows, students, scholars, participants, volunteers, and social workers under sponsorship of locally or internationally recognized educational, scientific cultural, relief and charitable organizations institutions, agencies or foundations and representative of non-recognized foreign government to international organization and their dependents:
6. Contract or agreement between local sponsor and foreign national, if any.
7. Appointment of foreign national by the host or receiving organization, institution or foundation.
8. Acceptance signed by the subject foreign national.
9. Proof of guarantor's financial capacity to fulfil his/her undertaking, e.g., income tax return, bank accounts, etc.

Procedure:





Extension of Pre-Arranged Employment (Commercial) Visa – Section 9 (G)

Under Section 9(g) of the Commonwealth Act No. 613 of the Philippine Immigration Act of 1940, this is a non-immigrant visa granted to a foreign national coming to pre-arranged employment, for whom the issuance of a visa has been authorized in accordance with section twenty of the Philippine Immigration Act of 1940, and his wife and his unmarried children under twenty-one years of age, if accompanying him or if following to join him

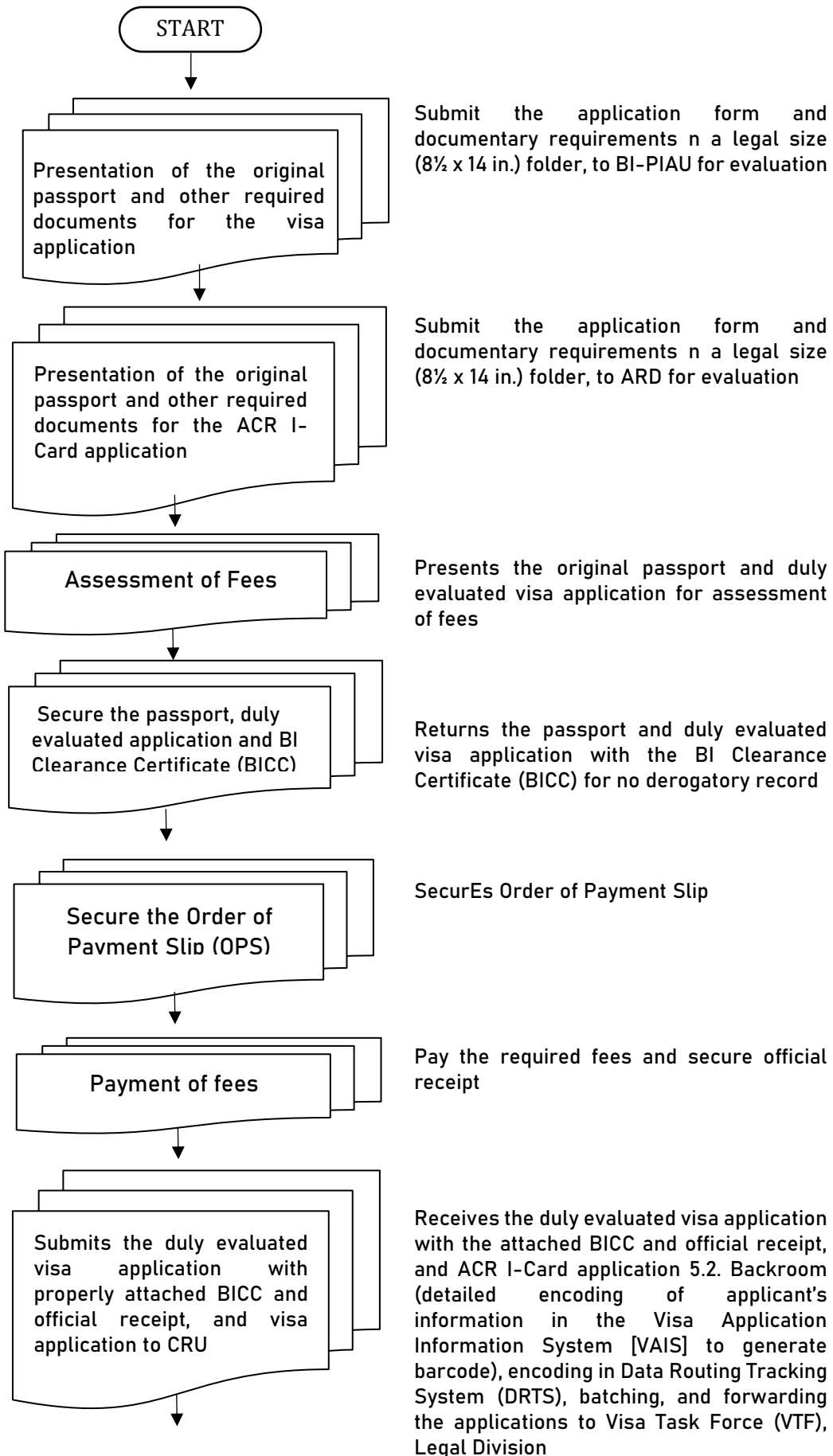
Documentary Requirements:

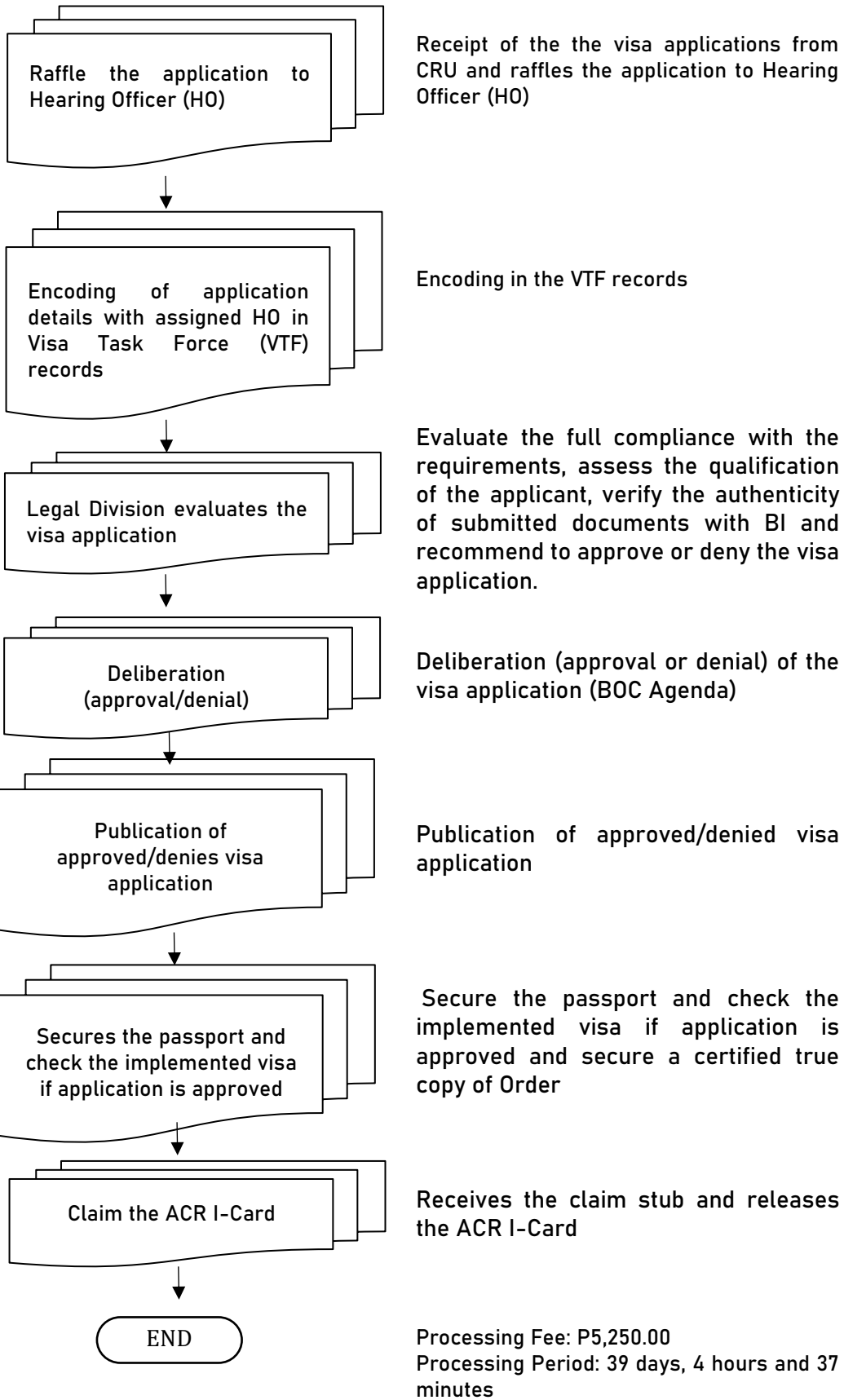
1. Duly accomplished Consolidated General Application Form (CGAF) with all entries in capital letters using English character only, and originally signed by the applicant and petitioner's duly authorized representative as identified in No. 1 requirement (1 original)
2. Applicant's passport including biographical data page, implementation pages for the visa conversion and latest extension, and latest departure and arrival stamps (1 original passport for presentation and 1 photocopy each for submission)
3. Barangay Certification stating that that applicant is actually rendering missionary services in the community/barangay (1 original)
4. Affidavit of Guarantee stating that all documents submitted are genuine, and applicant and petitioner have no intention to defraud the government (1 original)
5. Bureau of Immigration Clearance Certificate (1 original)

Procedure:

PROCESS FLOW

ACTIVITY DESCRIPTION AND FEES





Special Investor's Resident Visa (SIRV)

The SIRV is a program of the government in attracting foreign investments into the Philippines. The program requires investors to remit at least US\$75,000 into the country and invest subject capital in viable economic activities pursuant to Book V of the Omnibus Investments Code (Executive Order No. 226, as amended).

Agency Involved: Board of Investments

Contact Details:

<https://boi.gov.ph/>

Industry and Investments Building, 385 Senator Gil Puyat Avenue, Makati City, 1200 Metro Manila, Philippines

(+63) 961 680 5445 / (+ 63 02) 8897 6682

Philippines.Business@boi.gov.ph

<https://www.facebook.com/boiphilippines>

Legal Basis: Executive Order No. 226

Who can avail of the program?

Any alien who is at least twenty-one (21) years of age, who meets the following qualifications:

- He has not been convicted of a crime involving moral turpitude;
- He is not afflicted with any loathsome, dangerous or contagious disease;
- He has not been institutionalized for any mental disorder or disability;
- He is willing and able to invest the amount of at least US\$75,000.00 in an eligible form of investment; and
- He is holder of a tourist (i.e. 9(a)) visa with at least one (1) month validity

Allowable Forms of Investment

For purposes of securing an SIRV, only investments/shares of stocks in existing, new or proposed corporations shall be allowed/ accepted as eligible forms of investment:

- a. Publicly- listed companies;
- b. Companies engaged in areas listed in the Investment Priorities Plan (IPP) of the Board of Investments. (The IPP is a list of priority areas of economic activities which the Government promotes for investments.);
- c. Companies engaged in the manufacturing and services sectors; or

The companies whose activities fall in any of the following major sectoral classifications found under the services sectoral classification lists which are based on the UN Central Product Classification shall be deemed in the service sectors for purposes of evaluating the qualification of SIRV applicants:

1. Business services (such as BPO, consultancy, etc.);
 2. Communication services;
 3. Construction and related engineering services;
 4. Distribution services;
 5. Educational services;
 6. Environmental services;
 7. Financial services;
 8. Health related and social services;
 9. Tourism and travel related services;
 10. Recreational, cultural and sporting services;
 11. Transport services, and
 12. Other services not included elsewhere.
- d. Government securities

Note: Ownership of shares of stock in corporations engaged in wholesale trading and investments in condominium units are no longer allowed.

Filing of Applications

The SIRV applicant may file his application with the Incentives Administration Service at the Board of Investments.

Documentary Requirements: *[in three (3) sets]*

1. [Application form](#) filled up and duly notarized, with recent ID pictures
2. Accomplished Personal History Statement Form (PHSF) from National Intelligence Coordinating Agency (NICA) (including dependents over 14 years old)
3. Police Clearance from the applicant's country or place of residence, competent to give information about the criminal record that applicant may have, duly authenticated by the Philippine Embassy; or Certification of no criminal liability by the INTERPOL Division of the National Bureau of Investigation (NBI)
4. Medical Certificate from any government hospital or health facility or any licensed and accredited hospital or health facility in the applicant's home country certifying that the applicant is physically fit. The Medical Certificate should be validated by the Bureau of Quarantine prior to the filing of SIRV application for those whose application are filed at the Board of Investments.
5. Certification from the Development Bank of the Philippines (DBP) as to the amount inwardly remitted by the applicant and its conversion to pesos.
6. Birth Certificate/Family Registry/Household Registry authenticated by the Philippine consulate or embassy located in the applicant's home country or the applicant's embassy in the Philippines. If the dependent child was born in the Philippines, original birth certificate issued by the National Statistics Office.
7. If applicable, marriage contract authenticated by the Philippine consulate/embassy located in the applicant's home country or the applicant's embassy in the Philippines.

Procedure

Application and Issuance of Visa

Endorsements of Applications Filed with the BOI to BI - An [application](#) and its attachments filed with the BOI, including the original passport shall be endorsed to the BI for the grant of a provisional multiple entry visa.

Grant of Visa - Upon compliance with the requirements of Book V of the Code and these rules:

1. The applicant, who filed an application with the BOI, and who has not made an actual investment at the time his application is endorsed by the BOI to the Bureau of Immigration shall be granted a probationary multiple entry SIRV valid for six (6) months;
2. Only upon submission by the applicant of all required documents to prove actual investments shall the BOI endorse to the BI his application for issuance of an indefinite multiple entry SIRV; For investments made in existing corporations, the indefinite multiple entry visa shall be granted only after validation of the same by the BI.

Release of Passports - The Bureau of Immigration shall release passports with the SIRV only to an authorized officer or representative of the BOI. The applicant shall personally claim his passport from the BOI.

Issuance of the Probationary SIRV - Upon issuance of the probationary SIRV, the SIRV holder is required to undergo a briefing to be conducted by the Incentives Administration Service. During the briefing, the SIRV holder is required to sign the Interview Form

Issuance of SIRV ID – Pursuant to Rule XXI Section 7 of the implementing rules and regulations of Book V of EO 226, as amended, the BOI shall issue Special Investor's Resident Visa Identification Card (SIRV ID) only to SIRV holders (including his dependents) with actual investments, valid for one (1) year, renewable yearly.

The applicants may secure SIRV ID Application Forms from the SIRV Center, 2nd Flr, Incentives Administration Service or downloaded from the BOI website and will be scheduled for appointment for the picture and signature taking and fingerprint scanning.

Validity - The SIRV ID shall be valid for three (3) years, renewable every three (3) years for SIRV holders whose investments are in any of the following:

1. Companies registered with the Board of Investments (BOI). Philippine Economic Zone Authority (PEZA), Subic Bay Metropolitan Authority (SBMA), Clark Development Authority (CDA) and other Economic zones; or
2. Condominiums (SIRV holders under the old rules) and shares of stocks in publicly- listed corporations with annotation of a lien on Condominium Certificate of Titles/Stock Certificates

Processing Period:

For application for Probationary SIRV

BOI – 7 working days

BI – minimum of 10 working days

For conversion from Probationary to Indefinite SIRV

BOI – 7 working days

BI – minimum of 10 working days

It is recommended that the SIRV applicant and his dependents not leave the country until the SIRV is implemented in his passport. Otherwise, the SIRV may be subject to revalidation.

Fees

Application Fee	US\$300 per person
Conversion of Deposit to Investment	PhP1,000
Conversion of Probationary to Indefinite SIRV	PhP2,000
SIRV ID	PhP 2,000 per person
Annotation Fee	PhP 750.00
Certification Fee	PhP750
Penalty for non-submission of annual reports	PhP1,000 + PhP100 per day late

Conversion of Deposit to Investments

Prior Board Approval - The SIRV holder may not withdraw his deposit from the accredited bank unless authorized by the BOI. The Board may allow a partial conversion of deposit to investments, provided that the total deposit is converted to investments within the one hundred eighty (180) day period from date of issuance of probationary SIRV.

Application for Conversion of Deposit to Investments - Before a peso time deposit may be invested, an application in the prescribed form for conversion of time deposit to investments shall be filed with the Board of Investments.

Evaluation and Withdrawal of Time Deposit - Upon submission of all of the foregoing documents and evaluation thereof, the Board shall authorize the SIRV applicant to withdraw time deposit from the

accredited bank and invest the same. After securing prior BOI approval, the depository bank shall issue a check payable to the corporation.

Submission of Proof of Investment – At least thirty (30) days prior to the expiration of the one hundred eighty (180) day period to make the investment, the probationary SIRV holder shall show proof of investment as follows:

For investment in new corporation –

- a. Duplicate copies of articles of incorporation and by-laws;
- b. Treasurer's affidavit;
- c. Certified true copy of official receipt issued by the treasurer-in-trust;
- d. Certified true copy of Securities and Exchange Commission (SEC) registration;
- e. Certified true copy of stock certificate issued in favor of the applicant.

For investment in existing corporation not publicly listed –

- a. Certified true copy of business/mayor's permit;
- b. Certified true copies of articles of incorporation, by-laws and SEC registration;
- c. BOI registration, if any;
- d. Latest audited financial statement, list of officers and directors;
- e. Secretary's certificate;
- f. Waiver of pre-emptive rights of existing stockholders;
- g. Certified true copy of the resolution from SEC authorizing the issuance of shares from the unsubscribed portion and exempting said shares from registration;
- h. BIR certificate of registration of official receipts;
- i. Certified true copy of stock certificate issued in favor of applicant;
- j. Certified true copy of SEC certificate of change of stockholders;
- k. Lease contract or proof of ownership of office or factory/plant sites.

Additional documents for shares purchased from existing stockholders

- a. Corporate Secretary's certificate;
- b. Certified true copy of stock certificate issued to selling stockholder;
- c. Deed of assignment between buyer and the seller of the stock;

For investment in shares in publicly listed corporations

- a. Certified true copy of stock certificate to be submitted within three (3) months from date of investments;
- b. Certified true copy of official receipts and buy invoice;
- c. Sworn certification of stock broker.

The Board from time to time may require submission of other proofs of investment as it may deem necessary.

Annotation of SIRV Investment; BOI Approval – Stock Certificates issued to SIRV holders shall bear the annotation that the owner thereof is a holder of the Special Investors Resident Visa and that the same shall not be sold, transferred, or conveyed without prior BOI approval.

Ocular Inspection of Investment – The BI together with the BOI, shall conduct a one-time inspection of the companies of SIRV applicants or SIRV holders prior to the grant of indefinite SIRV. The inspection shall be done in accordance with the following:

- a. For investments in existing corporations – inspection by BI together with BOI, within six (6) working days from submission of proof of investment. The BI shall process the conversion of the probationary to indefinite SIRV within fourteen (14) working days;
- b. For investments in new corporations – one year from date of issuance of indefinite visa or before expiration of the holder's identification card.

In case of investments in publicly listed firms – verification thereof may be secured from the firm's Corporate Secretary.

In case of investment in IPP - listed project and investment is approved by the BOI, no inspection shall be necessary.

The BOI may assess the SIRV holder a nominal fee to cover the cost of inspection.

Registration of Investment with BSP – The SIRV applicant/holder shall register his investments with the Bangko Sentral ng Pilipinas (BSP) only if the foreign exchange needed to service the repatriation of capital and the outward remittance of dividends, profits and earnings which accrue thereon shall be sourced from the local banking system.

Registry of Investment – The BOI shall keep a registry of all SIRV investments and shall report any withdrawal or transfer thereof to the BI. The BOI shall likewise furnish the BSP a monthly report of SIRV investments registered by the BOI.

Special Retiree's Resident Visa (SRRV)

Source: [PRA Website](#), [PRA Citizens Charter](#) (accessed as of 10 February 2022)

The Special Resident Retiree's Visa (SRRV) is a special non-immigrant visa for foreign nationals who would like to make the Philippines their second home or investment destination

Agency Involved: Philippine Retirement Authority (PRA)

Contact Details:

<https://pra.gov.ph/>

29th Floor, Citibank Tower, 8741 Paseo De Roxas, Makati, Metro Manila

(+632) 8848 1412 to 16

clientrelations@pra.gov.ph

Benefits:

1. Indefinite stay with multiple-entry/exit privileges;
2. Exemption from:
 - Philippine Bureau of Immigration ACR-I Card (Annual Report)
 - Customs duties & taxes for one-time importation of household goods & personal effects worth up to US\$7,000.00
 - Tax from pensions & annuities
 - Travel Tax, if retiree has not stayed in the Philippines for more than 1 year from last date of entry
 - Student Visa/Study Permit
3. Access to the Greet & Assist Program at selected Philippine airports;
4. Free subscription to the PRA Newsletter;
5. Discount privileges from PRA accredited Merchant Partners;
6. Free assistance in transacting with other government agencies;
7. Entitlement to PHILHEALTH benefits & privileges.

SRRV Options:

SRRV SMILE

For active/healthy retirees, who opt to maintain their SRR Visa deposit of US\$20,000.00 in any of the PRA Accredited Banks.

SRRV CLASSIC

For active/healthy retirees, who opt to use their SRR Visa deposit into active investment such as the purchase of condominium unit* or long term lease of house & lot. The SRR Visa deposit is as follows:

- 50 years old & above: US\$ 10,000.00 (with a pension)** US\$ 20,000.00 (without pension)
 - 35 to 49 years old: US\$ 50,000.00 *The value of the property must at least be US\$50,000.00
- **Required pension of at least US\$ 800 for single / US\$1,000 for couple

SRRV HUMAN TOUCH

For ailing retirees, 35 years old & above, who need/require medical/clinical care. A monthly pension of at least US\$1,500.00, a health insurance policy accepted in the Philippines, and an SRR Visa deposit of US\$10,000.00 are required.

SRRV COURTESY

For former Filipinos, 35 years old & above. For foreign nationals, 50 years old & above, who are retired officers of International Organizations recognized by the Department of Foreign Affairs (DFA). An SRR Visa deposit of US\$1,500.00 is required.

SRRV EXPANDED COURTESY

For foreign nationals, 50 years old & above, who are retired Armed Force officers of foreign countries with existing military ties and/or agreement with the Philippine Government. A monthly pension of at least US\$1,000.00 and an SRR Visa deposit of US\$1,500.00 are required. The SRR Visa deposit includes

the principal applicant and 2 dependents. Additional dependent, entails additional SRR Visa deposit of US\$15,000 each (except for former Filipinos). CHILDREN must be legitimate or legally adopted by the Principal Retiree, unmarried and below 21 years old upon joining the program.

Agency Involved: Philippine Retirement Authority

Qualifications

- Principal Applicants must be foreign nationals or former Filipino citizens who are at least 35 years old
- Dependents Spouse must be legally married to the Principal Retiree.
- Children must be legitimate or legally adopted by the Principal Retiree, unmarried and below 21 years old upon joining the program.

