

RESOURCE-BASED INDUSTRIES SERVICE (RBIS)

Project Evaluation and Registration Division (PERD)

CHECKLIST FOR APPLICATIONS FOR REGISTRATION

Name of Applicant Enterprise:				
Date Application Received (Or Date Representative was Interviewed by Evaluator)				
Name and Signature of Applicant (Or Representative who submitted the Application)				
				REMARKS
Application Form (BOI Form 501)				
Proponent Information				
Name of Entity (same as in the SEC or DTI Registration?)	Yes	No		
Contact Details (e.g., Address, Landline No., Fax No.)	Complete	No	N/A	
Ownership - 60% Filipino (If not, project should be export-oriented or pioneer if under EO 226)	Yes	No	N/A	
Background information on stockholders	Yes	No	N/A	
Project Profile				
Activity listed in the IPP	Yes	No	N/A	
Project Location (Outside Metro Manila / LDA / Missionary Area?)	Yes	No	N/A	
Type of Project	new	existing	expansion	
		export	modernization	
Status sought (If pioneer submit justification)	P	NP	N/A (under RA 9513)	
Project Time Table/Cost (No gaps in the Timetable?; Total cost tally with breakdown?)	Yes	No	N/A	
Capacity Applied for Registration (Correct? Not less than production/sales?)	Yes	No	N/A	
List of Equipment (imported and local) with details on cost, quantity and end-use	Yes	No	N/A	
List of Raw Materials (imported and local) with usage cost and usage rate	Yes	No	N/A	
Duly signed and notarized?	Yes	No	N/A	
E-copy of BOI Form 501 in word format	Yes	No	N/A	

Attachments				
Project site in Google map - satellite view (Indicate if project is close to existing projects/facilities of applicant)	Yes	No	N/A	
Business Model Diagram (Showing all sources of revenues of the applicant firm & pictures of product/s, including those that are not covered by the firm's application for BOI registration) <i>Note: Submit also e-copy</i>	Yes	No	N/A	
Forward / Backward linkages Diagram	Yes	No	N/A	
Proof of Publication of the 'Notice of the filing of Application' <i>Note: Publication should be done after official filing of application</i>	Yes	No	N/A	
5-Year Financial Projections (Income Statement, Breakdown of Operating Expenses and Cost of Sales) without ITH	Yes	No	N/A	
E-copy of Financial Projections, in excel format	Yes	No	N/A	
Plant and machinery Lay-out providing distinction as to the existing/currently installed facilities vis-a-vis proposed facilities covered by the application for BOI registration (for expansion and modernization projects)	Yes	No	N/A	
Documentary Requirements				
Duly signed and notarized Secretary's Certificate re: Board Resolution Authorizing officer to transact, execute and sign in behalf of the applicant enterprise (Using BOI format) <i>Note: validity is one year</i>	Yes	No	N/A	
Copy of SEC Registration (i.e., Certificate of Incorporation), with Articles of Incorporation/Partnership and By-Laws, including amendments; Primary Purpose should include the project/activity being applied for registration; or Copy of DTI Certificate of Registration (for sole proprietor)	Yes	No	N/A	
GIS - latest (For enterprises that were not incorporated in the current year)	Yes	No	N/A	
Copy of Audited Financial Statements and Income Tax Return for the past 3 years (For enterprises that were not incorporated in the current year)	Yes	No	N/A	
Other Requirements				
DA Endorsement (For Agri-Fishery projects, commercial production)	Yes	No	N/A	
Letter of Intent to register with the BOI the Renewable Energy project	Yes	No	N/A	

	to avail of the incentives set forth under EO 226				
Or	Letter of Intent to register with BOI the RE project to avail of the incentives set forth under R.A. 9513, pursuant to the MOA between DOE and BOI (For projects under RA 9513)	Yes	No	N/A	
	DOE Endorsement (For Energy projects under E0 226)	Yes	No	N/A	
	Copy of DOE Certificate of Registration, capacity (if indicated) should be the same as the capacity being applied for BOI registration (For projects under RA 9513)	Yes	No	N/A	
	Copy of RE Operating/Service Contract (For projects under RA 9513)	Yes	No	N/A	
	Copy (including e-copy) of ECC/CNC , whichever is applicable; or proof of application with EMB	Yes	No	N/A	
	Proof of Assured Market (For export producers, etc.)	Yes	No	N/A	
	Copy of Power Supply Agreement/ applicable agreement	Yes	No	N/A	
	Proof of financial close ; or information on status of loan application (For Energy projects)	Yes	No	N/A	
	Certificate of Additional Investments (if proposed project is expansion, rehabilitation or modernization under RA 9513)	Yes	No	N/A	
	All above Documents issued under the name of the applicant enterprise?	Yes	No	N/A	
	No outstanding obligations with the BOI (in cases when applicant has existing BOI registration/s)	Yes	No	N/A	
	Others	Yes	No	N/A	

Recommendation:

Accept Application

Return to Applicant for completion of documents

Acknowledged by:

RBIS-PERD Staff

Applicant/ Representative