

[Date]

**DR. CEFERINO S. RODOLFO**

Undersecretary and BOI Managing Head

**BOARD OF INVESTMENTS**

Industry & Investments Building,

385 Sen. Gil J. Puyat Ave. Makati City 1200

Attention: **MA. CORAZON H. DICHOSA**  
Executive Director, Industry Development Services

Dear **Undersecretary Rodolfo**:

In relation to the Fiscal Incentives Review Board (FIRB) Resolution No. 026 – 22 dated 14 September 2022 allowing the affected Registered Business Enterprises (RBEs) in the Information Technology-Business Process Management (IT-BPM) sector to register with the Board of Investments (BOI) until 31 December 2022 and to adopt up to 100% Work From Home (WFH) arrangement, we are endorsing \_\_\_\_ [number of registered projects] of our RBEs that filed their duly accomplished Request to Register with BOI Form, as stated in the List of Endorsed RBEs (*attached as Annex “A”*). Based on our records, the covered RBEs are compliant with the Terms and Conditions or Agreement of their registrations, and are thus, in **GOOD STANDING**.

In order to effectively and expeditiously facilitate the registration of the RBEs with BOI, we hereby **ENDORSE WITHOUT OBJECTION** to your good office the abovementioned list of RBEs for the issuance of the respective BOI Certificates of Registration, pursuant to BOI Memorandum Circular No. \_\_\_\_ dated \_\_\_\_ providing guidelines on the registration with the BOI. Relative thereto, also attached are the following documents:

1. Copies of the “Request to Register with BOI Form” duly accomplished by the RBEs (*attached as Annex “B”*); and
2. Scanned copies of the RBEs’ original Certificates of Registration with Terms and Conditions or Agreement issued by \_\_\_\_ [Name of IPA] (*attached as Annex “C”*).

We understand that the monitoring of the covered RBEs’ compliance with the terms and conditions of registration and relevant rules and regulations shall continue to be maintained with the \_\_\_\_ [Name of IPA]. We likewise undertake to provide report on the compliance of these covered RBEs, as well as their tax incentives availment, when required by the BOI. Further, any finding/s of violations or final resolution/s decided by the relevant agency or court affecting the operations of the project of the covered RBEs shall be immediately reported to BOI.

For further clarifications, you may contact the undersigned or Mr./Ms. \_\_\_\_\_ through telephone no. \_\_\_\_\_ and [*email address*]. Please furnish us copies of the issued BOI Certificates of Registration so that we can update our records and annotate the same in our Certificates of Registration.

Thank you for usual support.

*Very truly yours,*

**(NAME OF HEAD OF IPA)**

Designation