Documentary Requirements:

I. For Principal Applicant

- a. Duly accomplished [SRRV Application Form](#)
- b. Original Passport with valid Entry Visa
- c. Medical Examination Clearance
Note: Can be secured abroad (with English translation) duly authenticated by the Philippine Embassy/Consular Office, or at any clinic/hospital in the Philippines accredited by the Dept. of Health (DOH).
- d. Police Clearance (from Country of origin/Country of residency with English translation) and National Bureau of Investigation (NBI) Clearance
Note: Police Clearance only for Applicant whose stay in the Philippines is 30 days or less from the date of last entry.
- e. Twelve (12) pieces of 2"x2" ID Picture
- f. Bank Certificate of time deposit inwardly remitted to any PRA accredited banks

II. For Spouse

- a. All requirements mentioned above, from I.a – I.e
- b. Marriage Certificate or in its absence, submit any of the following documents: For
- c. Koreans & Japanese – Family Register / Domicile
 - For Taiwanese – Household Register
 - For P.R.O.C. Chinese – Certificate of Relationship
 - For Japanese – Koseki Tohon

III. For Dependent/s (Child)

- a. All requirements mentioned above, from I.a – I.e (except I.d which is only for dependents aged 18 to 20 years of age)
- b. Birth Certificate or in its absence, submit any of the documents mentioned in II.b

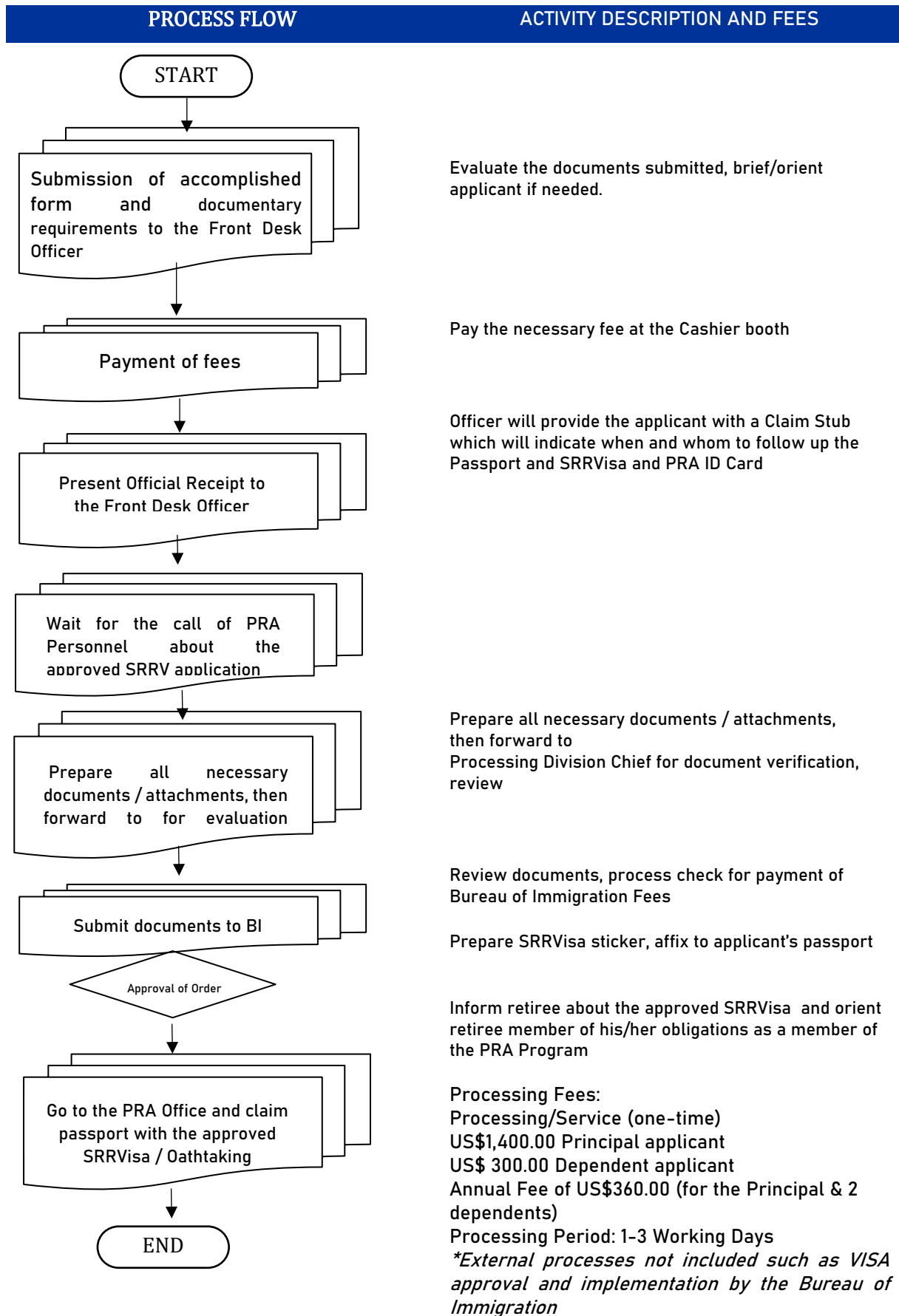
Note: All documents obtained / issued abroad must be duly authenticated by the Philippine Embassy / Consular Office / Department of Foreign Affairs, with corresponding English translation.

The PRA reserves the right to request for additional documents in cases where additional proofs (documents re pension, visa deposits, entry status, etc.) are needed.

Where the Temporary Visitor's Visa expires during the processing of the SRR Visa, the retiree-applicant needs to have the Temporary Visitor's Visa extended. Retiree-applicant may just give payment to PRA for the processing of the extension of the said Visa.

Where the processing must be discontinued (needs to return to his country or for any other emergency reasons), the documents including the passport may be pulled out from the Bureau of Immigration. The applicant may proceed with his application later on but needs to pay an additional revalidation fee of PhP 5,520.00 (Bureau of Immigration required fee).

Procedure:



Endorsement for Special Investor's Resident Visa

Source: DOT Citizens Charter 2021 (2nd Edition) (accessed as of 04 May 2021)

Procedure for the endorsement of qualified foreign investors, who will engage in tourism activities, to the Bureau of Immigration for the availment of the Special Investor's Residents Visa under Executive Order 63.

Office: Department of Tourism - Project and Investment Evaluation Division

Contact Details:

www.tourism.gov.ph

351 Senator Gil Puyat Ave., Makati City

(+632) 8459 5200 to 8459 5230

tlgestopa@tourism.gov.ph

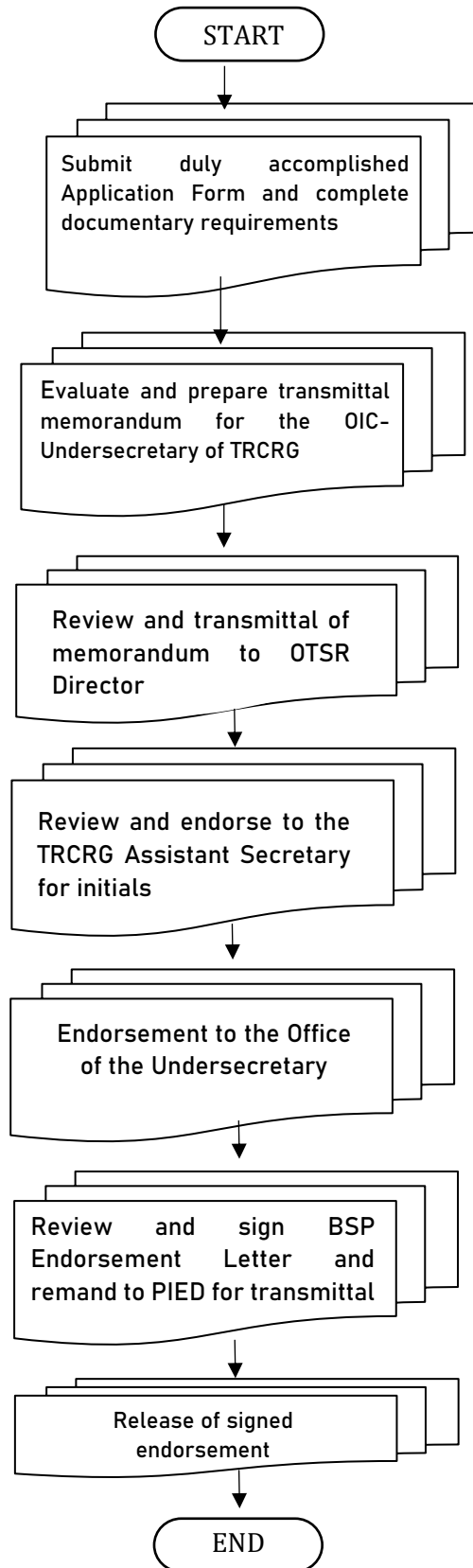
Who may avail: Qualified Foreign Nationals

Documentary Requirements

1. DOT OTSR Form 003 (1 original, 1 scanned copy)
2. Bank Certificate under oath signed by the Presidents or Senior/Executive Vice President or officer with a rank not lower than Assistant Vice President or officer of equivalent rank, and proof of inward Remittances converted into pesos (e.g. credit advice, copy of tele graphic transfer, etc.) (1 original copy, 3 certified true copies or 1 scanned copy)
3. Central Bank Certificate (1 original copy, 3 certified true copies or 1 scanned copy)
4. Police clearance duly authenticated by the Philippines Embassy or Consulate (1 original copy, 3 certified true copies or 1 scanned copy)
5. NBI Clearance (1 original copy, 3 certified true copies or 1 scanned copy)
6. CID Intelligence Clearance (1 original copy, 3 certified true copies or 1 scanned copy)
7. Medical Health Certificate from duly authorized physician (inclusive of AIDS Test Result) (1 original copy, 3 certified true copies or 1 scanned copy)
8. Medical Health Certificate on physical fitness to be issued by the National Quarantine Office upon presentation of an AIDS results from any of the following hospitals: (1 original copy, 3 certified true copies or 1 scanned copy)
 - a) American Hospital
 - b) Makati Center
 - c) St. Luke's Hospital
 - d) Manila Doctor's Hospital
9. Mental Health Certificate from a competent mental health institution issued by any of the following hospitals: (1 original copy, 3 certified true copies or 1 scanned copy)
 - a) National Center for Mental Health
 - b) Philippine General Hospital
 - c) Jose Reyes Memorial Hospital
 - d) Veterans Memorial Hospital
10. Applicant's Passport (4 photocopies or 1 scanned copy)
11. Passport of the applicant's legal spouse and dependent/s, if any (4 photocopies or 1 scanned copy)
12. Marriage certificate of applicant and his spouse (4 photocopies or 1 scanned copy)
13. Birth certificate of the applicant, his spouse and dependent children joining him/her to the Philippines. (4 photocopies or 1 scanned copy)

Procedure

PROCESS FLOW



Processing Period: 15 days, 30 minutes

NON-IMMIGRANT VISAS

Conversion to Treaty Trader's/Treaty Investor's Visa – Section 9(D)

Source: *Bureau of Immigration 2019 Citizens Charter (accessed as of 16 February 2021)*

A non-immigrant visa granted to American, Japanese, and Deutsch businessman entitled to enter the Philippines under and in pursuance of the provisions of a treaty of commerce and navigation:

1. Solely to carry on substantial trade principally between the Philippines and the foreign state of which he is a national; or
2. Solely to develop and direct the operations of an enterprise in which, in accordance with the Constitution and the laws of the Philippines he has invested or of an enterprise in which he is actively in the process of investing, a substantial amount of capital; and his wife, and his unmarried children under twenty-one years of age, if accompanying or following to join him, subject to the condition that citizens of the Philippines are accorded like privileges in the foreign state of which such alien is a national.

Agency Involved: Bureau of Immigration

Contact Details:

www.immigration.gov.ph

Magallanes Drive, Manila (HO)

(+632) 8465 2400 / 8524 3769

xinfo@immigration.gov.ph

<http://www.immigration.gov.ph/contact-us/main-office>

Documentary Requirements:

PRINCIPAL

1. Joint letter request addressed to the Commissioner from the applicant and the petitioner
2. Duly accomplished [Consolidated General Application Form \(CGAF\)](#)
3. Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay;
4. Duly acknowledged Employment Contract, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of employment, compensation and other benefits, and scope of duties
5. Board Resolution, if the signatories of the letter of application and employment contract are other than those appearing in the articles of incorporation and in the latest GIS
6. Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014; and
7. Photocopy of Taxpayer's Identification Number (TIN) card or proof of TIN (e.g. BIR Forms 1901, 1902, 1904, AEP with TIN)
8. BI Clearance Certificate

PETITIONER

9. Photocopy of petitioner's Taxpayer's Identification Number (TIN) or any document with petitioner's TIN
10. For Corporations or Partnerships, photocopies of the following:
 - d. Securities and Exchange Commission (SEC) Certificate of Registration
 - e. Articles of Incorporation
 - f. General Information Sheet for the current year, stamped received by SEC
 For Single Proprietorships, photocopies of the following:

- g. Department of Trade and Industry's Certificate Registration of Business Name
- 11. Mayor's Permit

DEPENDENTS (one for each applicant-dependent)

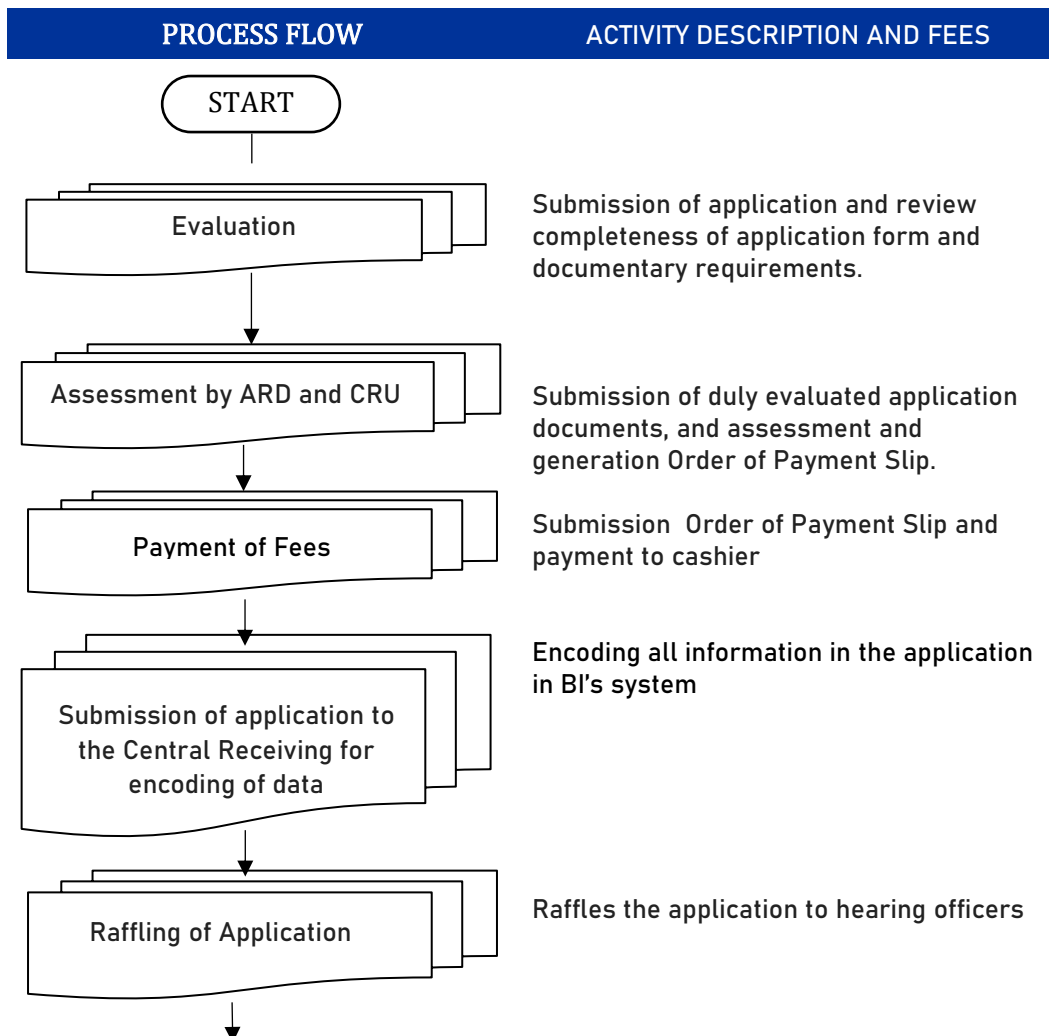
- 7. Duly accomplished [Consolidated General Application Form \(CGAF\)](#)
- 8. Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay;
- 9. Proof of relationship with the petitioner, such as marriage or birth certificate issued by the PSA
- 10. Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014.
- 11. BI Clearance Certificate

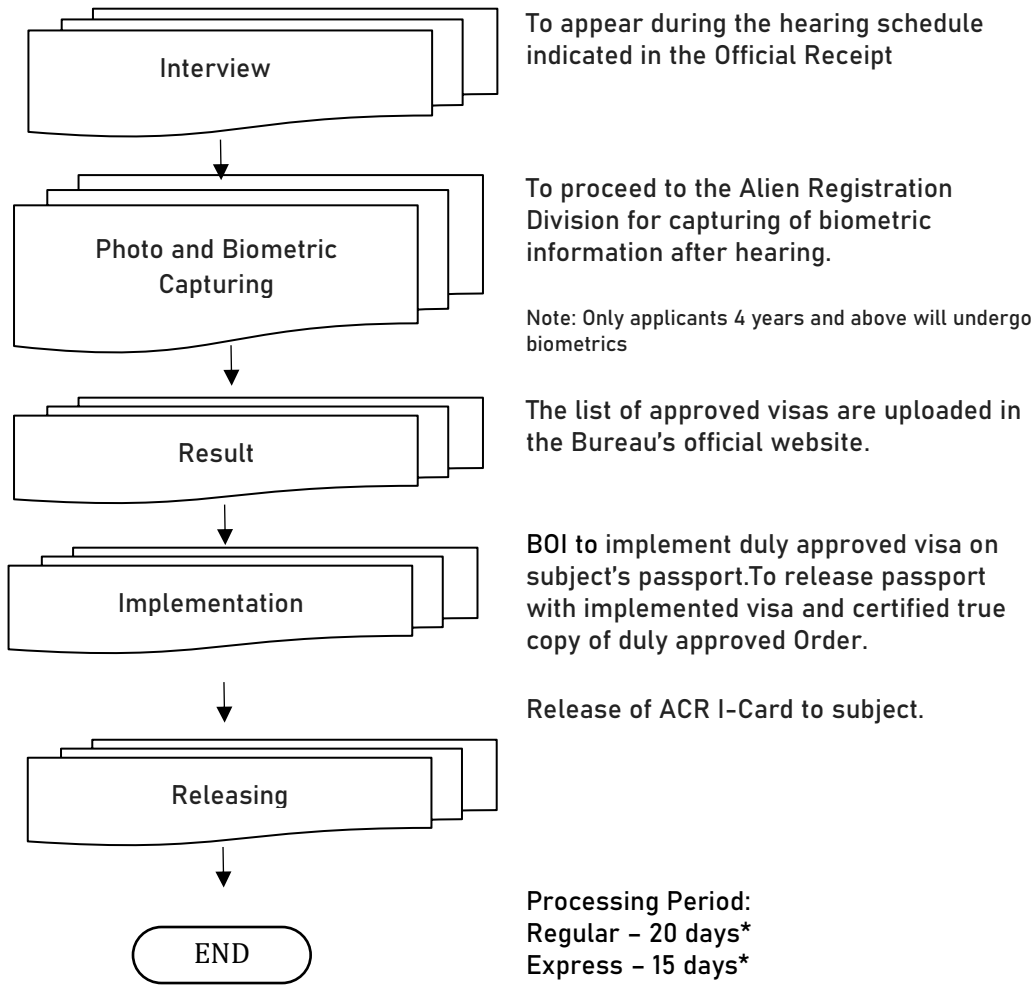
*FOR APPLICATIONS FILED THRU REPRESENTATIVE/S: Special Power of Attorney or Photocopy of BI Accreditation ID

ACR I-CARD APPLICATION (for each applicant)

- 3. Appropriate [application form](#), duly accomplished
- 4. Photocopy of passport biographical page and latest admission with valid stay

Procedure:





*subject to additional days as provided under RA 11032 or Ease of Doing Business Act

Note: Applicants who are exempted from hearing may immediately proceed to ARD Window 44 for biometrics information capturing after payment of fees or on the date indicated in the Official Receipt for biometrics information capturing.

Fees:

VALIDITY	PRINCIPAL	DEP-SPOUSE	DEP-B16	DEP-B14	ACR I-CARD
1 Year	PhP 9,620.00	PhP 8,120.00	PhP 7,870.00	PhP 7,370.00	\$50.00
2 Years	PhP 13,650.00	PhP 11,950.00	PhP 11,700.00	PhP 11,200.00	\$100.00

9(D) CONVERSION (1 YEAR)	
ASSESSED ITEMS	PRINCIPAL
Application Fee	2,000.00
Change/Status	600.00
Head Tax	250.00
Implementation Fee	1,000.00
Passport Visa Fee	200.00
Legal Research Fee	70.00

9(D) CONVERSION (2 YEARS)	
ASSESSED ITEMS	PRINCIPAL
Application Fee	2,000.00
Change/Status	600.00
Head Tax	250.00
Implementation Fee	1,500.00
Passport Visa Fee	400.00
Legal Research Fee	100.00

Alien Certification of Registration (Adult)	1,000.00	Alien Certification of Registration (Adult)	1,000.00
Certificate Fee	500.00	Certificate Fee	500.00
Form	100.00	Form	100.00
CRTT	1,400.00	CRTT	1,400.00
ACR I-Card Fee	2,597.50	ACR I-Card Fee	5,195.00
TOTAL FEES (REGULAR)	9,717.50	Extension Fee	1,800.00
EXPRESS	2,500.00	TOTAL FEES (REGULAR)	14,485.00
TOTAL FEES (EXPRESS)	12,217.50	EXPRESS	4,000.00
		TOTAL FEES (EXPRESS)	18,845.0

Conversion to Pre-arranged Employment (Commercial) Visa – 9G Visa

Source: *Bureau of Immigration 2019 Citizens Charter (accessed as of 16 February 2021)*

A non-immigrant visa granted an alien (foreign national) coming to prearranged employment for whom the issuance of a visa has been authorized in accordance with section twenty of this Act, and his wife, and his unmarried children under twenty-one years of age, if accompanying him or if following to join him within a period of six months from the date of his admission into the Philippines as a nonimmigrant under this paragraph. An alien who is admitted as a nonimmigrant cannot remain in the Philippines permanently. To obtain permanent admission, a nonimmigrant alien must depart voluntarily to some foreign country and procure from the appropriate Philippine consul the proper visa and thereafter undergo examination by the officers of the Bureau of Immigration at a Philippine port of entry for determination of his admissibility in accordance with the requirements.

Agency Involved: Bureau of Immigration

Who May Avail: Foreign nationals who seek employment in commercial trade in the Philippines and their spouse and dependent children.

Documentary Requirements:

PRINCIPAL

1. Joint letter request addressed to the Commissioner from the applicant and the petitioner
2. Duly accomplished [Consolidated General Application Form \(CGAF\)](#)
3. Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay;
4. Duly acknowledged Employment Contract, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of employment, compensation and other benefits, and scope of duties
5. Photocopy of Alien Employment Permit (AEP) issued by the Department of Labor and Employment (DOLE) and actual/original publication of the applicant's approved AEP (attached the whole page of the publication) or in the absence thereof, certified true copy of the publication by the publisher or a certification issued by the publisher certifying its publication
6. Notarized certification of number of foreign and Filipino employees from the petitioning company (preferred format can be downloaded at the website);
7. Special Temporary Permit for an applicant practicing a regulated profession under the Professional Regulation Commission (PRC)
8. Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014; and
9. Photocopy of Taxpayer's Identification Number (TIN) card or proof of TIN (e.g. BIR Forms 1901, 1902, 1904, AEP with TIN)
10. BI Clearance Certificate

PETITIONER

11. Photocopy of petitioner's Taxpayer's Identification Number (TIN) or any document with petitioner's TIN
12. For Corporations or Partnerships, photocopies of the following:
 - a. Securities and Exchange Commission (SEC) Certificate of Registration
 - b. Articles of Incorporation
 - c. General Information Sheet for the current year, stamped received by SEC
 For Single Proprietorships, photocopies of the following:
 - d. Department of Trade and Industry's Certificate Registration of Business Name
13. Mayor's Permit

DEPENDENTS (one for each applicant-dependent)

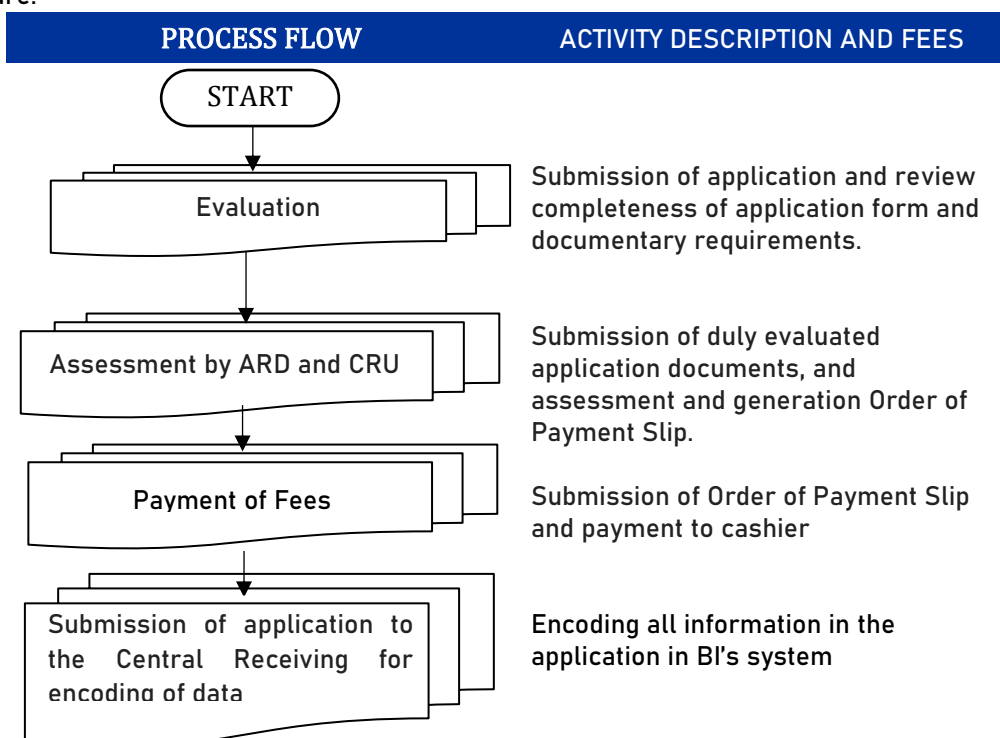
12. Duly accomplished [Consolidated General Application Form \(CGAF\)](#)
13. Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay;
14. Proof of relationship with the petitioner, such as marriage or birth certificate issued by the PSA
15. Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014.
16. BI Clearance Certificate

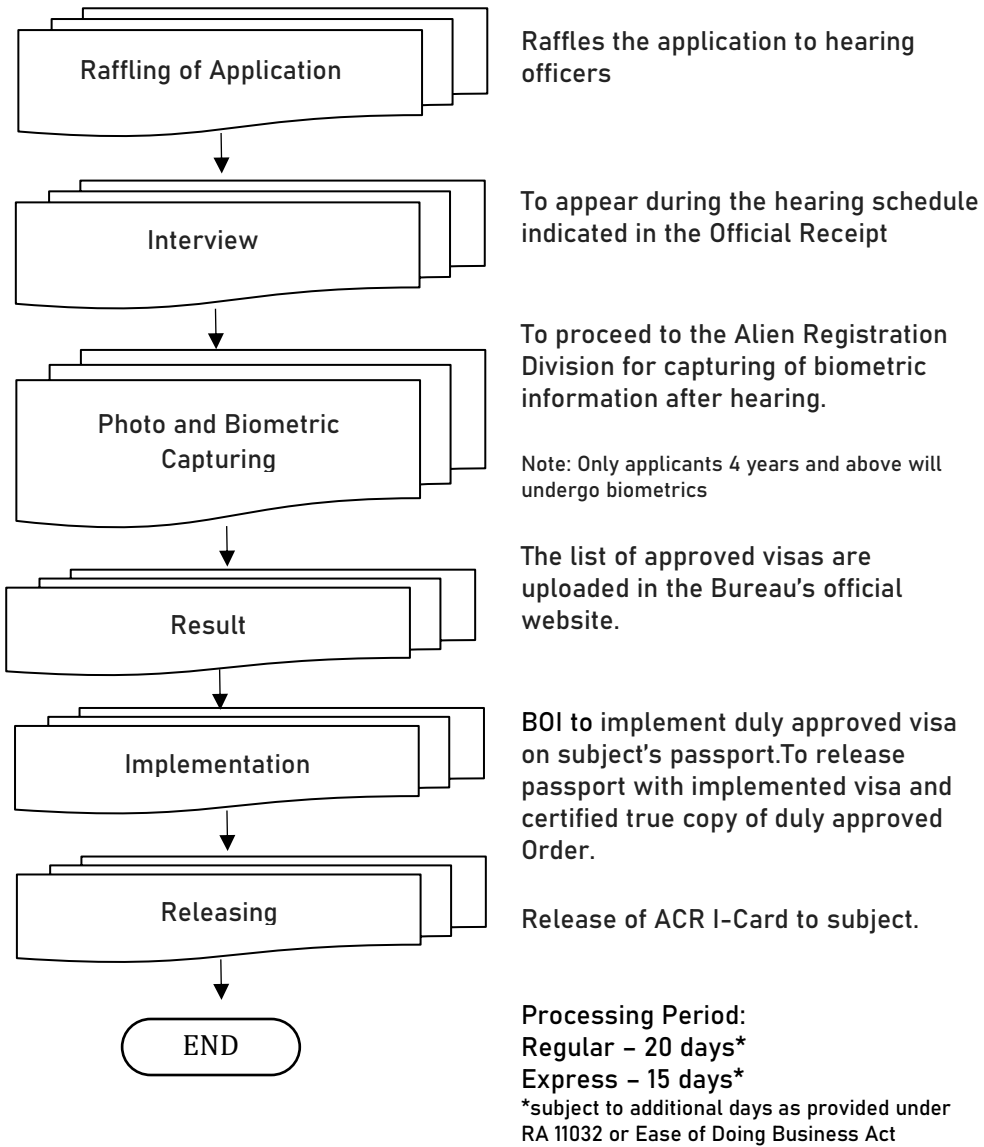
*FOR APPLICATIONS FILED THRU REPRESENTATIVE/S: Special Power of Attorney or Photocopy of BI Accreditation ID

ACR I-CARD APPLICATION (for each applicant)

1. Appropriate [application form](#), duly accomplished
2. Photocopy of passport biographical page and latest admission with valid stay
3. Photocopy of AEP

Procedure:





Note: Applicants who are exempted from hearing may immediately proceed to ARD Window 44 for biometrics information capturing after payment of fees or on the date indicated in the Official Receipt for biometrics information capturing.

Fees:

Validity of Visa	Immigration Fees				
	Principal	Dependent - Spouse	Dependent - Below 16 years of age	Dependent - Below 16 years of age	ACR I-Card
TOP 1000 CORPORATIONS					
One (1) Year	₱10,130.00	8,120.00	7,870.00	7,370.00	\$50.00
Two (2) Years	₱17,170.00	13,960.00	13,710.00	13,210.00	\$100.00
Three (3) Years	₱24,210.00	19,800.00	19,550.00	19,050.00	\$150.00

Validity of Visa	Immigration Fees				
	Principal	Dependent - Spouse	Dependent - Below 16 years of age	Dependent - Below 16 years of age	ACR I-Card

OTHER CORPORATIONS					
One (1) Year	₱10,630.00	8,620.00	8,370.00	7,870.00	\$50.00
Two (2) Years	₱18,170.00	14,960.00	14,710.00	14,210.00	\$100.00
Three (3) Years	₱25,710.00	21,300.00	21,050.00	20,550.00	\$150.00

9G COMMERCIAL (1 YEAR)				
Assessed Items	Principal	Dependent - Spouse	Dependent - Below 16 years of age	Dependent - Below 14 years of age
Application Fee	2,000.00	1,000.00	1,000.00	500.00
Change/Status	600.00	600.00	1,000.00	1,000.00
Head Tax	250.00	250.00	600.00	600.00
Implementation Fee	1,000.00	500.00	500.00	500.00
Passport Visa Fee	200.00	200.00	200.00	200.00
Legal Research Fee	80.00	70.00	70.00	70.00
Service Fee	500.00	-500.00	0.00	0.00
Alien Certificate of Registration (Adult)	1,000.00	1,000.00	0.00	0.00
Certificate Fee	500.00	500.00	500.00	500.00
Form	100.00	100.00	100.00	100.00
CRPE	1,400.00	1,400.00	1,400.00	1,400.00
ACR I-Card Fee	2,597.50	2,597.00	2,597.50	2,597.50
Extension Fee	0.00	0.00	0.00	0.00
Total Fees (Regular)	10,227.50	8,217.50	7,967.50	7,467.50
Express	3,000.00	3,000.00	3,000.00	3,000.00
Total Fees (Express)	13,227.50	11,217.50	10,967.50	10,467.50

9G COMMERCIAL (2 YEARS)				
Assessed Items	Principal	Dependent - Spouse	Dependent - Below 16 years of age	Dependent - Below 14 years of age
Application Fee	4,000.00	2,000.00	1,000.00	500.00
Change/Status	600.00	600.00	2,000.00	2,000.00
Head Tax	250.00	250.00	600.00	600.00
Implementation Fee	1,500.00	500.00	500.00	500.00
Passport Visa Fee	400.00	400.00	400.00	400.00
Legal Research Fee	120.00	110.00	110.00	110.00
Service Fee	1,000.00	500.00	500.00	500.00
Alien Certificate of Registration (Adult)	1,000.00	1,000.00	0.00	0.00
Certificate Fee	500.00	500.00	500.00	500.00
Form	100.00	100.00	100.00	100.00
CRPE	1,400.00	1,400.00	1,400.00	1,400.00
ACR I-Card Fee	0.00	300.00	300.00	300.00
Extension Fee	5,195.00	5,195.00	5,195.00	5,195.00
Total Fees (Regular)	1,800.00	1,800.00	1,800.00	1,800.00
Express	17,865.00	14,655.00	13,905.00	13,405.00
Total Fees (Express)	4,500.00	4,500.00	4,500.00	4,500.00

9G COMMERCIAL (3 YEARS)				
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Assessed Items	Principal	Dependent - Spouse	Dependent - Below 16 years of age	Dependent - Below 14 years of age
Application Fee	6,000.00	3,000.00	1,000.00	500.00
Change/Status	600.00	600.00	3,000.00	3,000.00
Head Tax	250.00	250.00	600.00	600.00
Implementation Fee	2,000.00	500.00	500.00	500.00
Passport Visa Fee	600.00	600.00	600.00	600.00
Legal Research Fee	160.00	150.00	150.00	150.00
Service Fee	1,500.00	1,000.00	1,000.00	1,000.00
Alien Certificate of Registration (Adult)	1,000.00	1,000.00	0.00	0.00
Certificate Fee	500.00	500.00	500.00	500.00
Form	100.00	100.00	100.00	100.00
CRPE	1,400.00	1,400.00	1,400.00	1,400.00
ACR I-Card Fee	0.00	600.00	600.00	600.00
Extension Fee	7,788.00	7,792.50	7,779.00	7,779.00
Total Fees (Regular)	3,600.00	3,600.00	3,600.00	3,600.00
Express	25,498.00	21,092.50	20,829.00	20,329.00
Total Fees (Express)	6,500.00	6,500.00	6,500.00	6,500.00

9a Visa Issuance at Philippine Embassy/Consulate Office Abroad

Source: [DFA Citizens' Charter](#) (accessed as of March 2023)

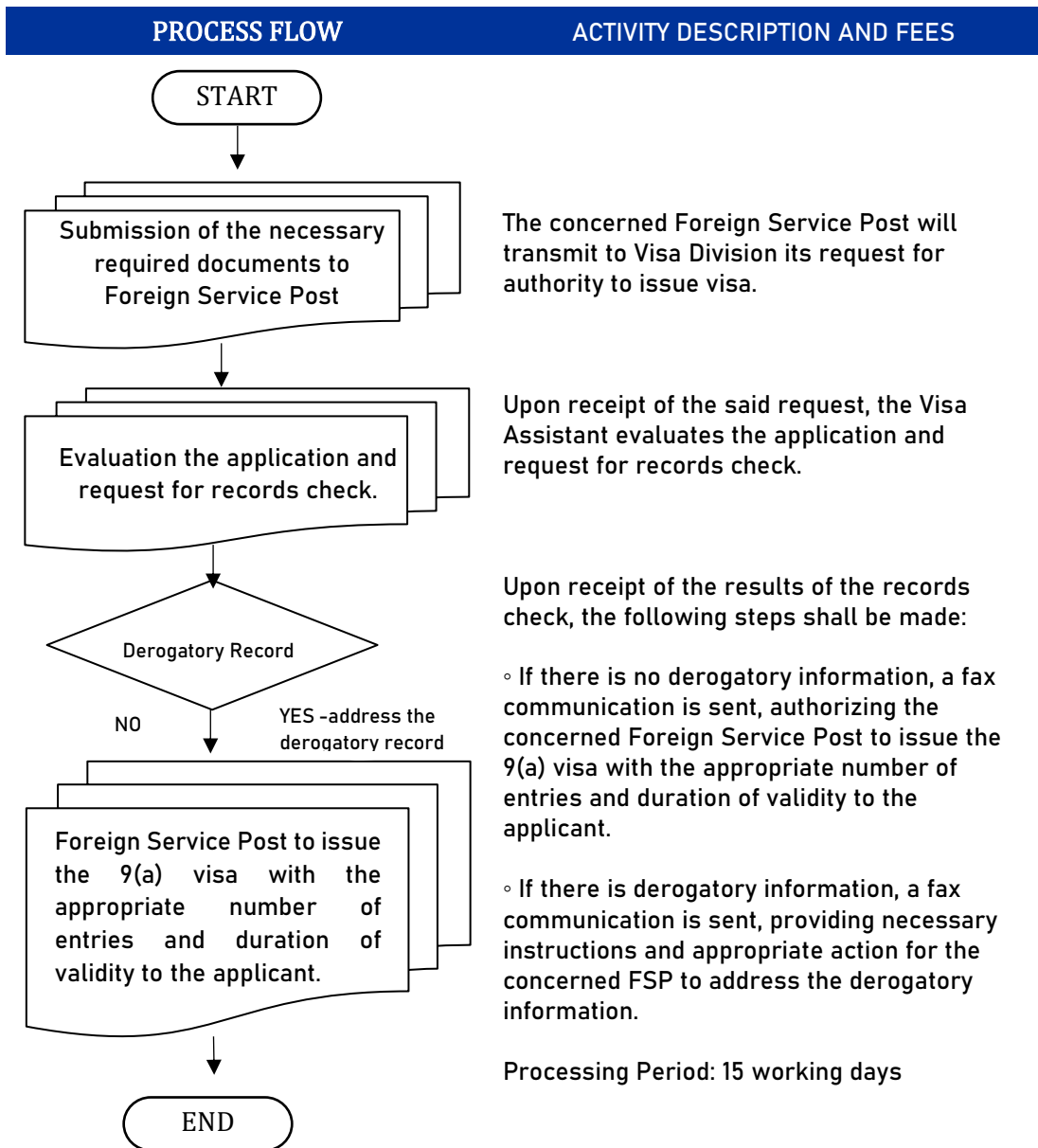
A foreign national may apply for a Temporary Visitor's Visa at a Philippine Foreign Service Post at his/her country of origin or place of legal residence.

Agency Involved: Department of Foreign Affairs – Foreign Service Posts

Documentary Requirements:

1. Fax communication from concerned Foreign Service Post requesting for authority to issue visa
2. Copy of applicant's passport
3. Copy of applicant's application form
4. Results of records check from Bureau of Immigration and National Intelligence Coordinating Agency

Procedure:



9a Tourist Visa Extension - 1 & 2 Months / Visa Waiver

Source: *Bureau of Immigration 2019 Citizens Charter (accessed as of March 2023)*

Extension of tourist visa for one or two months/ visa waiver.

Agency Involved: Bureau of Immigration

Contact Details:

www.immigration.gov.ph
 Magallanes Drive, Manila (HO)
 (+632) 8465 2400 / 8524 3769
 xinfo@immigration.gov.ph
<http://www.immigration.gov.ph/contact-us/main-office>

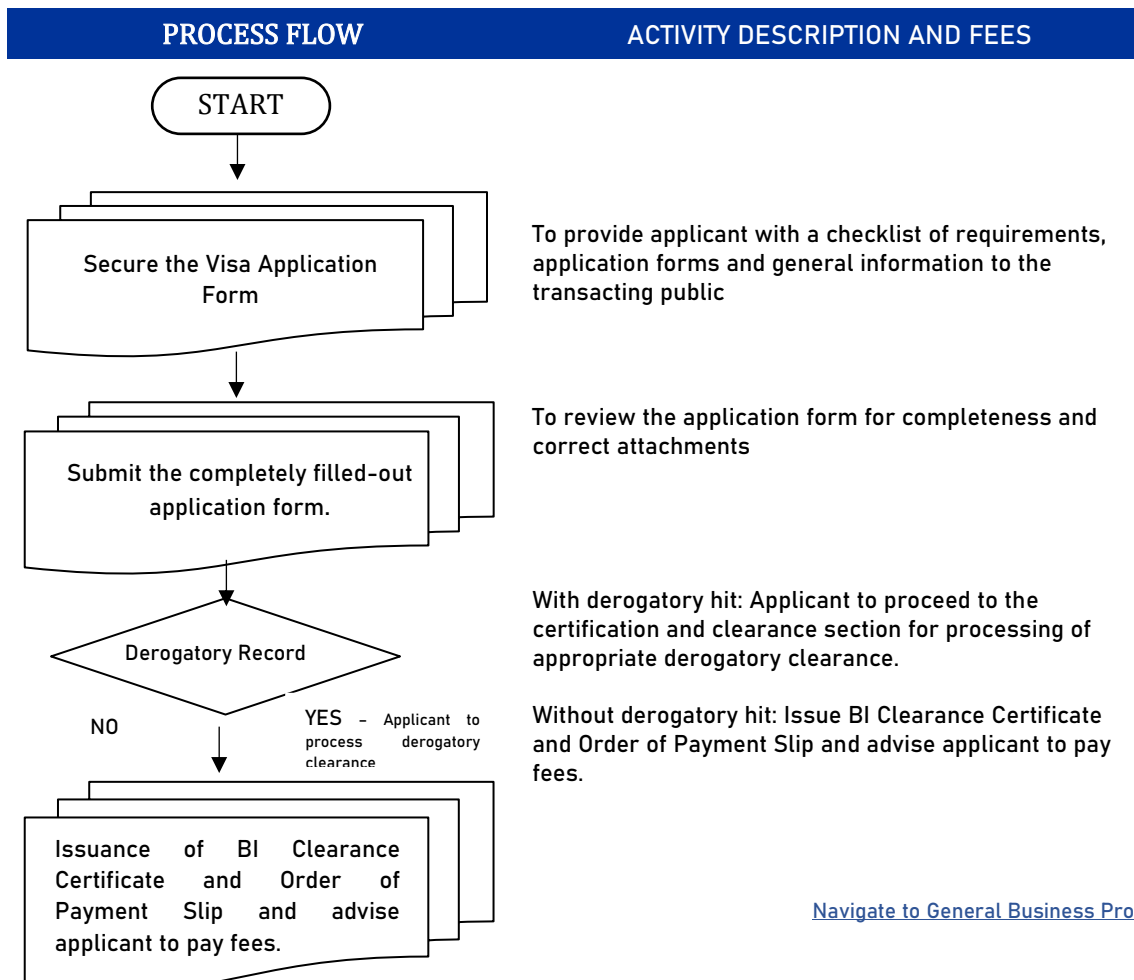
Documentary Requirements:

1. [Accomplished Tourist Visa Extension Form](#)
2. Notarized affidavit of overstaying / explanation
3. Original passport of the applicant
4. Documentary requirements consist of photocopies of the bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable.
5. Marriage Certificate if applicant is married to a Filipino
6. Birth Certificate if applicant is a child (NATIVE BORN)

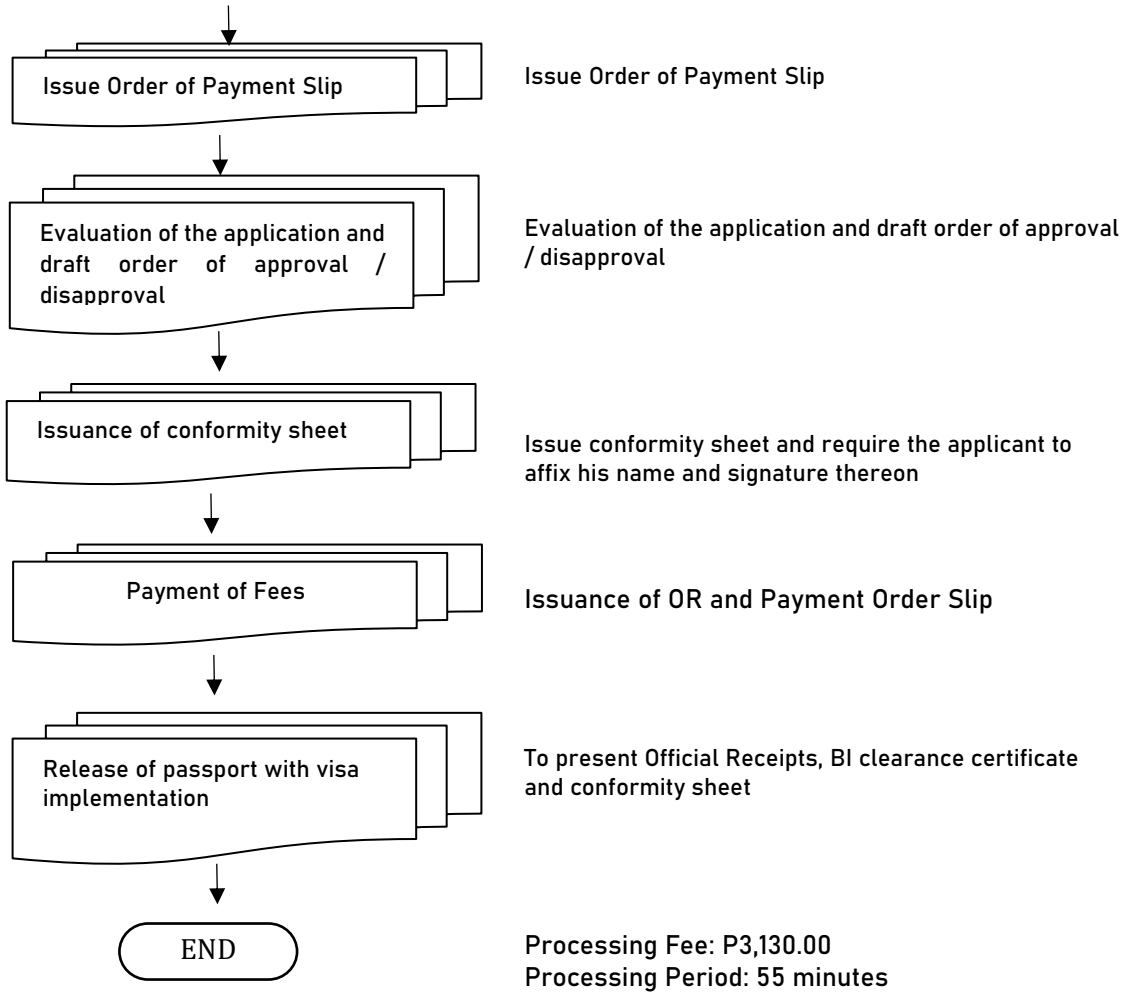
Additional Requirements if request is filed through a Representative:

1. Authorization Letter or Special Power of Attorney (SPA); and
2. One (1) valid Identification Card of the representative; or Photocopy of BI Accreditation ID of the Travel Agent

Procedure



[Navigate to General Business Procedures](#)



Fees

- Note: Additional fees for overstaying tourists*
- Visa Waiver Fine (Additional P500) per month
 - Motion for Reconsideration (Additional P500)
 - Legal Research Fee (LRF) of Php10 for MR

TOURIST VISA EXTENSION AFTER 59 DAYS

Non-Visa Required Nationals

ITEM DESCRIPTION	MINOR		14-15 YEARS OLD		ADULT (16 YEARS OLD AND ABOVE)	
	1 month	2 months	1 month	2 months	1 month	2 months
Every month of extension	500.00	1,000.00	500.00	1,000.00	500.00	1,000.00
Application Fee	300.00	300.00	300.00	300.00	300.00	300.00
Alien Certificate of Registration Fee (ACR)	500.00	500.00	1,000.00	1,000.00	1,000.00	1,000.00
Head Tax (16 years old - above)					250.00	250.00
Express Fee	500.00	500.00	500.00	500.00	500.00	500.00

Emigration Clearance Certificate(ECC)/ Certificate of Exemption Fee (CE)	200.00	200.00	700.00	700.00	700.00	700.00
Legal Research Fee (LRF) for each immigration fee except for Head Tax and Fines	50.00	50.00	50.00	50.00	50.00	50.00
Visa Sticker Fee	100.00	100.00	100.00	100.00	100.00	100.00
Total (for Extension)	2,150.00	2,650.00	3,150.00	3,650.00	3,400.00	3,900.00
Certificate Fee	500.00	500.00	500.00	500.00	500.00	500.00
Express Fee (for Certificate)	500.00	500.00	500.00	500.00	500.00	500.00
Legal Research Fee (for certificate)	10.00	10.00	10.00	10.00	10.00	10.00
Total (for Certificate)	1,010.00	1,010.00	1,010.00	1,010.00	1,010.00	1,010.00
ACR I-Card for Tourist	US\$50.00	US\$50.00	US\$50.00	US\$50.00	US\$50.00	US\$50.00
Express Fee (for I-Card)	500.00	500.00	500.00	500.00	500.00	500.00
Grand Total	3,160.00	3,660.00	4,160.00	4,660.00	4,410.00	4,910.00

Note: Add \$50 or the equivalent peso rate to the Grand Total for ACR I-Card

Additional fees for overstaying tourists:

- *Monthly Extension Fine (Additional P500) per month*
- *Motion for Reconsideration (Additional P500)*
- *Legal Research Fee (LRF) of P 10 for MR*
- *Re-issuance of ACR is for the 2nd entry in the country thereafter collected every after 59 days of stay (P250)*

Visa Required Nationals

ITEM DESCRIPTION	MINOR		14-15 YEARS OLD		ADULT (16 YEARS OLD AND ABOVE)	
	1 month	2 months	1 month	2 months	1 month	2 months
Every month of extension	500.00	1,000.00	500.00	1,000.00	500.00	1,000.00
Application Fee	300.00	600.00	300.00	600.00	300.00	600.00
Alien Certificate of Registration Fee (ACR)	500.00	500.00	1,000.00	1,000.00	1,000.00	1,000.00
Head Tax (16 years old - above)					250.00	250.00
Express Fee	500.00	1,000.00	500.00	1,000.00	500.00	1,000.00
Emigration Clearance Certificate(ECC)/ Certificate of Exemption Fee (CE)	200.00	200.00	700.00	700.00	700.00	700.00
Legal Research Fee (LRF) for each immigration fee except for Head Tax and Fines	40.00	40.00	40.00	40.00	40.00	40.00
Visa Sticker Fee	100.00	100.00	100.00	100.00	100.00	100.00
Total (for Extension)	2,140.00	3,440.00	3,140.00	4,440.00	3,390.00	4,690.00
Certificate Fee	500.00	500.00	500.00	500.00	500.00	500.00
Express Fee (for Certificate)	500.00	500.00	500.00	500.00	500.00	500.00
Legal Research Fee (for certificate)	10.00	10.00	10.00	10.00	10.00	10.00
Total (for Certificate)	1,010.00	1,010.00	1,010.00	1,010.00	1,010.00	1,010.00
ACR I-Card for Tourist	US\$50.00	US\$50.00	US\$50.00	US\$50.00	US\$50.00	US\$50.00
Express Fee	500.00	500.00	500.00	500.00	500.00	500.00

(for I-Card)						
Grand Total	3,150.00	4,450.00	4,150.00	5,450.00	4,400.00	5,700.00

Note: Add \$50 or the equivalent peso rate to the Grand Total for ACR I-Card Additional fees for overstaying tourists:

- Monthly Extension Fine (Additional P500) per month
- Motion for Reconsideration (Additional P500)
- Legal Research Fee (LRF) of P 10 for MR
- Re-issuance of ACR is for the 2nd entry in the country thereafter collected every after 59 days of stay (P250)

Macau-Portuguese/Hong Kong British National Overseas (BNO) Passports (7 days initial admission)

ITEM DESCRIPTION	AMOUNT
First Extension	500.00
Application Fee	300.00
Express Fee	500.00
Visa Sticker Fee	100.00
Legal Research Fee (LRF)	20.00
TOTAL	1,420.00
Certification Fee	500.00
Express Fee (for Certificate)	500.00
Legal Research Fee (for Certificate)	10.00
TOTAL	1,010.00
GRAND TOTAL	2,430.00

Note: After the first extension, apply for Visa Waiver

Hong Kong SAR Passport (14 days initial admission)

ITEM DESCRIPTION	AMOUNT
First Extension	500.00
Application Fee	300.00
Express Fee	500.00
Visa Sticker Fee	100.00
Legal Research Fee (LRF)	20.00
TOTAL	1,420.00
Certification Fee	500.00
Express Fee (for Certificate)	500.00
Legal Research Fee (for Certificate)	10.00
TOTAL	1,010.00
GRAND TOTAL	2,430.00

Note: After the first extension, apply for Visa Waiver

9a Tourist Visa Extension – More Than Six (6) Months

Source: *Bureau of Immigration 2019 Citizens Charter (accessed as of 9 February 2022)*

A foreign national whose stay will exceed fifty-nine (59) days should secure extensions of stay with the Bureau of Immigration

Agency Involved: Bureau of Immigration

Contact Details:

www.immigration.gov.ph

Magallanes Drive, Manila (HO)

(+632) 8465 2400 / 8524 3769

xinfo@immigration.gov.ph

<http://www.immigration.gov.ph/contact-us/main-office>

Who May Avail:

Foreign nationals who entered the Philippines as temporary visitors / tourists under any of the following categories:

- a. *For holders of British National Overseas (BNO) passports: FSC 122-11 9(a); 7 Days*
- b. *For holders of Portuguese-Macao passports: Tourist Visa under Section 9(A); 7 Days*
- c. *For holders of PROC passports with AJACS Visa: MCL-09-006; 7 Days*
- d. *For holders of Hong Kong SAR passports: FSC 125-10; 14 Days*
- e. *For holders of Macau SAR passports: FSC 122-11; 14 Days*
- f. *For holders of Indian passports with AJACSSUK Visa: FSC 36-10; 14 days*
- g. *Executive Order No. 408 (EO408); 30 Days*
- h. *Tourist Visa under Section 9(A) visa; dependent on authorized stay issued by the FSP*
- i. *Tourist Visa under Section 9(A) visa; dependent on authorized stay issued by the FSP*
- j. *For holders of Brazilian passports: Tourist Visa under Section 9(A); 59 Days*
- k. *For holders of Gibraltarian or Israeli passports: Tourist Visa under Section 9(A); 59 Days*

Documentary Requirements:

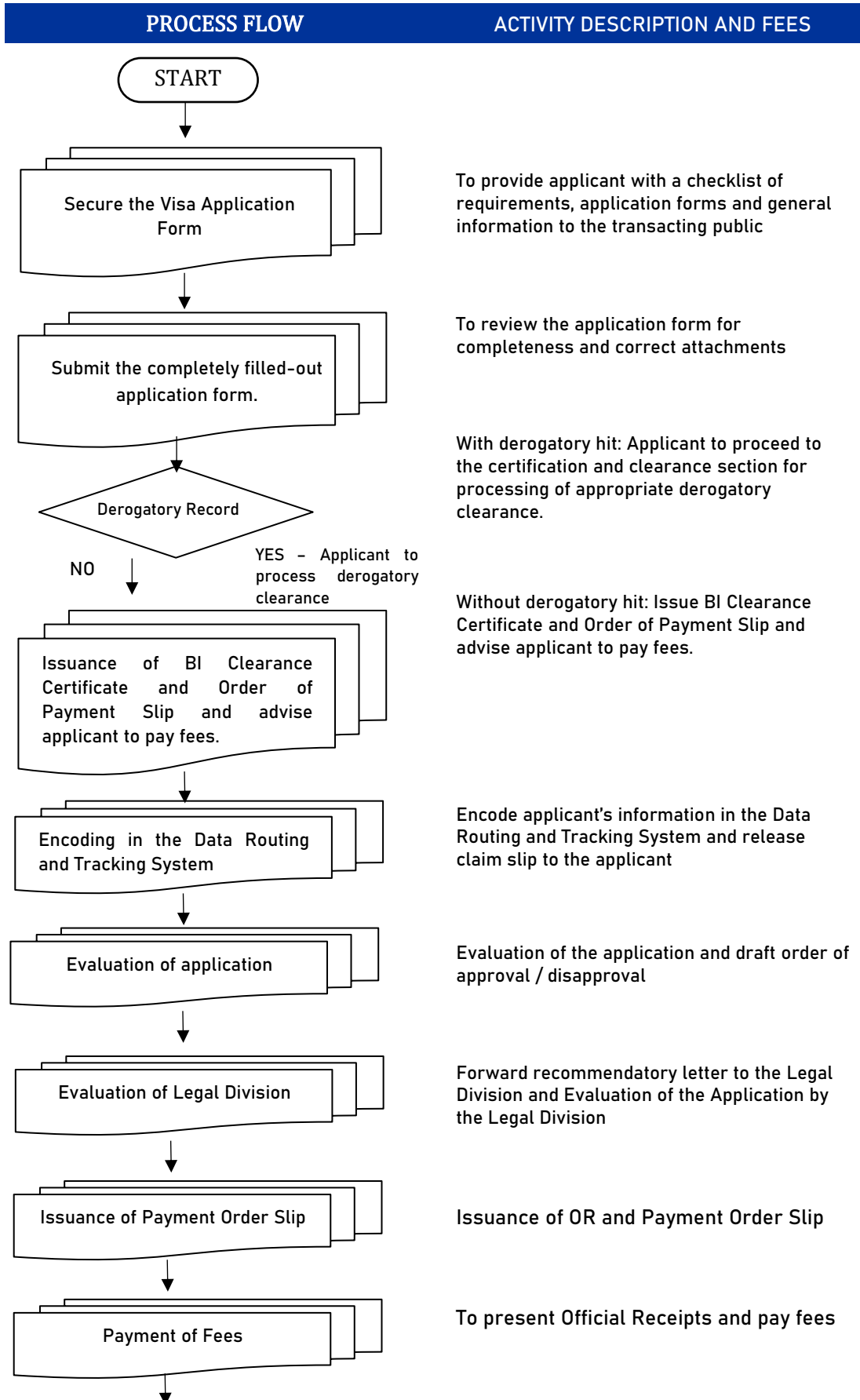
7. [Accomplished Tourist Visa Extension Form](#)
8. Notarized affidavit of overstaying / explanation
9. Original passport of the applicant
10. Documentary requirements consist of photocopies of the bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable.
11. Marriage Certificate if applicant is married to a Filipino
12. Birth Certificate if applicant is a child (NATIVE BORN)

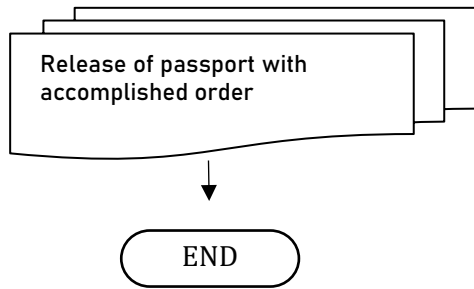
Additional Requirements if request is filed through a Representative:

3. Authorization Letter or Special Power of Attorney (SPA); and
4. One (1) valid Identification Card of the representative; or Photocopy of BI Accreditation ID of the Travel Agent

Note: Pursuant to Memorandum Order No. ADD-02-038, all temporary visitors under Section 9(a) of the Philippine Immigration Act of 1940, as amended, who file their applications for extension after their respective authorized stays have expired and secured the requisite approval thereon shall be assessed all fees under the express lane.

Procedure





Review correctness of visa and order implementation

Processing Period: 30 working days

Fees:

Motion for Reconsideration	510.00
Monthly Extension Fine *For every month or fraction thereof	500.00
Administrative fine *For every year or a fraction thereof, an Administrative Fine of ₱ 5,000.00 is imposed; however, those admitted under RA 6768 or "Balikbayan" are exempted.	5000.00
Immigration Arrears	As per order
Miscellaneous Fees	As per order

9a Tourist Visa Extension – More Than 12 Months or Maximum Allowable Extension

Source: *Bureau of Immigration 2019 Citizens Charter (accessed as of March 2023)*

Extension of tourist visa for more than six months but not more than 12 months

Agency Involved: Bureau of Immigration

Contact Details:

www.immigration.gov.ph

Magallanes Drive, Manila (HO)

(+632) 8465 2400 / 8524 3769

xinfo@immigration.gov.ph

<http://www.immigration.gov.ph/contact-us/main-office>

Who May Avail:

Foreign nationals who entered the Philippines as temporary visitors / tourists under any of the following categories:

- a. *For holders of British National Overseas (BNO) passports: FSC 122-11 9(a); 7 Days*
- b. *For holders of Portuguese-Macao passports: Tourist Visa under Section 9(A); 7 Days*
- c. *For holders of PROC passports with AJACS Visa: MCL-09-006; 7 Days*
- d. *For holders of Hong Kong SAR passports: FSC 125-10; 14 Days*
- e. *For holders of Macau SAR passports: FSC 122-11; 14 Days*
- f. *For holders of Indian passports with AJACSSUK Visa: FSC 36-10; 14 days*
- g. *Executive Order No. 408 (EO408); 30 Days*
- h. Tourist Visa under Section 9(A) visa; dependent on authorized stay issued by the FSP
- i. Tourist Visa under Section 9(A) visa; dependent on authorized stay issued by the FSP
- j. *For holders of Brazilian passports: Tourist Visa under Section 9(A); 59 Days*
- k. *For holders of Gibraltar or Israeli passports: Tourist Visa under Section 9(A); 59 Days*

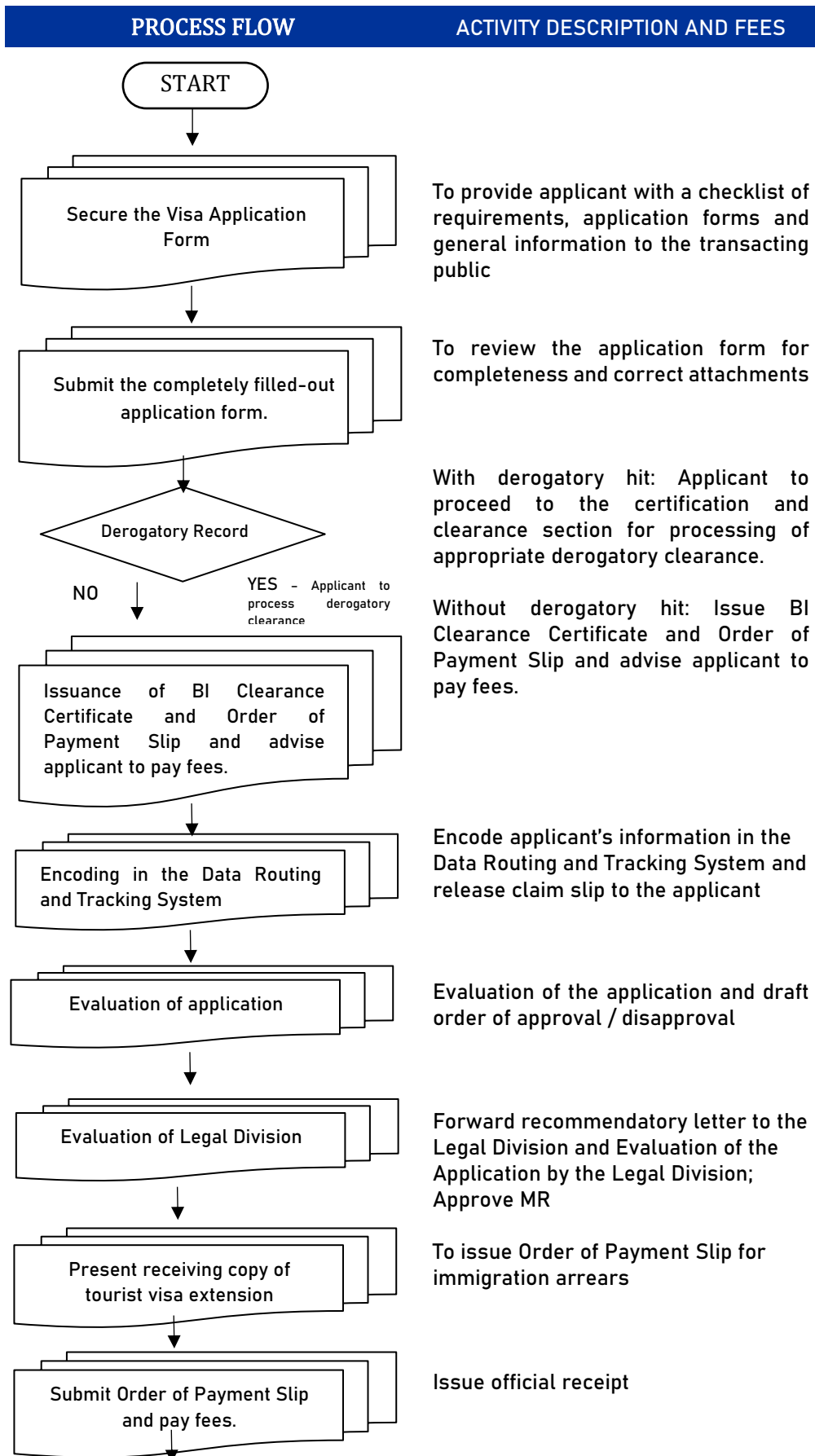
Documentary Requirements:

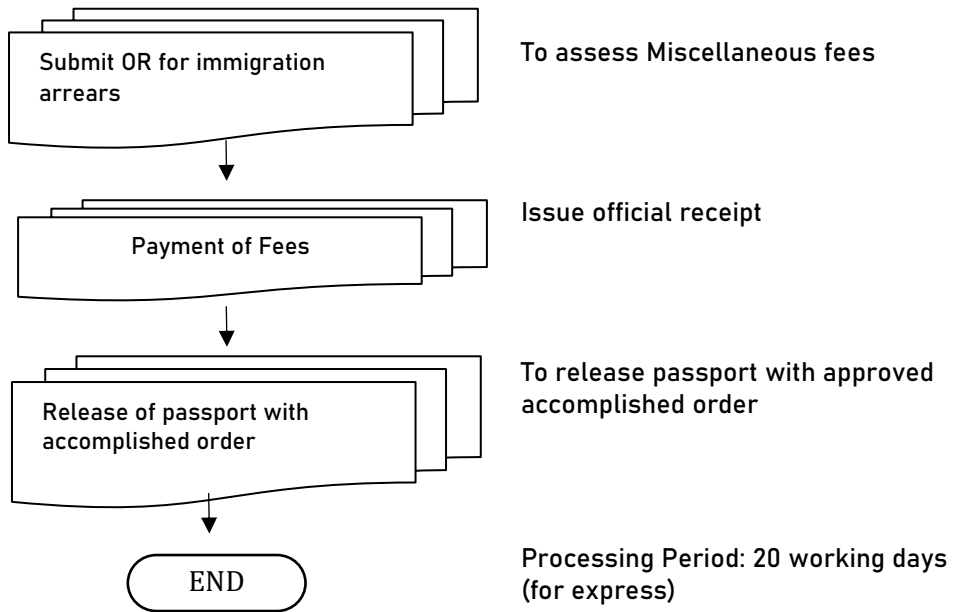
1. [Accomplished Tourist Visa Extension Form](#)
2. Notarized affidavit of overstaying / explanation
3. Original passport of the applicant
4. Documentary requirements consist of photocopies of the bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable.
5. Marriage Certificate if applicant is married to a Filipino
6. Birth Certificate if applicant is a child (NATIVE BORN)

Additional Requirements if request is filed through a Representative:

1. Authorization Letter or Special Power of Attorney (SPA); and
2. One (1) valid Identification Card of the representative; or Photocopy of BI Accreditation ID of the Travel Agent

Procedure:





Note: Pursuant to Memorandum Order No. ADD-02-038, all temporary visitors under Section 9(a) of the Philippine Immigration Act of 1940, as amended, who file their applications for extension after their respective authorized stays have expired and secured the requisite approval thereon shall be assessed all fees under the express lane.

Fees:

Motion for Reconsideration	510.00
Monthly Extension Fine *For every month or fraction thereof	500.00
Administrative fine *For every year or a fraction thereof, an Administrative Fine of ₱ 5,000.00 is imposed; however, those admitted under RA 6768 or "Balikbayan" are exempted.	5000.00
Immigration Arrears	As per order
Miscellaneous Fees	As per order

IMMIGRANT VISAS

Conversion to Section 13 Quota Immigrant Visa

Conversion to Section 13 Quota Immigrant Visa

Source: *Bureau of Immigration 2019 Citizens Charter (accessed as of 9 February 2022)*

Refers to "quota immigrant visa" that is granted to qualified foreign nationals for any one calendar year not in excess of fifty (50) of any one nationality or without nationality for any one calendar year

Agency Involved: Bureau of Immigration

Contact Details:

www.immigration.gov.ph

Magallanes Drive, Manila (HO)

(+632) 8465 2400 / 8524 3769

xinfo@immigration.gov.ph

<http://www.immigration.gov.ph/contact-us/main-office>

Documentary Requirements:

PRINCIPAL

1. Letter request addressed to the Commissioner from the applicant stating that he/she:
 - a. Is in possession of a valid passport (or equivalent document) and visa at the time of filling the application;
 - b. Does not belong to any class of excludable or deportable foreign nationals enumerated under Section 29 and 37 of the Philippine Immigration Act of 1940;
 - c. Possesses the qualifications, skills, scientific, educational or technical knowledge which will advance and be beneficial to the national interest of the Philippines or has sufficient capital for a viable and sustainable investment in the Philippines.
2. Duly accomplished [Consolidated General Application Form \(CGAF\)](#)
3. Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay;
4. Proof of applicant's special qualifications, skills or knowledge, or proof of financial capacity or investment, including but not limited to:
 - a. Bank certification of inward remittance amounting to at least US \$50,000.00 or equivalent in other foreign currency;
 - b. Documents evidencing ownership / purchase of a condominium [condominium unit(s) acquired within four (4) years prior to filing the Quota Immigrant Visa may be considered] with a corresponding proof that the amount he/she invested came or was inwardly remitted from foreign sources;
 - c. Documents showing ownership or investment in an existing corporation, enterprise or business concern [shares of stock or other equivalent proof of ownership in a corporation or business concern acquired within four (4) years prior to filing the application may be considered] with a corresponding proof that the amount he/she invested came or was inwardly remitted from foreign sources.
5. National Bureau of Investigation (NBI) Clearance valid for six (6) months, if application is filed six (6) months or more from the date of first arrival in the Philippines
6. Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014.
7. BI Clearance Certificate

DEPENDENTS (one for each applicant-dependent)

8. Duly accomplished [Consolidated General Application Form \(CGAF\)](#)

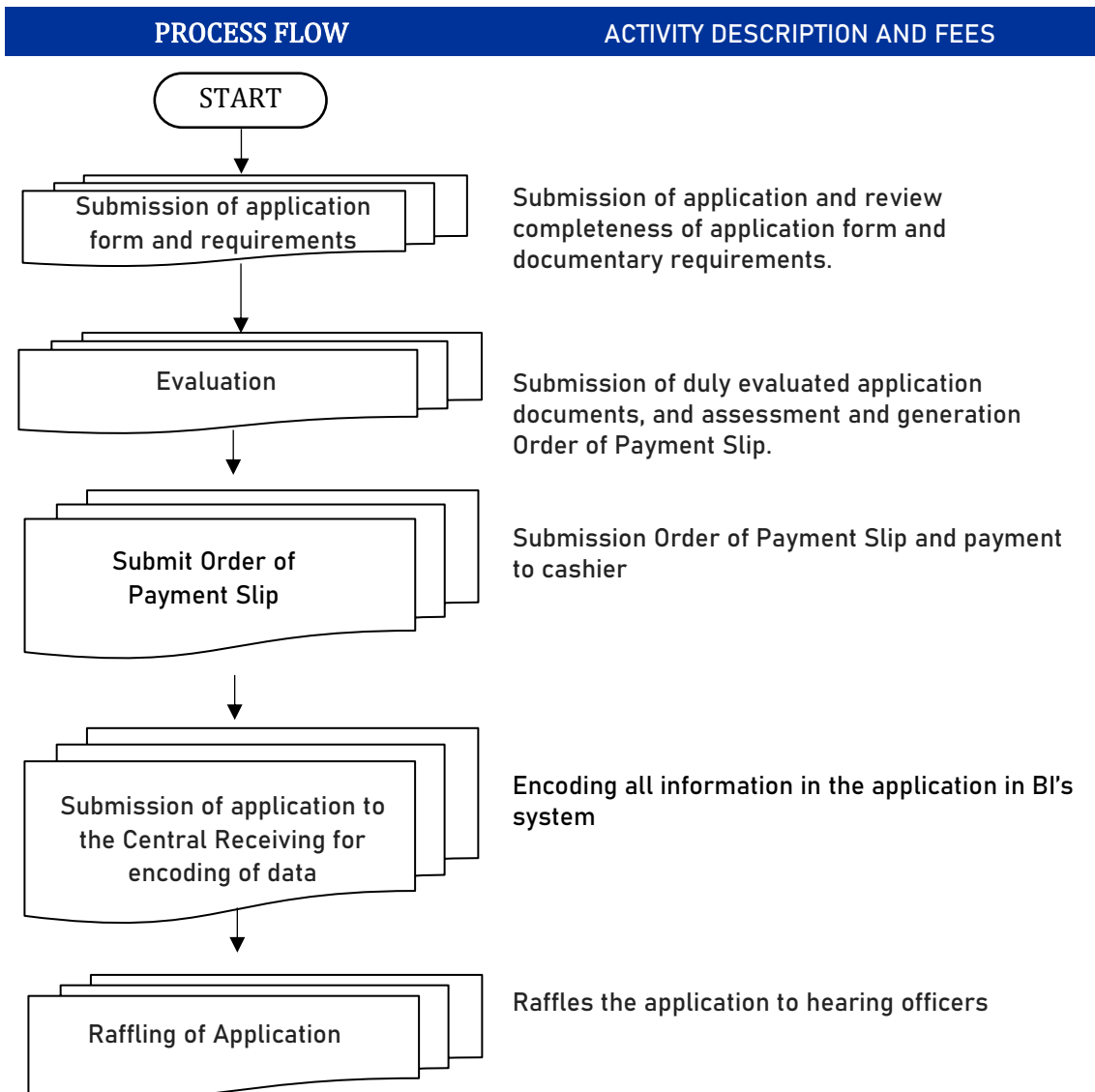
9. Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay;
10. Proof of relationship with the petitioner, such as marriage or birth certificate issued by the PSA
11. National Bureau of Investigation (NBI) Clearance valid for six (6) months, if application is filed six (6) months or more from the date of first arrival in the Philippines
12. Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014.
13. BI Clearance Certificate

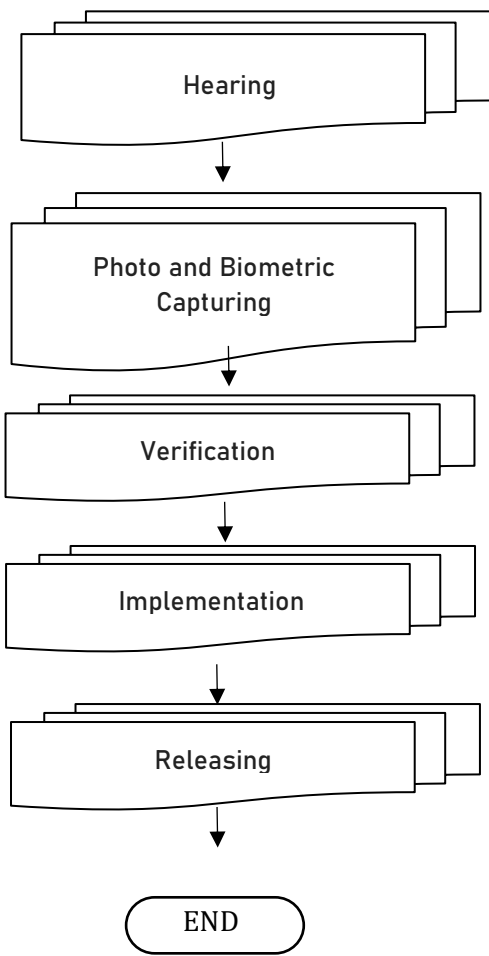
*FOR APPLICATIONS FILED THRU REPRESENTATIVE/S: Special Power of Attorney or Photocopy of BI Accreditation ID

ACR I-CARD APPLICATION (for each applicant)

1. Appropriate [application form](#), duly accomplished
2. Photocopy of passport biographical page and latest admission with valid stay

Procedure





To appear during the hearing schedule indicated in the Official Receipt

To proceed to the Alien Registration Division for capturing of biometric information after hearing.

Note: Only applicants 4 years and above will undergo biometrics

The list of approved visas are uploaded in the Bureau's official website.

BOI to implement duly approved visa on subject's passport. To release passport with implemented visa and certified true copy of duly approved Order.

Release of ACR I-Card to subject.

Processing Fees:
 Regular - P18,919.50
 Express- P21,419.00

Processing Period:
 Regular - 20 days*
 Express - 15 days*

*subject to additional days as provided under RA 11032 or Ease of Doing Business Act

Fees:

CATEGORY	IMMIGRATION FEES	
	VISA FEES	ACR-ICARD
1) Principal / Dependent Spouse	₱18,830.00	\$50.00
2) Dependent (Below 16 years of age)	₱18,580.00	\$50.00
3) Dependent (Below 14 years of age)	₱18,080.00	\$50.00

INCENTIVES AVAILMENT

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BOARD OF INVESTMENTS

The Philippine Board of Investments (BOI) is an attached agency of Department of Trade and Industry (DTI) responsible for promoting investments in the Philippines. As the lead industry promotion agency (IPA) in the Philippines, BOI offers guidance to local and foreign investors in doing business in desirable areas of economic activities in the country.

List of incentives under Republic Act No. 11534 s. 2020, otherwise known as the Corporate Recovery and Tax Incentives for Enterprises Act (CREATE):

For exporters' activities:

Location/Industry Tiers	Tier I (no. of years)	Tier II (no. of years)	Tier III (no. of years)
National Capital Region	4 ITH + 10 ED / SCIT	5 ITH + 10 ED / SCIT	6 ITH + 10 ED / SCIT
Metropolitan areas or areas contiguous and adjacent to NCR	5 ITH + 10 ED / SCIT	6 ITH + 10 ED / SCIT	7 ITH + 10 ED / SCIT
All other areas	6 ITH + 10 ED / SCIT	7 ITH + 10 ED / SCIT	8 ITH + 10 ED / SCIT

For domestic market activities:

Location/Industry Tiers	Tier I (no. of years)	Tier II (no. of years)	Tier III (no. of years)
National Capital Region	4 ITH + 5 ED	5 ITH + 5 ED	6 ITH + 5 ED
Metropolitan areas or areas contiguous and adjacent to NCR	5 ITH + 5 ED	6 ITH + 5 ED	7 ITH + 5 ED
All other areas	6 ITH + 5 ED	7 ITH + 5 ED	8 ITH + 5 ED

ITH – Income Tax Holiday

ED – Enhanced Deductions

CIT – Special Corporate Income Tax

For the complete details on the tax and duty incentives under CREATE law, you may refer to the [CREATE Implementing Rules and Regulations](#).

Contact Details:

<https://boi.gov.ph/>

Industry and Investments Building, 385 Senator Gil Puyat Avenue, Makati City, 1200 Metro Manila, Philippines

(+63) 961 680 5445 / (+ 63 02) 8897 6682

Philippines.Business@boi.gov.ph

<https://www.facebook.com/boiphilippines>

B0I Registration

Source: [B0I Citizen's Charter 2022, 4th Edition](#) (accessed as of 30 May 2022)

Qualifications for B0I Registration

Qualified business enterprise who will invest in priority areas/activities listed in the [Strategic Investment Priorities Plan \(SIPP\)](#) may avail of the services. The IPP approved by the President, identifies the investment areas eligible for incentives under the CREATE Act and Omnibus Investments Code of 1987.

Documentary Requirements

1. Accomplished, signed and duly notarized B0I Application Form, available at the Project Evaluation and Registration Divisions of each Industry Services;
2. Google Map, indicating the applicant's existing project/s (if any) located near the proposed site. Sketches not acceptable;
3. Business Model - Schematic diagram/model of the activity being registered (clearly indicate how the proponent will earn revenues and make profit);
4. Manufacturing Process (indicate which equipment to be used for each process; (FOR MANUFACTURING PROJECTS);
5. Financial Projections with breakdown of Cost of Sales and Manufacturing Expenses (at least 5 years projection), (in Excel format); (NOT REQUIRED FOR MICRO PROJECTS);
6. Audited Financial Statements (for the last 3 years if applying for expansion and modernization; required for New if there is an existing similar project in another location);
7. SEC Registration with Articles of Incorporation and By-Laws, including amendments (if any); DTI Certificate of Registration (if applicable);
8. Latest SEC General Information Sheet (if applicable); if stockholders are corporations, copy of their latest SEC GIS;
9. Board Resolution (1) Authorizing officer to transact, execute and sign in behalf of the applicant enterprise; (2) that the firm has no action or proceeding against the project and the investment is pending in the Supreme Court, the Court of Appeals or any other tribunal or government agency xxx;
10. Other requirements/endorsement that the specific sector of activity may require.

*Procedure for Micro and Small Enterprises**(Project cost Php15,000,000 and below)*

CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME
<p style="text-align: center;">1</p> <p>Client submits application documents for checklisting as to completeness of documents submitted based on checklist form</p> <p>Pays the filing fee to the Cashier</p> <p>Files the application to Records Division (with copy of OR) for the assignment of Application No.</p>	<ul style="list-style-type: none"> • if documents and information are incomplete, application to be returned to the client together with the Checklist Form within three (3) working days from receipt of such application • PERD sends Deficiency Letter to the client giving seven (7) working days to submit complete documents/ information; otherwise, the application shall be considered withdrawn without prejudice to re - application. • PERD sends the referral slip to concerned Sectoral Division for the preparation of Socio -Economic Benefits (SEB) analysis and inputs for the CBA • For firms with existing registration/s, PERD sends the referral slip to LCS for verification of the firm's compliance with the Terms and Conditions; and IS to determine the firm's total availment of incentives. • As applicable, PERD together with a Sectoral staff conducts site visit / virtual inspection to validate the status of operation of the enterprise and other information submitted by the firm. • If documents and information are complete and verified, official acceptance of application • Official acceptance of application: <ul style="list-style-type: none"> ○ PERD issues Assessment Bill and Accounting Div. issues Order of Payment for payment of application fee ○ Cashier issues Official Receipt (OR) ○ Records Division receives application and forwards the application to PERD • Project evaluation process <ul style="list-style-type: none"> ○ PERD forwards the Notice of Filing of Application for Publication to ITD for posting in the BOI website ○ PERD drafts/finalizes Final Evaluation Report (FER) ○ PERD presents the FER to IDS Executive Director for action 	<p>Covered by 3-day processing (from official acceptance of the application until release of Notice of Board Action only)</p>

	<ul style="list-style-type: none"> ○ PERD prepares memo for EDIDS of approved project/s for presentation to the Board for notation ○ PERD Prepares Notice of Board Action (whether approved, deferred or denied) 	
<p style="text-align: center;">2</p> <p>Client receives a Notice of Board Action;</p> <p>if approved, submits preregistration requirements and pays registration fee to Cashier</p>	<ul style="list-style-type: none"> • If approved, BOI thru IDS-PERD awaits the submission of preregistration requirements within 60 calendar days from receipt of notice of Board approval. • BOI thru IDS-PERD issues Assessment Bill and Accounting Div. issues Order of Payment and Cashier issues Official Receipt for the registration fee. • BOI thru IDS-PERD prepares the Certificate of Registration 	<p>Certificate of Registration preparation is one (1) week</p>
<p style="text-align: center;">3</p> <p>Client receives the original copy of Certificate of Registration</p>	<p>Records the details of CR, releases the CR to client, create registration folder (cc LCS and IS)</p>	<p>One (1) day</p>
END OF TRANSACTION		

Note:

BOI - Board of Investments

IDS - Industry Development Services

PERD - Project Evaluation and Registration Division

FER - Final Evaluation Report

Procedure for Regular Projects

(Project Cost exceeding Php15,000,000)

CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME
<p>1</p> <p>Client submits application documents for checklisting as to completeness of documents submitted based on checklist form</p>	<ul style="list-style-type: none"> • If documents are incomplete, application to be returned to the client together with the Checklist Form within three (3) working days from receipt of application. • IPERD sends Deficiency Letter to the client giving seven (7) working days to submit complete documents/information; otherwise, the application shall be considered withdrawn without prejudice to reapplication. • As applicable, PERD together with a Sectoral staff conducts site visit / virtual inspection to validate the status of operation of the enterprise and other information submitted by the firm. 	<p>Covered by 5-week Project Evaluation and Registration Cycle (PERC)</p> <p>Week 1</p>
<p>Client receives official acceptance documents from PERD staff</p> <p>Pays the filing fee to the Cashier</p> <p>Files the application to Records Division (with copy of OR) for the assignment of Application No.</p>	<ul style="list-style-type: none"> • PERD Prepares official acceptance documents such as: <ul style="list-style-type: none"> ○ Notice Filing of Application (for publication to any newspaper of general circulation), (proof of publication shall be submitted within 5 days upon receipt of the letter of acceptance including the Publication Notice) ○ Assessment Bill for payment of application fee (Accounting Div. issues Order of Payment and Cashier issues Official Receipt (OR)) • Records Division forwards the application to PERD 	
	<ul style="list-style-type: none"> • Project Evaluation Process: <ul style="list-style-type: none"> ○ PERD drafts/ finalizes Final Evaluation Report (FER) ○ PERD (together with Sectoral staff) conducts site visit (if necessary) ○ IDS-PERD presents the FER to Management Committee and Board for notation or deliberation/ confirmation of action. ○ BOI endorses the application documents, PER and/or additional information/documents to the FIRB Secretariat for presentation to FIRB Technical Committee and FIRB Board (In compliance with the CREATE LAW for investment capital of Php1Billion and above) 	<p>Week 2-5</p> <p>Action within 20 working days (excluding projects endorsed to FIRB for approval)</p>

<p style="text-align: center;">2</p> <p>Client receives a Notice of Board Action (whether project is approved or denied);</p>	<ul style="list-style-type: none"> • Prepares Notice of Board Action (whether approved, deferred or denied) • If investment capital of the project is Php1 Billion and above, BOI awaits for FIRB Board resolution. • If approved, BOI thru IDS-PERD awaits the submission of preregistration requirements within 60 calendar days from receipt of notice of Board approval. 	
<p style="text-align: center;">3</p> <p>Client submits the complete preregistration requirements and pays the registration fee to Cashier</p>	<ul style="list-style-type: none"> • BOI thru IDS-PERD issues Assessment Bill and Accounting Div. issues Order of Payment and Cashier issues Official Receipt for the registration fee. • BOI thru IDS-PERD prepares the Certificate of Registration 	<p>Certificate of Registration preparation is one (1) week</p>
<p style="text-align: center;">4</p> <p>Client receives the original copy of Certificate of Registration</p>	<ul style="list-style-type: none"> • PERD records the details of CR, releases the CR to client, create registration folder (cc LCS and IS) 	<p>One (1) day</p>
<p>END OF TRANSACTION</p>		

Note:

BOI - Board of Investments

IDS - Industry Development Services

PERD - Project Evaluation and Registration Division

PER - Project Evaluation Report

Registration Fee

Project Cost	Registration Fee
Micro Project	PhP3,000.0
New and Expansion Projects	1/10 of 1% of project cost, but not less than PhP 3,000.00; and not to exceed PhP 15,000.00
Existing Projects	PhP 3,000.00

Filing Fee

Project Cost	Filing Fee*
P4 Million and below (Micro Project)	PhP 1,520.00
Exceeding PhP 4 million to PhP 20 million (Small Project)	PhP 3,030.00
Exceeding PhP 20 million to PhP 50 million	PhP 4,545.00
Exceeding PhP 50 million	PhP 6,060.00

BOI Endorsements and Other Issuances

Endorsement to set up a Regional or Area Headquarters (RHQ) / Regional Operating Headquarters (ROHQ)

Securing BOI Endorsement to set up a Regional or Area Headquarters (RHQ)/Regional Operating Headquarters (ROHQ)

Qualifying Services:

Regional Operating Headquarters (ROHQ)

- General administrative and planning;
- Business planning and coordination;
- Sourcing/procurement of raw materials and components;
- Corporate finance advisory services; - Marketing control and sales promotion;
- Training and personnel management;
- Logistics services;
- Research and development services and product development;
- Technical support and maintenance;
- Data processing and communication; and
- Business development

Regional or Area Headquarters (RHQ)

- Limited to acting as a supervisory, communications and coordinating center for its subsidiaries, affiliates, and branches in the region.

Office or Division: International Investments Promotion Service

Documentary Requirements: *(2 sets of photocopies)*

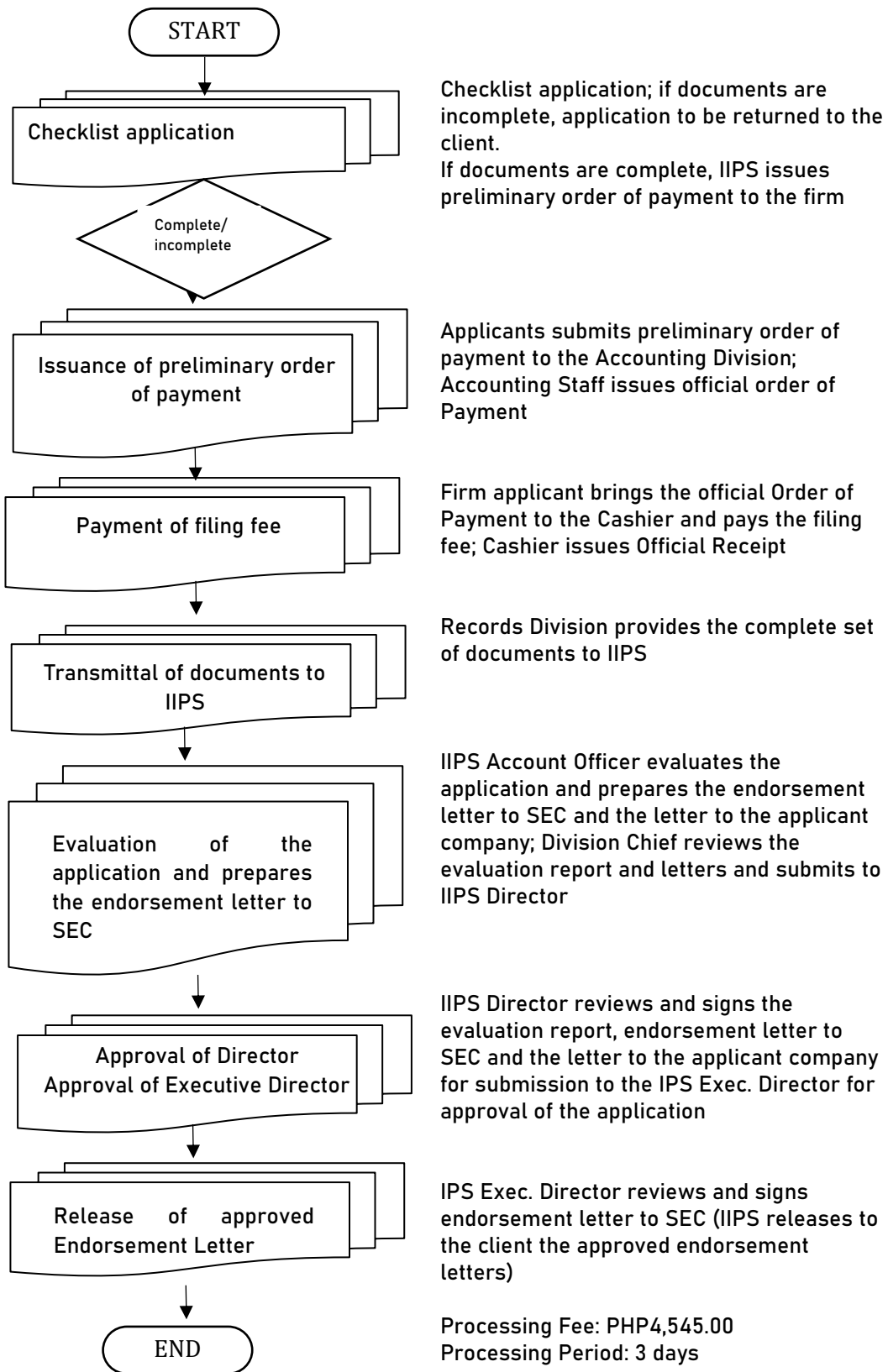
1. Covering letter addressed to Director LANIE O. DORMIENDO, International Investments Promotion Service, Board of Investments requesting for endorsement to SEC. (Please state in your letter request the projected employment of the company)
2. Application form for Registration and License to establish ROHQ/RHQ in the Philippines (SEC system generated application form)
3. Duly accomplished Application Form for BOI Endorsement to SEC.
4. Certification from the Philippine Consulate/Embassy, or the Philippine Commercial Office, or from the equivalent office of the Philippine Department of Trade and Industry in the foreign firm's home country that said foreign firm is an entity engaged in international trade with affiliates, subsidiaries or branch offices in the Asia-Pacific Region and other foreign markets.
5. Duly authenticated Certification from the principal officer of the foreign entity to the effect that the said foreign entity has been authorized by its Board of Directors or governing body to establish its ROHQ / RHQ in the Philippines.

Important Reminders:

- Qualified multinational companies with 2 or more affiliates or subsidiaries or branches in at least 2 countries.
- All documents must be submitted to BOI-International Investments Promotion Service. In addition to the original documents, please submit 2 sets of photocopies.

Procedure

PROCESS FLOW **ACTIVITY DESCRIPTION AND FEES**



Certificate of Good Standing for Bureau of Customs purposes

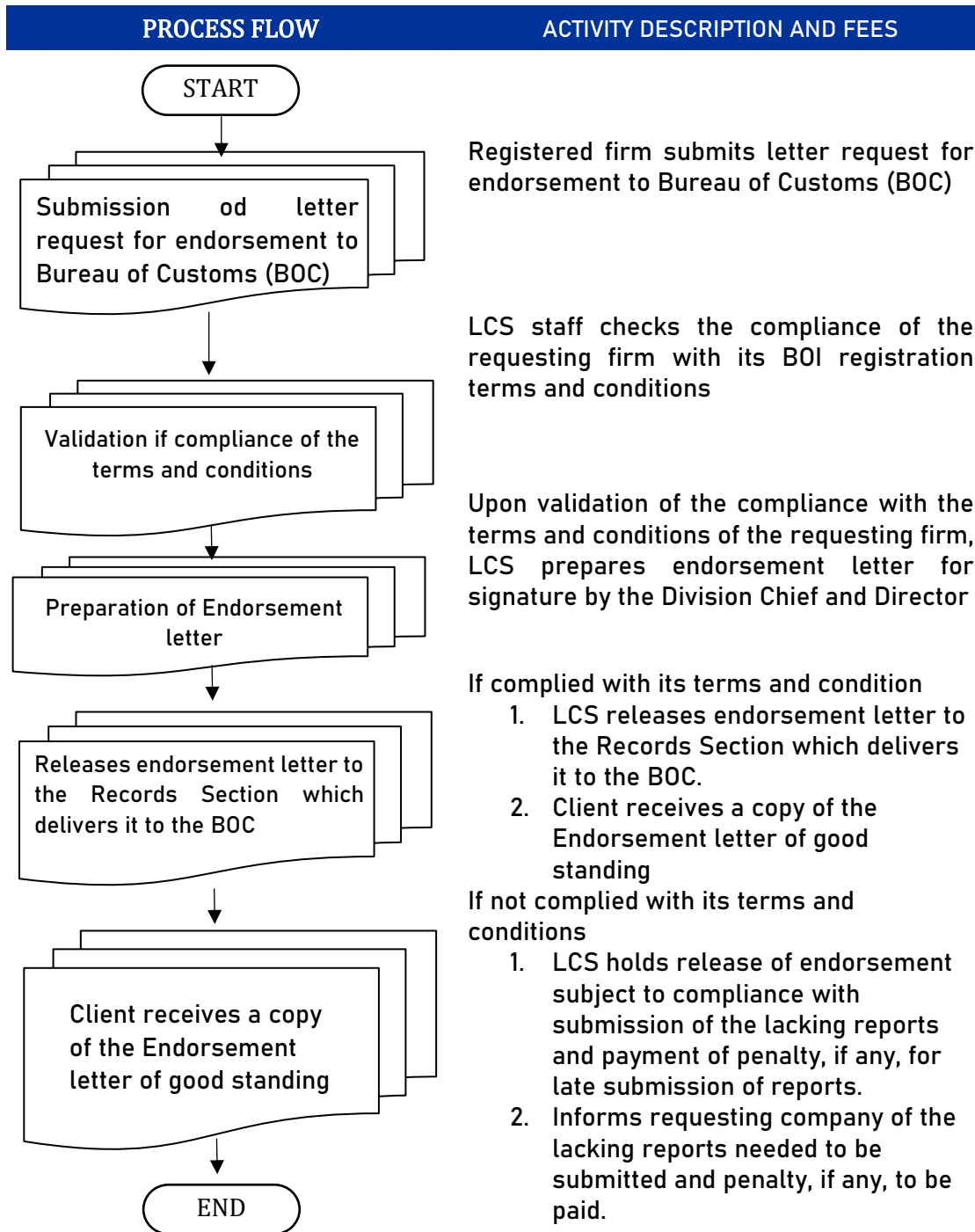
Issuance of Endorsement (Certificate of Good Standing for Bureau of Customs purposes)

Office or Division: Compliance A & B, Legal and Compliance Service (LCS)

Who May Avail: All BOI-registered enterprises under EO 226

Documentary Requirement:

1. Letter request from the firm stating the purpose of request



Processing Fee: None

Processing Period: 3 working days

Certificate of Income Tax (ITH) Entitlement (COE)

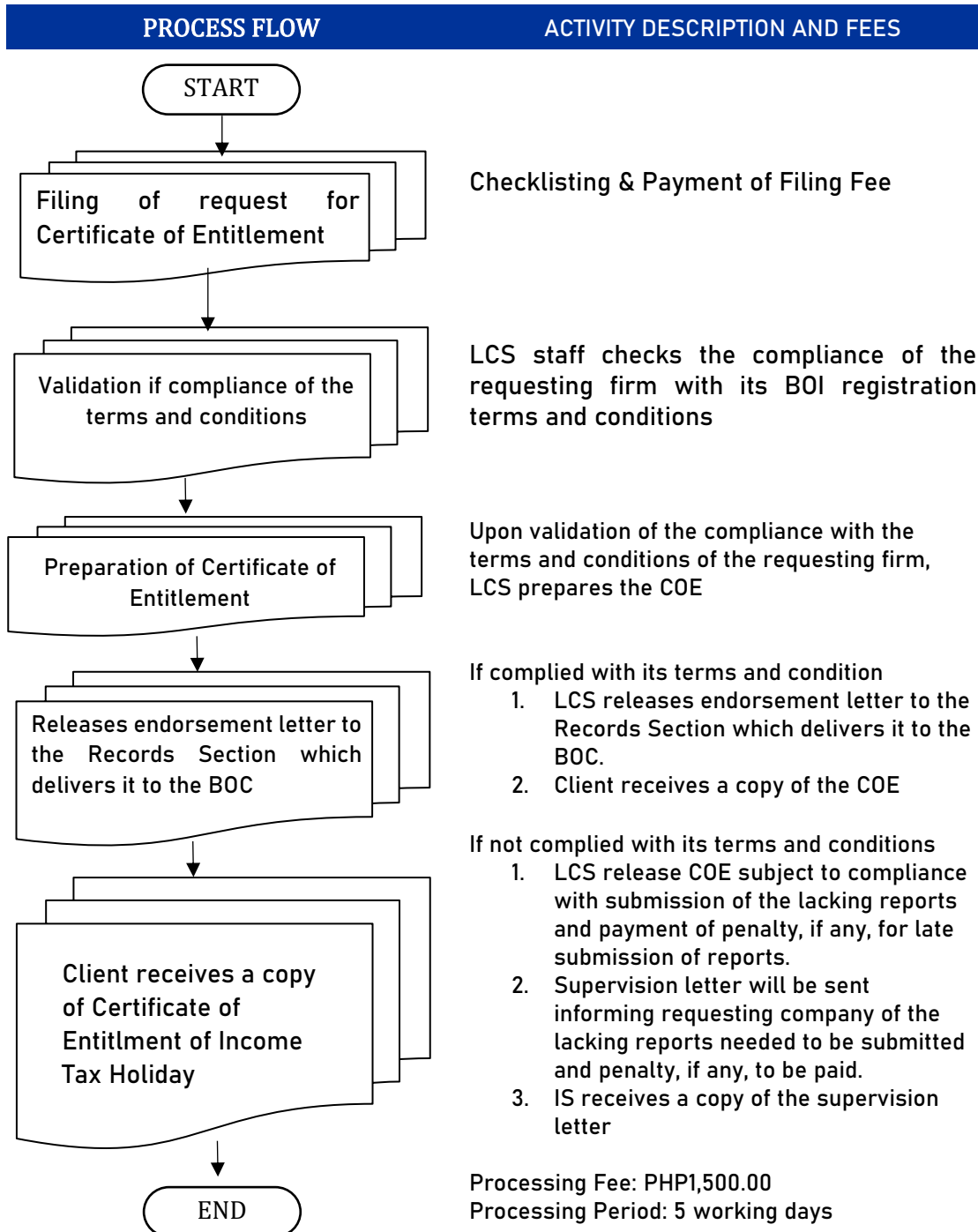
Issuance of Certificate of Entitlement

Office or Division: Compliance A & B, Legal and Compliance Service

Who May Avail: All BOI-registered enterprises under EO 226

Documentary Requirement:

1. Request form ([F-LCS-COM-001/R0/01-07- 2019](#))



Certificate of Non-Local Availability

Issuance of Certificate of Non-Local Availability

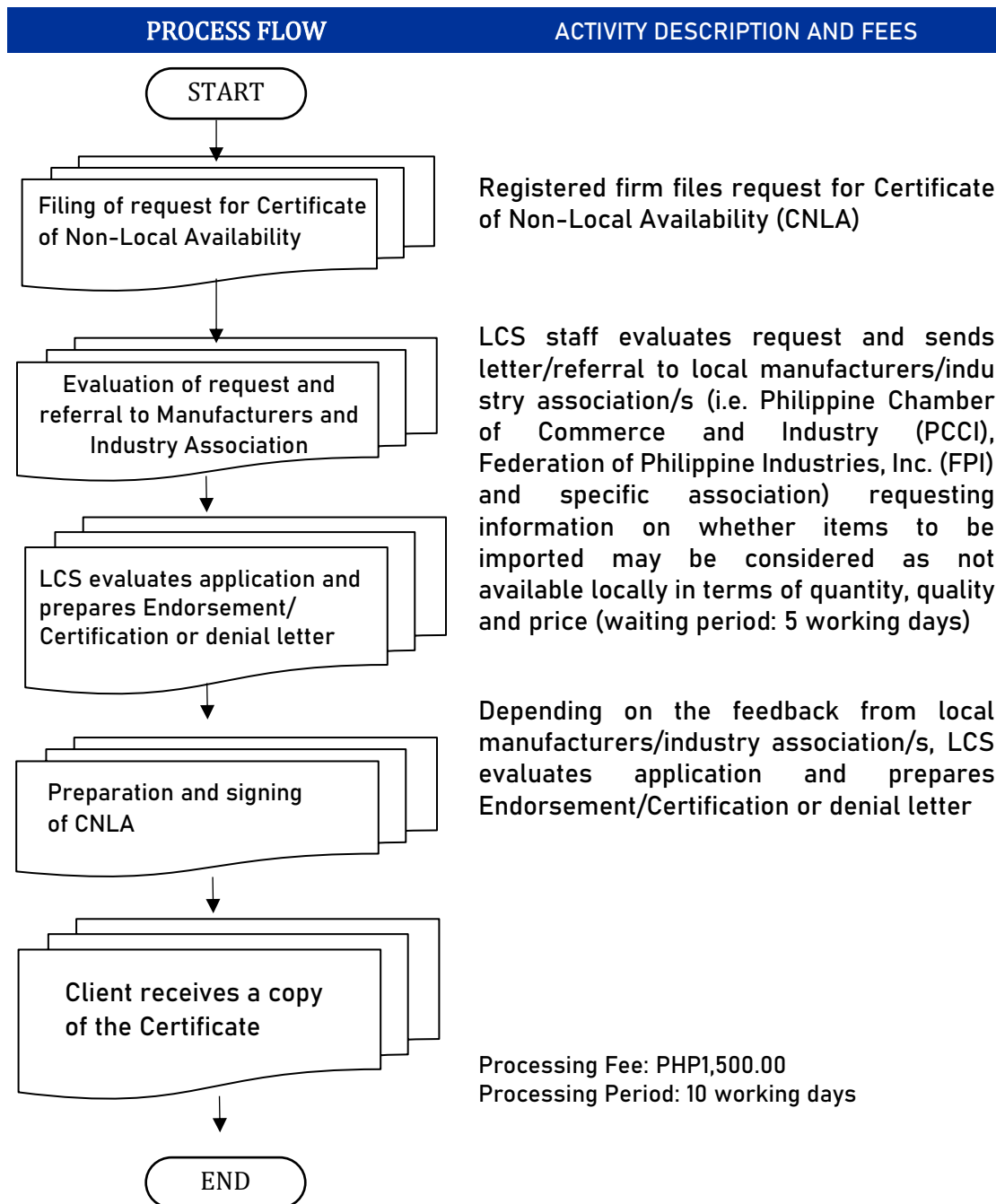
Office or Division: Compliance A & B, Legal and Compliance Service

Who May Avail: Firms covered by the following laws: RA 9520 (Cooperative Code of the Phils.), RA 6847 (Phil. Sports Commission Act), RA 7109 (An Act granting tax exemption privileges to local water district), RA 7354 (Postal Service Act of 1992), RA 7459 (Investors and Invention Act of the Phils.), PD 269 (NEA Registered Electric Cooperative of the Philippines), RA 7686 (Dual Training System Act of 1994), RA 7884 (National Dairy Development Act of 1995), RA 9184 (Government Procurement Reform Act), PD 1362, Department of Finance Officer Order 55-2010

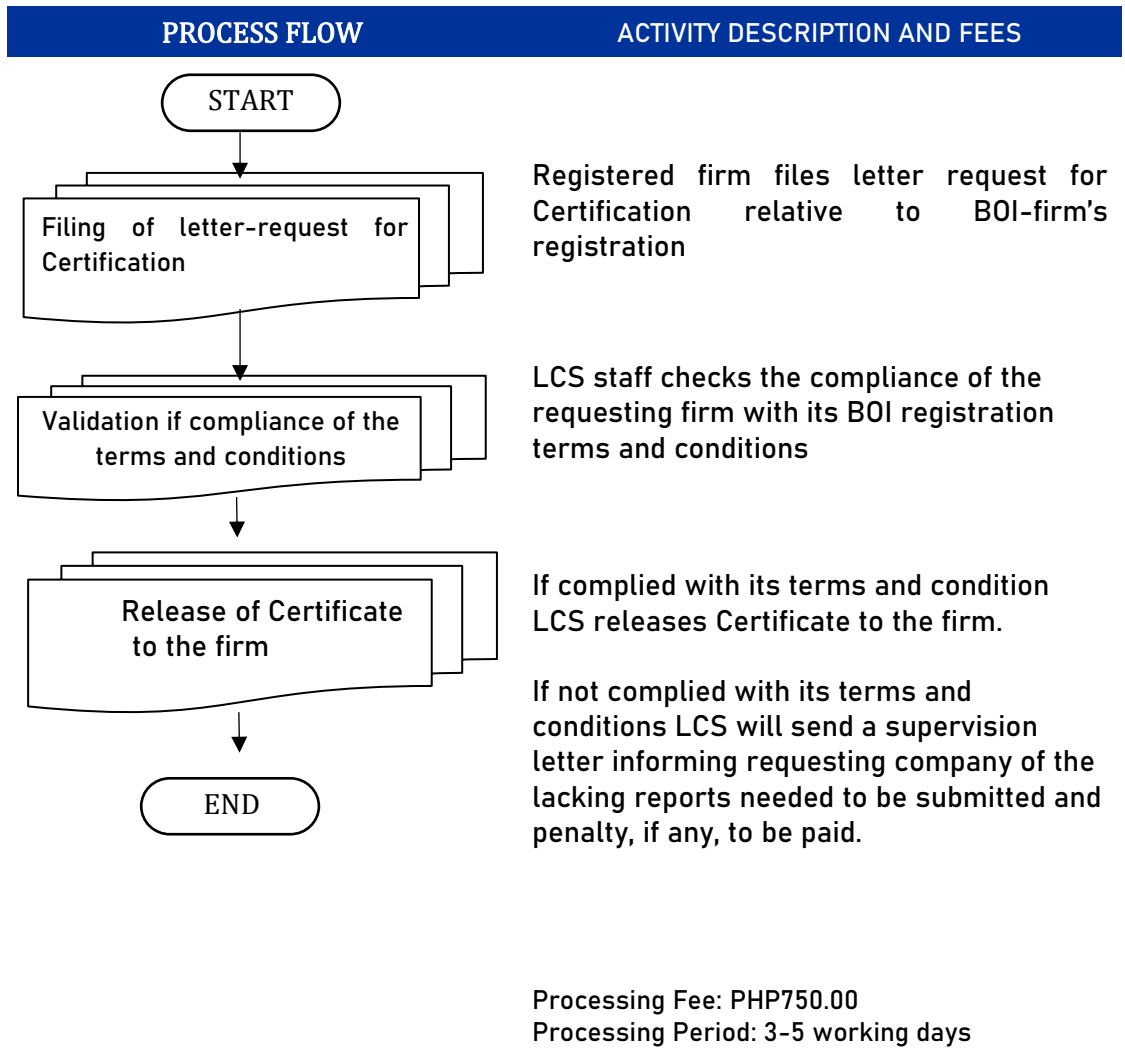
Documentary Requirements:

1. Letter request from the firm stating the purpose of request
2. Pro-forma invoice of items to be imported

Procedure



Certification on the Firm's Registration under EO 226 / ROHQ / RHQ



Request for Certificate of Qualification (CQ) to Import Tax & Duty-free Spare parts & Supplies as Provided under 39(l) of EO 226, Omnibus Investments Code

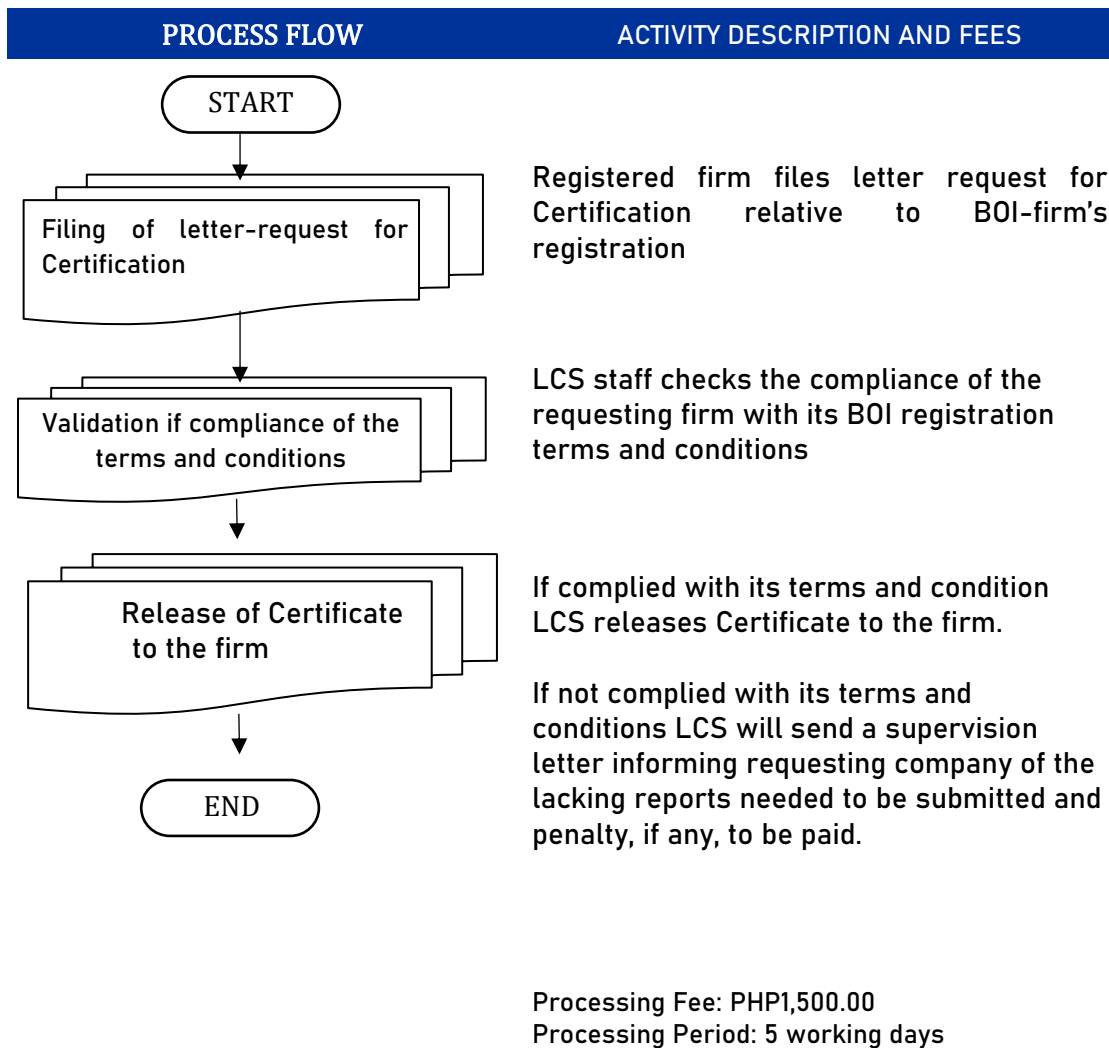
Office or Division: Compliance A & B, Legal and Compliance Service

Who May Avail: All BOI registered enterprises still entitled to the incentives

Documentary Requirements:

1. For renewal, copy of previous CQ issued
2. Copy of license to operate a CBMW / Copy of BOC Certificate stating that the applicant has filed a renewal to operate a CBMW (for firms with expired CBMW license)
3. Proof of inward remittance of foreign exchange earning

Procedure:



DEPARTMENT OF FINANCE (DOF)

Source: *HANDBOOK: DOF Citizen's Charter 2022 4th Edition* (accessed as of 30 May 2022)

The Department of Finance (DOF) is the government's steward of sound fiscal policy. It formulates revenue policies that will ensure funding of critical government programs that promote welfare among our people and accelerate economic growth and stability.

Contact Details:

www.dof.gov.ph

DOF Bldg., BSP Complex, Roxas Blvd., Manila

(+632) 8525 0244 / 5317 6363 loc. 2110

helpdesk@dof.gov.ph

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Importation of Investment Promotion Agencies (IPA) Registered Firms

Section 294 (D) in relation to Section 295(C) of the NIRC, as amended by Section 16 of R.A. 11534 (CREATE Law)

Importation of Capital equipment, spare parts and accessories imported by BOI registered new and expanding enterprises

Office or Division: Revenue Office - Mabuhay Lane

Who May Avail: BOI Registered Enterprises

Documentary Requirements:

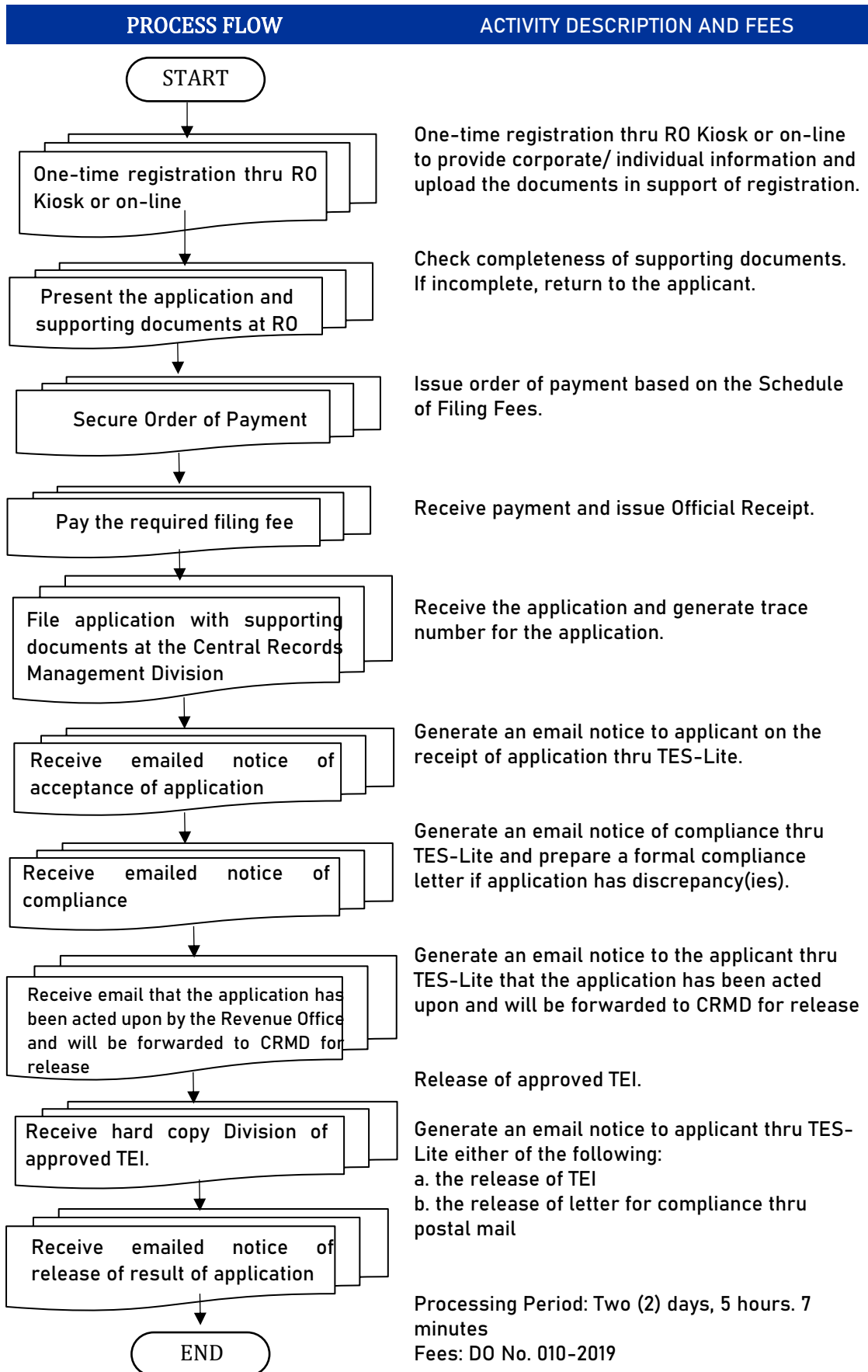
One-Time Registration:

Applicant	Broker/s, if any
1. Name of consignee	1. Tax Identification Number
2. TIN Number	2. License Number
3. SEC Registration Number	3. Name of Broker
4. DTI Registration Number	4. Email Address
5. BOI Registration Number	5. Contact Number
6. Email Address	
7. Telephone Number	
8. Official Address	
9. Contact Number	

Application:

1. Completely filled-out [DOF-TO Form No. 91](#)
2. Notarized Affidavit of End-use/Ownership
3. Signed and dated Bill of Lading/AWB
4. Commercial Invoice (Packing list, if applicable)
5. BOI Certificate of Registration with Annexes/Terms and Conditions
6. Certificate of Authority to Import/Admission Entry
7. BOI Certificate of Local Non-Availability (applicable only beginning 23 June 2022)
8. Completely filled-out DOF-RO Form No. 155 (if applicable)
9. Proforma Invoice
10. Certificate of Registration from IPA with Annexes/Terms and Conditions
11. Bank Transaction (Mode of Importation/LC, DA, Purchase Order, etc.)
12. Authorization letter (if authorized representative)
13. Other documents that may be required to support compliance with conditions or requirements of the law (i.e. regulated item, etc.)

Procedure:



E.O. No. 226, Art. 39(f)

Importation of capital equipment with accessories consigned to BOI registered firms

Office or Division: Mabuhay Lane

Who May Avail: BOI Registered Enterprises

Documentary Requirements:

One-Time Registration:

Applicant	Broker/s, if any
1. Name of consignee	1. Tax Identification Number
2. TIN Number	2. License Number
3. SEC Registration Number	3. Name of Broker
4. DTI Registration Number	4. Email Address
5. BOI Registration Number	5. Contact Number
6. Email Address	
7. Telephone Number	
8. Official Address	

Application:

1. Completely filled-out [DOF-TO Form No. 91](#)
2. Original Indorsement from the BOI
3. Signed and dated Bill of Lading/AWB
4. Commercial Invoice (Packing list, if applicable)
5. Original Indorsement from the Board of Investments
6. Authorization Letter (if authorized representative)

Fees

VALUE OF IMPORTATION	FILING FEE
PhP100,000 & below	PhP200
From PhP101,000 to PhP400,000	PhP400
From PhP401,000 to PhP700,000	PhP600
From PhP701,000 to PhP1,000,000	PhP800
Over PhP1,000,000	PhP1,000

Procedure

PROCESS FLOW	ACTIVITY DESCRIPTION AND FEES
START	
One-time registration thru RO Kiosk or on-line	One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.
Present the application and supporting documents at RO	Check completeness of supporting documents. If incomplete, return to the applicant.
Secure Order of Payment	Issue order of payment based on the Schedule of Filing Fees.
Pay the required filing fee	Receive payment and issue Official Receipt.
File application with supporting documents at the Central Records Management Division	Receive the application and generate trace number for the application.
Receive emailed notice of acceptance of application	Generate an email notice to applicant on the receipt of application thru TES-Lite.
Receive emailed notice of compliance	Generate an email notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).
Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release	Generate an email notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release
Receive hard copy Division of approved TEI.	Release of approved TEI.
Receive emailed notice of release of result of application	Generate an email notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail
END	Processing Period: Two (2) days, 5 hours. 7 minutes Fees: DO No. 010-2019

R.A. 11534, Sec. 294(E) of the NIRC, as amended by Section 16 of R.A. 11534 (CREATE Law)

Importation of goods directly used by a registered export enterprise for their registered project or activity.

Office or Division: Mabuhay Lane

Who May Avail: BOI Registered Enterprises

Documentary Requirements:

One-Time Registration:

Applicant	Broker/s, if any
1. Name of consignee	1. Tax Identification Number
2. TIN Number	2. License Number
3. SEC Registration Number	3. Name of Broker
4. DTI Registration Number	4. Email Address
5. BOI Registration Number	5. Contact Number
6. Email Address	
7. Telephone Number	
8. Official Address	

Application:

1. Completely filled-out [DOF-TO Form No. 91](#)
2. Notarized Affidavit of End-use/Ownership
3. Signed and dated Bill of Lading/AWB
4. Commercial Invoice (Packing list, if applicable)
5. Certificate of Registration from IPA with Annexes/Terms and Conditions
6. Completely filled-out DOF-RO Form No. 155 (if applicable)
7. Authorization letter (if authorized representative)
8. Other documents that may be required to support compliance with conditions or requirements of the law (i.e. regulated item, etc.)

Procedure

PROCESS FLOW	ACTIVITY DESCRIPTION AND FEES
	<p>One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.</p>
	<p>Check completeness of supporting documents. If incomplete, return to the applicant.</p>
	<p>Issue order of payment based on the Schedule of Filing Fees.</p>
	<p>Receive payment and issue Official Receipt.</p>
	<p>Receive the application and generate trace number for the application.</p>
	<p>Generate an email notice to applicant on the receipt of application thru TES-Lite.</p>
	<p>Generate an email notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).</p>
	<p>Generate an email notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release</p>
	<p>Release of approved TEI.</p>
	<p>Generate an email notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail</p>
	<p>Processing Period: Two (2) days, 5 hours. 7 minutes Fees: DO No. 010-2019</p>

Processing Period: Two (2) days, 5 hours. 7 minutes

Fees: DO No. 010-2019

VALUE OF IMPORTATION	FILING FEE
PhP100,000 & below	PhP200
From PhP101,000 to PhP400,000	PhP400
From PhP401,000 to PhP700,000	PhP600
From PhP701,000 to PhP1,000,000	PhP800
Over PhP1,000,000	PhP1,000

R.A. 11534, Section 294 (D) and (E) of the NIRC, as amended by Section 16 of R.A. 11534 (CREATE Law)

Importation of spare parts by BOI registered firms

Office or Division: Mabuhay Lane

Who May Avail: BOI Registered Enterprises

Documentary Requirements:

One-Time Registration:

Applicant	Broker/s, if any
1. Name of consignee	1. Tax Identification Number
2. TIN Number	2. License Number
3. SEC Registration Number	3. Name of Broker
4. DTI Registration Number	4. Email Address
5. BOI Registration Number	5. Contact Number
6. Email Address	
7. Telephone Number	
8. Official Address	

Application:

1. Completely filled-out [DOF-TO Form No. 91](#)
2. Notarized affidavit of End-Use/Ownership
3. Signed and dated Import Bill of Lading/Airway Bill
4. Commercial Invoice (Packing List, if applicable)
5. Certificate of Authority to Import/Admission Entry issued by IPA
6. BOI Certificate of Local Non-Availability (applicable only beginning 23 June 2022)
7. Certificate of Registration from IPA with Annexes/Terms and Conditions
8. Authorization Letter (if authorized representative)
9. Other documents that may be required to support compliance with the law's conditions or requirements (i.e. regulated item, permit to import)

Procedure

PROCESS FLOW	ACTIVITY DESCRIPTION AND FEES
START	
One-time registration thru RO Kiosk or on-line	One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.
Present the application and supporting documents at RO	Check completeness of supporting documents. If incomplete, return to the applicant.
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Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release	Generate an email notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release
Receive hard copy Division of approved TEI.	Release of approved TEI.
Receive emailed notice of release of result of application	Generate an email notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail
END	Processing Period: Two (2) days, 5 hours. 7 minutes Fees: DO No. 010-2019

Processing Period: Two (2) days, 5 hours. 7 minutes

Fees: DO No. 010-2019

VALUE OF IMPORTATION	FILING FEE
PhP100,000 & below	PhP200
From PhP101,000 to PhP400,000	PhP400
From PhP401,000 to PhP700,000	PhP600
From PhP701,000 to PhP1,000,000	PhP800
Over PhP1,000,000	PhP1,000

Granting of Tax Exemption on Importations of Energy, Petroleum, Coal and Renewable Energy Firms

Presidential Declaration No. 87, Section 12(b)

Importations of machinery, equipment, spare parts, and all materials required for petroleum operations.

Office or Division: Mabuhay Lane

Who May Avail: DOE Registered Enterprises engaged in petroleum operations

Documentary Requirements:

One-Time Registration:

Applicant	Broker/s, if any
1. Name of consignee	1. Tax Identification Number
2. TIN Number	2. License Number
3. SEC Registration Number	3. Name of Broker
4. DTI Registration Number	4. Email Address
5. BOI Registration Number	5. Contact Number
6. Email Address	
7. Telephone Number	
8. Official Address	

Application:

1. Completely filled-out [DOF-TO Form No. 91](#)
2. Notarized Affidavit of End-Use/Ownership
3. Signed and dated Bill of Lading/AWB
4. Commercial Invoice (Packing list, if applicable)
5. DOE Favorable Recommendation
6. Contract between DOE and Contractors (new applicant)
7. Purchase Order/Proforma Invoice
8. Completely filled-out DOF-RO Form No. 155 (if applicable)
9. Authorization Letter (if authorized representative)

Fees: DO No. 010-2019

VALUE OF IMPORTATION	FILING FEE
PhP100,000 & below	PhP200
From PhP101,000 to PhP400,000	PhP400
From PhP401,000 to PhP700,000	PhP600
From PhP701,000 to PhP1,000,000	PhP800
Over PhP1,000,000	PhP1,000

Procedure

PROCESS FLOW	ACTIVITY DESCRIPTION AND FEES
START	
One-time registration thru RO Kiosk or on-line	One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.
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Receive hard copy Division of approved TEI.	Release of approved TEI.
Receive emailed notice of release of result of application	Generate an email notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail
END	Processing Period: Two (2) days, 5 hours. 7 minutes Fees: DO No. 010-2019

Presidential Declaration No. 972, Section 16(a)

Importations of machinery, equipment, spare parts, and all materials required for coal developers.

Office or Division: Mabuhay Lane

Who May Avail: DOE Registered Enterprises engaged in petroleum operations

Documentary Requirements:

One-Time Registration:

Applicant	Broker/s, if any
1. Name of consignee	1. Tax Identification Number
2. TIN Number	2. License Number
3. SEC Registration Number	3. Name of Broker
4. DTI Registration Number	4. Email Address
5. BOI Registration Number	5. Contact Number
6. Email Address	
7. Telephone Number	
8. Official Address	

Application:

1. Completely filled-out [DOF-TO Form No. 91](#)
2. Notarized Affidavit of End-Use/Ownership
3. Signed and dated Bill of Lading/AWB
4. Commercial Invoice (Packing list, if applicable)
5. DOE Favorable Recommendation
6. Contract between DOE and Contractors (new applicant)
7. Purchase Order/Proforma Invoice
8. Completely filled-out DOF-RO Form No. 155 (if applicable)
9. Authorization Letter (if authorized representative)

Fees: DO No. 010-2019

VALUE OF IMPORTATION	FILING FEE
PhP100,000 & below	PhP200
From PhP101,000 to PhP400,000	PhP400
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Procedure

PROCESS FLOW	ACTIVITY DESCRIPTION AND FEES
START	
One-time registration thru RO Kiosk or on-line	One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.
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Receive emailed notice of release of result of application	Generate an email notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail
END	Processing Period: Two (2) days, 5 hours. 7 minutes Fees: DO No. 010-2019

Republic Act 9513, Section 15(b) and Section 21(a)

Components, parts and materials for the manufacture and/or fabrication of RE equipment and components

Office or Division: Mabuhay Lane

Who May Avail: DOE/BOI Registered Enterprises engaged in renewable energy development

Documentary Requirements:

One-Time Registration:

Applicant	Broker/s, if any
1. Name of consignee	1. Tax Identification Number
2. TIN Number	2. License Number
3. SEC Registration Number	3. Name of Broker
4. DTI Registration Number	4. Email Address
5. BOI Registration Number	5. Contact Number
6. Email Address	
7. Telephone Number	
8. Official Address	



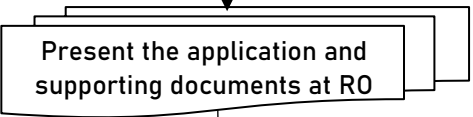
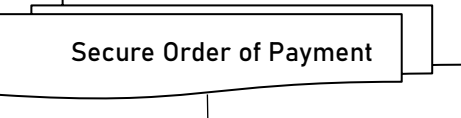
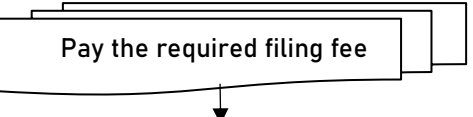
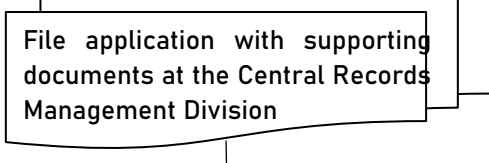
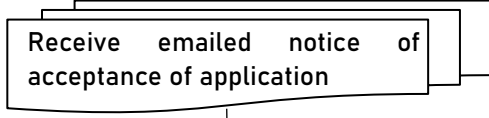
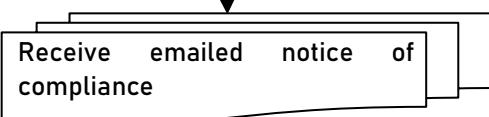
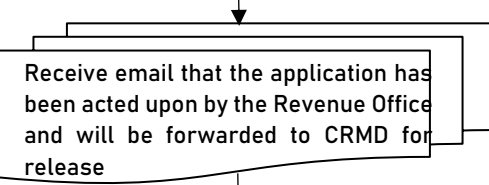
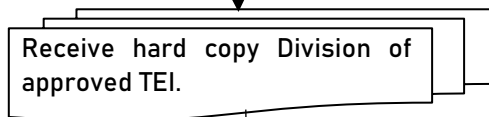
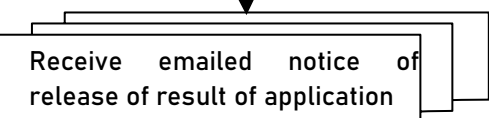
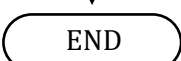
Application:

1. Completely filled-out [DOF-TO Form No. 91](#)
2. Notarized affidavit of End-Use/Ownership
3. Signed and dated import Bill of Lading/Airwaybill
4. Commercial Invoice (Packing List, if applicable)
5. BOI Certificate of Authority
6. BOI Certificate of Registration (with Annexes/General Terms and Conditions)
7. DOE Recommendation
8. Completely filled-out DOF-RO Form No. 155 (if applicable)
9. Authorization Letter (if authorized representatives)

Fees: DO No. 010-2019

VALUE OF IMPORTATION	FILING FEE
PhP100,000 & below	PhP200
From PhP101,000 to PhP400,000	PhP400
From PhP401,000 to PhP700,000	PhP600
From PhP701,000 to PhP1,000,000	PhP800
Over PhP1,000,000	PhP1,000

Procedure

PROCESS FLOW	ACTIVITY DESCRIPTION AND FEES
	
	<p>One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.</p>
	<p>Check completeness of supporting documents. If incomplete, return to the applicant.</p>
	<p>Issue order of payment based on the Schedule of Filing Fees.</p>
	<p>Receive payment and issue Official Receipt.</p>
	<p>Receive the application and generate trace number for the application.</p>
	<p>Generate an email notice to applicant on the receipt of application thru TES-Lite.</p>
	<p>Generate an email notice of compliance thru TES-Lite and prepare a formal compliance letter if application has discrepancy(ies).</p>
	<p>Generate an email notice to the applicant thru TES-Lite that the application has been acted upon and will be forwarded to CRMD for release</p>
	<p>Release of approved TEI. Generate an email notice to applicant thru TES-Lite either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail</p>
	<p>Processing Period: Two (2) days, 5 hours. 7 minutes</p>
	<p>Fees: DO No. 010-2019</p>

REGISTRATION OF INWARD INVESTMENTS

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Registration of Inward Foreign Investments with Bangko Sentral ng Pilipinas (BSP)
Registration of Inward Foreign Investments with Authorized Agent Bank

Registration of Inward Foreign Investments with Bangko Sentral ng Pilipinas (BSP)

Source: *Bangko Sentral Ng Pilipinas / BPS Citizen's Charter 2021, 3rd Edition (Accessed as of 9 February 2022)*

The BSP's primary objective is to maintain price stability conducive to a balance and sustainable growth of the economy and employment. It shall also promote and maintain monetary stability, the international value of the Peso and its convertibility into other freely convertible currencies, among other things.

Registration of foreign investments with the BSP is only required if the repatriation of capital and/or remittance of related earnings will be funded with foreign exchange (FX) resources of authorized agent banks (AABs) or the subsidiary/affiliate foreign exchange corporations of AABs (AAB forex corps). Registration of foreign investments is done after funding/payment for the investments has been made and the investments are duly recorded in the books of the investee firm. A duly registered foreign investment is evidenced by a Bangko Sentral Registration Document (BSRD).

The BSP's policies on FX transactions (e.g., foreign investments) are contained in the Manual of Regulations on [Foreign Exchange Transactions \(FX Manual\)](#), as amended.

Office: International Operations Department

Contact Details:

<https://www.bsp.gov.ph/>

A. Mabini St. cor. P. Ocampo St., Malate, Manila
(02) 8708-7107 / (02) 5306-3060

bspmail@bsp.gov.ph

Who May Avail: Non-resident investors (whether corporate or individual), and/or their authorized representatives (e.g., private sector entities and individuals) with existing foreign investments falling under Section 36 of the FX Manual

Inward Investments Registrable with the BSP:

1. Assigned capital/operational working fund – For onshore branches, regional headquarters, regional operating headquarters and offices, representative offices; Contributed capital – For onshore partnerships, joint ventures
2. Ownership or purchase of condominium unit
3. Capitalized expenses incurred by foreign firms pursuant to government-approved service contracts/similar contracts for oil, gas and geothermal energy exploration/development
4. Equity securities issued onshore by residents that are not listed on an onshore exchange
5. Debt securities issued onshore by private sector residents that are not listed at an onshore exchange and not covered by the provisions of Part Three, Chapter I of the FX Manual (Loans and Guarantees)
6. Investment funds created onshore by residents (e.g., mutual funds, unit investment trust funds) whether listed or not listed at an onshore exchange

Documentary Requirements:

1. Duly accomplished [Annex W \(Application for Registration of Foreign Investments\)](#) of the FX Manual [one (1) original document]
2. Proof of funding [one (1) original document or photocopy]
3. Proof of investment [one (1) original document]

PROOF OF FUNDING	
Form of Funding	Proof of Funding
A. In cash	
1. Inward remittance of FX	Certificate of Inward Remittance (CIR) of FX through an AAB in the prescribed format (Appendix 10.1 of the FX Manual), or equivalent document
2. Constructive ¹ remittance of FX funding to a resident's deposit account	a. Telegraphic transfer/debit-credit arrangement, or equivalent document; or b. Certification issued by the receiving/depository bank attesting to the FX amount and date of its credit to resident's account, or equivalent document
3. FX payments made offshore between non-residents for transfer of onshore investments	Proof of funding of initial onshore investment and subsequent FX payment made offshore for transfer of said investment to another non-resident – a. Original BSRD (if transferred investment was BSP-registered); or document showing funding for transferred investment (if transferred investment was not registered); and b. Deed of Transfer/Deed of Assignment/Sale/covering agreement, or equivalent document; or Sworn certification executed by the authorized officer/representative of the investee firm attesting to the transfer/amount paid for the investment and that the payment was made offshore.
4. Peso balance of non-resident investor's onshore peso deposit account and interim peso deposit account	Bank certification issued to non-resident investor by the depository bank attesting that the: (a) funding of the peso deposit account of the non-resident is in accordance with Section 3.1 of the FX Manual; and (b) the intended remittance of peso funds for the onshore investment
5. Reinvestment of peso divestment/sales proceeds or related earnings of investment	Proof of funding for the previous investment and proof of divestment/sale or earnings (as applicable) –
a. For divestment/sales proceeds	a. Original BSRD (if previous investment was BSP-registered); or document showing funding of previous investment (if previous investment was not registered); and b. Proof of divestment/sale, or equivalent document
b. For earnings	a. Original BSRD (if previous investment was registered); or document showing funding of previous investment (if previous investment was not registered); and b. Covering declaration (e.g., Board Resolution); or proof of interest/coupon payments for investments, or equivalent document
6. Conversion of liability (e.g., foreign loan/bonds/notes/obligation) to investment (e.g., equity)	a. Original BSRD (if liability was BSP-registered); or document (e.g., CIR) showing funding of the loan (if liability was not registered); and b. Deed of Assignment of liability and conversion to investment/covering agreement or equivalent document on the conversion, or equivalent document; or Sworn certification executed by the authorized

¹ FX funding is credited to offshore account of resident investee firm/intended beneficiary/onshore bank without actual inward remittance of FX but the investment is accordingly booked onshore in the records of the investee firm.

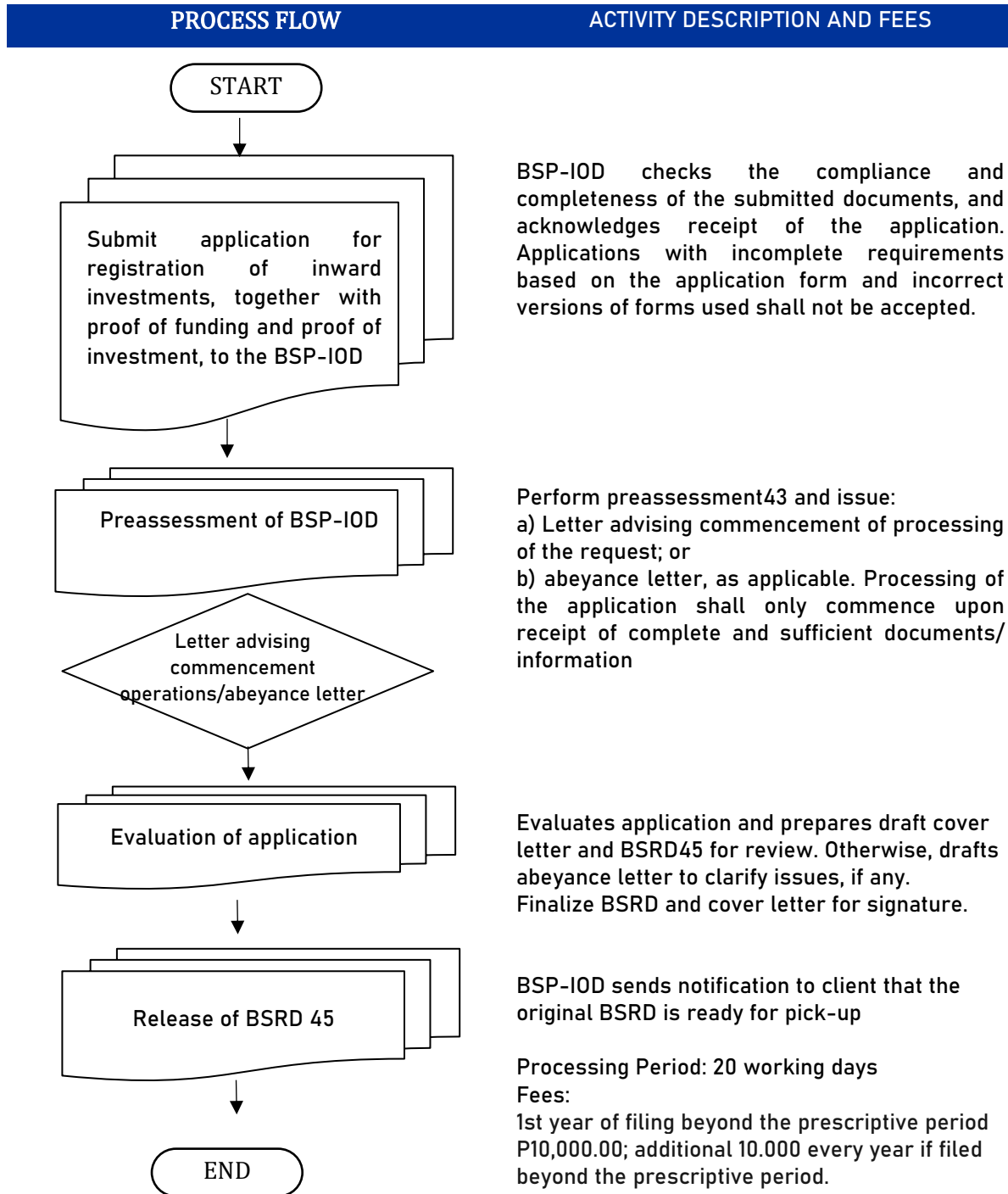
	officer/representative of the investee firm attesting to the conversion of debt to investment.
7. Exercise of conversion rights to underlying shares [e.g., under Philippine Depository Receipts (PDRs)]	<p>a. Original BSRD [if initial investment (e.g., PDR) was registered]; or document showing funding of the initial investment (if initial investment was not registered); and</p> <p>b. Proof of exercise of the conversion rights, or equivalent document; or certification executed by the authorized officer or the PDR issuer attesting to the following: (i) exercise by the non-resident PDR holder of his conversion rights; and (ii) the number of shares held by the non-resident investor arising from such exercise and that the same is within the ownership limit for non-resident investors under the Constitution of the Republic of the Philippines and existing laws of the Philippines in the case of PDRs.</p>
B. In kind	
1. Heavy Equipment and Machinery/ Inventories/Raw Materials/Supplies/Spare Parts/Furniture/Personal Properties/Motor Vehicle/Sea Vessel/Aircraft including other tangible assets from abroad	<p>a. Shipping documents (e.g., commercial invoice, airway bill/bill of lading), or equivalent document; and</p> <p>b. Bureau of Customs (BOC) import entry declaration or document indicating valuation of imports, or equivalent document</p>
2. Intangible assets [e.g., intellectual property rights (IPR)]	<p>a. System Purchase Agreement or document showing proof of ownership of intangible assets; or</p> <p>b. Certificate of Registration of IPR, mining permit for mining claims or rights, or equivalent document; or</p> <p>c. Deed of Transfer/Assignment/Sale/covering agreement relative to intangible assets or equivalent document</p>
3. Stock and/or property dividends accruing from onshore investments	<p>Proof of funding for existing investment and proof of declaration –</p> <p>a. Original BSRD (if base/mother shares were registered); or document showing funding of existing investment (if base/mother/original shares were not registered); and</p> <p>b. Covering declaration (e.g., Stockholder's Resolution)-or Regulatory clearance/approval or equivalent document</p>
4. Shares (e.g., share swap)	<p>Onshore shares:</p> <p>a. Original BSRD (if investment was previously registered); or document showing proof of investment in shares to be invested (if investment was not previously registered); and</p> <p>b. Deed of Transfer/Assignment/Sale or Share Swap Agreement relative to investment, or equivalent document</p> <p>Offshore shares: Deed of Transfer/Assignment/Sale or Share Swap Agreement relative to investment, or equivalent document</p>
C. Others not falling under Items A and B (e.g., stock splits/reverse stocksplits, uplifted shares, investments made prior to 15 March 1973)	<p>a. Original BSRD (if applicable); and</p> <p>b. Document evidencing funding of investment; or</p> <p>c. Document showing transfer of assets to the Philippines; or</p>

	<p>d. Document showing payment of the investment (either in cash or in kind); or</p> <p>e. Document effecting the change in registered investment;</p> <p>f. Stock Transfer Agent's Certificate for investments prior to 15 March 1973; or</p> <p>g. Document showing the underlying transaction of the investment and amount involved.</p>
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PROOF OF INVESTMENT	
Type of Investment	Proof of Investment by Non-resident Investor
1. Assigned capital/operational working fund/contributed capital (Section 33.1.a)	<p>a. For investee firms that are corporations: Certificate of Registration with the Philippine Securities and Exchange Commission (SEC)-Articles of Incorporation and amendments thereto (as applicable), latest General Information Sheet (GIS) stamped received by SEC and other regulatory/board clearances/approvals (as applicable);</p> <p>For investee firms that are partnerships: Certificate of Registration with the Philippine SEC - Articles of Partnership and amendments thereto (as applicable) and other regulatory/board clearances/ approvals (as applicable);</p> <p>For investee firms that are sole proprietorships: Registration certification from the Department of Trade and Industry (DTI);</p> <p>For joint ventures: Certificate of Registration with the Philippine SEC-Articles of Incorporation/Partnership and amendments thereto or joint venture agreement (as applicable); and</p> <p>b. Document showing investment by non-resident investor (as applicable)</p>
2. Ownership or purchase of condominium unit (Section 33.1.b)	<p>a. Condominium Certificate of Title in the name of the foreign investor; or</p> <p>b. Deed of Absolute Sale; or</p> <p>c. Contract to Sell with acknowledgment receipts/proof of payment for the property to be registered as investment, or equivalent document</p>
3. Capitalized expenses incurred by foreign firms (Section 33.1.c)	Government-approved service contract/other contract and Department of Energy (DOE)/National Power Corporation (NPC) letter-validation of expenditures showing, among others, the distribution of validated expenditures among the partners under the service contract/other contract, or equivalent document
4. Equity securities issued onshore by residents that are not listed an onshore exchange [Section 33.3.a.(i)]	<p>a. For investee firms that are corporations: Certificate of Registration with the Philippine SEC-Articles of Incorporation and amendments thereto (as applicable), latest GIS stamped received by SEC and other regulatory/board clearances/approvals (as applicable);</p> <p>For investee firms that are partnerships: Certificate of Registration with the Philippine SEC - Articles of</p>

	<p>Partnership and amendments thereto (as applicable) and other regulatory/board clearances/approvals (as applicable);</p> <p>For investee firms that are sole proprietorships: Registration certification from the Department of Trade and Industry (DTI);</p> <p>For joint ventures: Certificate of Registration with the Philippine SEC-Articles of Incorporation/Partnership and amendments thereto or joint venture agreement (as applicable); and</p> <p>For investments prior to 15 March 1973 without Stock Transfer Agent's Certificate: Document evidencing existence and purchase/acquisition of onshore legitimate investments by non-residents, or equivalent document</p> <p>b. Document showing investment by non-resident investor (as applicable)</p>
5. Debt securities issued onshore by private sector residents that are not listed at an onshore exchange and not covered by the provisions of Part Three, Chapter I of the FX Manual [Section 33.3.b.(i)]	Purchase invoice or subscription agreement, or equivalent document (e.g., promissory note)
6. Investment funds created onshore by residents, whether listed or not listed at an onshore exchange (Section 33.3.d)	Certificate of investment/proof of purchase/acknowledgment receipt of payment issued by the issuer/seller, or equivalent document showing non-resident investor's investment in said funds
7. Philippine Depository Receipts (PDRs) that are not listed at an onshore exchange [Section 33.3.e.(i)]	PDR instrument/certificate/subscription agreement/proof of sale or equivalent document showing non-resident investor's investment in PDRs
8. Debt securities issued onshore by non-residents that are not listed at an onshore exchange (Section 34.2.a)	Purchase invoice or subscription agreement, or equivalent document
9. Instruments issued by residents and non-residents which are not covered by Sections 33, 34 and the provisions of Part Three, Chapter I of the FX Manual (Loans and Guarantees), and not contrary to applicable laws, rules and regulations (Section 35)	Document evidencing existence and purchase/acquisition of onshore legitimate investments by non-residents, or equivalent document
10. Instruments under Section 36.1(a-g) used as collateral involving transfer of legal/beneficial ownership of the collateral to the non-resident investor	

Procedure:



Payments shall be made through the BSP Cash Department in Manager's Check or Cashier's Check payable to the BSP, supported by an Order of Payment from the BSP International Operations Department.

FX Manual Attachments: : <https://www.bsp.gov.ph/Regulations/MORFXT/MORFXT-faas.zip>

Registration of Foreign Investments with an Authorized Agent Bank (AAB)

Source: *Bangko Sentral Ng Pilipinas*

A registering AAB is a bank with authority to operate a foreign currency deposit unit (FCDU) that has been designated by the non-resident investor to register his investments. The registering AAB shall regularly report to the BSP International Operations Department all transactions on the registered investments under the Report on Investments Registered with AABs.

Investments/Instruments Registrable with an AAB:

1. Debt securities issued onshore by the National Government and other public sector entities
2. Equity securities issued onshore by residents that are listed at an onshore exchange (e.g., PSE)
3. Debt securities issued onshore by private sector residents that are listed at an onshore exchange and not covered by the provisions of Part Three, Chapter I (Loans and Guarantees) of the FX Manual
4. ETFs issued/created onshore by residents
5. PDRs that are listed at an onshore exchange
6. Peso time deposits with an AAB with a maturity of at least 90 days
7. Equity securities issued onshore or offshore by non-residents that are listed at an onshore exchange
8. Debt securities issued onshore by non-residents that are listed at an onshore exchange
9. Instruments under Section 37.2(a-h) used as collateral involving transfer of legal/beneficial ownership of the collateral to the non-resident investor

Documentary Requirements:

1. Proof of Funding
2. Proof of Investment

PROOF OF FUNDING	
Form of Funding	Proof of Funding
A. In cash	
1. Inward remittance of foreign exchange (FX)	Certificate of Inward Remittance (CIR) of FX through an AAB in the prescribed format (Appendix 10.1), or equivalent document
2. Constructive ² remittance of FX funding to a resident's deposit account (i.e., FX funding is credited to offshore account of resident investee/intended beneficiary/onshore bank without actual inward remittance of FX but the investment is accordingly booked onshore in the records of the investee firm)	a. Telegraphic transfer/debit-credit arrangement, or equivalent document; or b. Certification issued by the receiving/depository bank attesting to the FX amount and date of its credit to resident's account, or equivalent document
3. FX payments made offshore between non-residents for transfer of onshore investments	Proof of funding of initial onshore investment and subsequent FX payment made offshore for transfer of said investment to another non-resident –

² FX funding is credited to offshore account of resident investee firm/intended beneficiary/onshore bank without actual inward remittance of FX but the investment is accordingly booked onshore in the records of the investee firm.

	<p>c. Original BSRD (if transferred investment was registered); or document showing funding for transferred investment (if transferred investment was not registered); and</p> <p>d. Deed of Transfer/Deed of Assignment/Sale/covering agreement, or equivalent document; or Sworn certification executed by the authorized officer/representative of the investee firm attesting to the transfer/amount paid for the investment and that the payment was made offshore.</p>
4. Peso balance of non-resident investor's onshore peso deposit account and interim peso deposit account	Bank certification issued to non-resident investor by the depository bank attesting that the: (a) funding of the peso deposit account of the non-resident is in accordance with Section 3.1 of the FX Manual; and (b) the intended remittance of peso funds for the onshore investment
5. Reinvestment of peso divestment/sales proceeds or related earnings of investment	Proof of funding for the previous investment and proof of divestment/sale or earnings (as applicable) -
a. For divestment/sales proceeds	<p>a. Original BSRD or BSRDLA (if previous investment was registered); or document showing funding of previous investment (if previous investment was not registered); and</p> <p>b. Proof of divestment/sale; or matured certificate/contract; or Proof of redemption; or Broker's sales invoice, or equivalent document</p>
b. For earnings	<p>a. Original BSRD or BSRDLA (if previous investment was registered); or document showing funding of previous investment (if previous investment was not registered); and</p> <p>b. Covering declaration (e.g., Board Resolution); or proof of interest/coupon payments for investments; or PSE Notice or Corporate Disclosure announcing the issuance of cash dividend for PSE-listed securities, or equivalent document</p>
6. Conversion of liability (e.g., foreign loan/bonds/notes/obligation) to investment (e.g., equity)	<p>a. Original BSRD (if liability was registered); or document (e.g., CIR) showing funding of the loan (if liability was not registered); and</p> <p>b. Deed of Assignment of liability and conversion to investment/covering agreement or equivalent document on the conversion, or equivalent document; or Sworn certification executed by the authorized officer/representative of the investee firm attesting to the conversion of debt to investment.</p>
7. Exercise of conversion rights to underlying shares [e.g., under Philippine Depository Receipts (PDRs)]	<p>a. Original BSRD [if initial investment (e.g., PDR) was registered]; or document showing funding of the initial investment (if initial investment was not registered); and</p> <p>b. Proof of exercise of the conversion rights, or equivalent document; or certification executed by the authorized officer or the PDR issuer attesting to the following: (i) exercise by the non-resident PDR holder of his conversion rights; and (ii) the number of shares held by the non-resident investor arising from such exercise and that the same is within the ownership limit for non-resident investors under the Constitution</p>

	of the Republic of the Philippines and existing laws of the Philippines in the case of PDRs.
B. In kind	
1. Heavy Equipment and Machinery/ Inventories/Raw Materials/Supplies/Spare Parts/ Furniture/Personal Properties/ Motor Vehicle/Sea Vessel/ Aircraft including other tangible assets from abroad	a. Shipping documents (e.g., commercial invoice, airway bill/bill of lading), or equivalent document; and b. Bureau of Customs (BOC) import entry declaration or document indicating valuation of imports, or equivalent document
2. Intangible assets [e.g., intellectual property rights (IPR)]	a. System Purchase Agreement or document showing proof of ownership of intangible assets; or b. Certificate of Registration of IPR, mining permit for mining claims or rights, or equivalent document; or c. Deed of Transfer/Assignment/Sale/covering agreement relative to intangible assets or equivalent document
3. Stock and/or property dividends accruing from onshore investments	Proof of funding for existing investment and proof of declaration – a. Original BSRD (if base/mother shares were registered); or document showing funding of existing investment (if base/mother/original shares was not registered); and b. Covering declaration (e.g., Stockholder's Resolution); or PSE Notice/Corporate Disclosure/Circular for Brokers announcing the stock splits/reverse stock splits; or Regulatory clearance/approval or equivalent document
4. Shares (e.g., share swap)	Onshore shares: a. Original BSRD or BSRDLA (if investment was previously registered); or document showing proof of investment in shares to be invested (if investment was not previously registered); and b. Deed of Transfer/Assignment/Sale or Share Swap Agreement relative to investment, or equivalent document Offshore shares: Deed of Transfer/Assignment/Sale or Share Swap Agreement relative to investment, or equivalent document
C. Others not falling under Items A and B (e.g., stock splits/reverse stock splits, uplifted shares, investments made prior to 15 March 1973)	a. Original BSRD (if applicable); and b. Document evidencing funding of investment; or c. Document showing transfer of assets to the Philippines; or d. Document showing payment of the investment (either in cash or in kind); or e. Document effecting the change in registered investment; f. Stock Transfer Agent's Certificate for investments prior to 15 March 1973; or g. Document showing the underlying transaction of the investment and amount involved.

PROOF OF INVESTMENT	
Type of Investment	Proof of Investment by Non-resident Investor
1. Debt securities issued onshore by the National Government and other public sector entities (Section 33.2)	Accredited dealer's Confirmation of Sale (COS), or equivalent document
2. Equity securities issued onshore by residents that are listed at an onshore exchange [Section 33.3.a.(ii)]	Purchase invoice or subscription agreement, or equivalent document
3. Debt securities issued onshore by private sector residents that are listed at an onshore exchange and not covered by the provisions of Part Three, Chapter I of the FX Manual [Section 33.3.b.(ii)]	For Investments prior to 15 March 1973: Stock Transfer Agent's Certification that the investment was made prior to 15 March 1973
4. Exchange Traded funds (ETFs) issued/created onshore by residents (Section 33.3.c)	
5. PDRs that are listed at an onshore exchange [Section 33.3.e.(ii)]	PDR instrument/certificate/subscription agreement/proof of sale or equivalent document showing non-resident investor's investment in PDRs
6. Peso time deposits with an AAB with a maturity of at least 90 days (Section 33.4)	Bank certificate of peso time deposit
7. Equity securities issued onshore or offshore by non-residents that are listed at an onshore exchange (Section 34.1)	Purchase invoice or subscription agreement, stock certificate or equivalent document
8. Debt securities issued onshore by non-residents that are listed at an onshore exchange (Section 34.2.b)	
9. Instruments under Section 37.2(a-h) used as collateral involving transfer of legal/beneficial ownership of the collateral to the non-resident investor	Document evidencing existence and purchase/acquisition of onshore legitimate investments by non-residents, or equivalent document

Processing Period and Fees:

For information on processing timeline and fee involved, inquire with a registering AAB.

ACKNOWLEDGMENT

The Investments Assistance Service crafted the Investors' Guidebook which is a compilation of common government transactions and processes in relation to doing business in the Philippines.

The completion of this project could not have been accomplished without the information lodged in the current Citizen's Charters, official websites, and inputs of selected government agencies. The IAS properly acknowledges the accessibility and transparency of data from different government agencies.

The Investment Assistance Service avails itself of this opportunity to strengthen its cooperation and continuous coordination with government agencies to further enhance the ease of doing business in the Philippines.

DIRECTORY OF CONTACTS

National Government Agencies

Bureau of Treasury

www.treasury.gov.ph

Palacio del Gobernador Bldg., Intramuros, Manila
(+632) 8663 2287

webmaster@treasury.gov.ph

Department of Agrarian Reform

www.dar.gov.ph

Elliptical Road, Diliman, Quezon City
(+632) 3453 7980

contact_us@dar.gov.ph

Department of Agriculture

www.da.gov.ph

Elliptical Road, Diliman,
Quezon City
(+632) 8273 2474 / (+632) 8928 8756 to 65

osec.da@gmail.com

Department of Budget and Management

www.dbm.gov.ph

Boncodin Hall, General Solano St., San Miguel, Manila
(+632) 8657 3300

osec@dbm.gov.ph

Department of Education

www.deped.gov.ph

DepEd Complex, Meralco Avenue,
Pasig City
(+632) 8636 1663 / 8633 1942

action@deped.gov.ph

Department of Energy

www.doe.gov.ph

Energy Center, Rizal Drive,
Bonifacio Global City, Taguig City
(+632) 8479 2900

doe_ipo@yahoo.com

Department of Environment and Natural Resources

<http://denr.gov.ph>

Visayas Avenue, Diliman, Quezon City
(+632) 8920 0689 / 8925 8275 / 8249 3367 / +63 917
868 3367

aksyonkalikasan@denr.gov.ph

Department of Finance

www.dof.gov.ph

DOF Bldg., BSP Complex, Roxas Blvd., Manila
(+632) 8525 0244 / 5317 6363 loc. 2110

helpdesk@dof.gov.ph

Department of Foreign Affairs

www.dfa.gov.ph

DFA Home Office,
2330 Roxas Boulevard,
Pasay City
(+632) 8834 3000 / 8834 4000

Bureau of Internal Revenue

www.bir.gov.ph

BIR National Office Bldg., BIR Road, Diliman, Quezon
City
(+632) 8981 7000

contact_us@bir.gov.ph

Department of Information and Communication
Technology

www.dict.gov.ph

C.P Garcia Avenue, Diliman, Quezon City
(+632) 8920 0101

information@dict.gov.ph

Department of the Interior and Local Government

www.dilg.gov.ph

DILG NAPOLCOM Center, EDSA cor.
Quezon Avenue, Quezon City
(+632) 8925 0330 / 8925 0331 / 8876 3454

callcenter@doh.gov.ph

Department of Labor and Employment

www.dole.gov.ph

Muralla Wing cor. General Luna St.,
Intramuros, Manila
(+632) 1349 / 8527 3000

osec@dole.gov.ph

Department of Public Works and Highways

www.dpwh.gov.ph

2nd St., Port Area, Manila
(+632) 5304 3700

www.dpwh.gov.ph/dpwh/directory/index

Department of Science and Technology

www.dost.gov.ph

DOST Building, Gen. Santos Ave., Bicutan, Taguig
City
(+632) 8837 2071 to 82 / (+632) 8837 2937

<http://helpdesk.dost.gov.ph/alldirectory>

Department of Tourism

www.tourism.gov.ph

351 Senator Gil Puyat Ave., Makati City
(+632) 8459 5200 to 8459 5230

Department of Transportation

<http://dotr.gov.ph>

The Columbia Tower, Bgy. Wack-Wack,
Ortigas Avenue, Mandaluyong City
(+632) 8790 8300 / 8790 8400

Department of Trade and Industry

www.dti.gov.ph

Trade & Industry Building, 361 Senator Gil J. Puyat
Ave., Makati City
(+632) 7751 0384 / 1-DTI (384)

ask@dti.gov.ph

Department of Health
www.doh.gov.ph
 San Lazaro Compound, Tayuman,
 Sta. Cruz, Manila
 (+632) 8651 7800
callcenter@doh.gov.ph

Food & Drug Administration Philippines
www.fda.gov.ph
 1781 Civic Drive, Filinvest Corporate City, Alabang,
 Muntinlupa City
 (+632) 8857 1900
info@fda.gov.ph

Metropolitan Waterworks and Sewerage System
<http://mwss.gov.ph>
 MWSS Compound, Katipunan Road, Balara, Diliman,
 Quezon City
 (+63 2) 8922 2969
info@mwss.gov.ph

Natural Resources Development Corporation
<http://nrdc.denr.gov.ph>
 9th Floor, DENR By The Bay Building, 1515 Roxas
 Boulevard, Ermita, Manila
 (+632) 8521 9421 / 8521 9466
nrdcweb@denr.gov.ph

Philippine Export-Import Credit Agency
www.philexim.gov.ph
 17/F Citibank Tower, Citibank Plaza, Makati City
 (+632) 8885 4700

Philippine Government Electronic Procurement
 System
<http://philgeps.gov.ph>
 Unit 608 Raffles Corporate Center, F. Ortigas Jr. Rd.,
 Ortigas Center, Pasig City
 (+632) 8640 6906 - 09
agency@ps-philgeps.gov.ph
supplier@ps-philgeps.gov.ph

Securities and Exchange Commission
www.sec.gov.ph
 Secretariat Building, PICC Complex
 Roxas Boulevard, Metro Manila Philippines
 Telephone No.:(+632) 818-0923
imessagemo@sec.gov.ph

Bureau of Immigration
www.immigration.gov.ph
 Magallanes Drive, Manila (HO)
 (+632) 8465 2400 / 8547 3769
xinfo@immigration.gov.ph
immigPH@gmail.com
binoc_immigration@hotmail.ph

National Economic and Development Authority
www.neda.gov.ph
 NEDA Building, St. Jose Maria Escriva Drive, Ortigas
 Center, Pasig City
 (+632) 8631 0945 to 56
nedapr@neda.gov.ph

Public-Private Partnership Center
<https://ppp.gov.ph>
 8th Floor, One Cyberpod Centris, Eton Centris,
 Piñahan, Quezon City
 (+63 02) 8709 4146
info@ppp.gov.ph

Maritime Industry Authority
www.marina.gov.ph
 984 Parkview Plaza, Taft Avenue cor. Kalaw Street,
 Manila
 (+632) 8526 0107 / 8523 9078
oadm@marina.gov.ph

Insurance Commission
www.insurance.gov.ph
 1071 United Nations Ave., Ermita, Manila
 (+632) 8523 8461 to 70
pubassist@insurance.gov.ph

Bureau of Customs
www.customs.gov.ph
 South Harbor, Gate 3, Port Area, Manila
 (+632) 7917 3200 (3201 to 3205)
info@customs.gov.ph

Investment Promotions Agencies

Board of Investments (BOI)

www.boi.gov.ph

Industry and Investments Building, 385 Sen. Gil Puyat Avenue, Makati City

(+632) 8897 6682

Philippines.Business@boi.gov.ph

Philippine Economic Zone Authority (PEZA)

www.peza.gov.ph

10th Floor, DoubleDragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City

(+632) 8551 3451

info@peza.gov.ph

Philippine Retirement Agency (PRA)

www.pra.gov.ph

29th Floor, Citibank Tower, 8741 Paseo De Roxas, Makati City

(+632) 8848 1412 to 16

clientsrelations@pra.gov.ph

Tourism Infrastructure and Enterprise Zone Authority (TIEZA)

<http://tieza.gov.ph>

Meridian Tower, Tower 1 Double Dragon, Diosdado Macapagal Avenue, Pasay City

(+632) 8249 5900 to 79

ocoo@tieza.com.ph

Bases Conversion and Development Authority

<https://bcda.gov.ph/>

2nd Floor, Bonifacio Technology Center 31st St., corner 2nd Avenue Bonifacio Global City, Taguig

(+632) 8575-1700

BOI Investments Assistance Center

ATTY. BOBBY G. FONDEVILLA
Executive Director

Investments Assistance Service (IAS)

ERNESTO C. DELOS REYES JR.
Director



Investments Assistance Service
Investors' Guidebook 2023

