



**BOI FORM**  
**Agriculture/Tourism/Services/Manufacturing Sectors**  
**For Micro Enterprise Projects**  
 (with Project Cost of Php 3 Million and below)

**APPLICATION FOR REGISTRATION**

For BOI use only

Application No.	
Date of Last Submission of Documents	
Date of Official Acceptance	
End of 20 Working Days	
Date of Publication/Posting to BOI Website	

<b>I. ENTERPRISE NAME:</b>	
Contact Person: _____	
Office Address: _____	
Contact Nos/ Email Address: _____	
<b>II. PROJECT:</b>	<b>For BOI use only</b>
<b>A. Type of Product/Service</b>	Qualified as: <input type="checkbox"/> export <input type="checkbox"/> domestic <input type="checkbox"/> other IPP activity:
Product / Service: _____ Market: _____	
<b>B. Location</b>	Complied <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Outside Metro Manila (plant address: _____)	
<input type="checkbox"/> Within Metro Manila (plant address: _____) <input type="checkbox"/> Inside Economic Zone/ IPAs (specify location: _____)	
<b>C. Percent for Export, if any</b>	Complied <input type="checkbox"/> Yes <input type="checkbox"/> No
_____ %	
<b>D. Type of Project Applied</b>	Complied <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> New project	
<input type="checkbox"/> Newly organized    SEC/DTI Registration No./Date: _____	
<input type="checkbox"/> Existing enterprise ___ With distinct activity      ___ Same activity with new facility in an area not contiguous to existing project	
<input type="checkbox"/> Expansion project Existing capacity _____      % of expansion _____	
<input type="checkbox"/> Existing project	





**BOI FORM**  
**Agriculture/Tourism/Services/Manufacturing Sectors**  
**For Micro Enterprise Projects**  
 (with Project Cost of Php 3 Million and below)

**K. Project Timetable and Project Cost**

Activity	Schedule (Month/Year)	Related expenses	Cost (in Php)
Obtaining licenses, permits, registration with government agencies and other private firms		Pre-operating expense	
Land improvements and civil works Land & land improvements Plant building & other Infrastructure		Land:	
		Other expenses	
Site preparation & development Hiring of Contractors Civil works		Building	
		Leasehold Improvements	
		Other expenses	
Acquisition and installation of machinery & equipment		Machinery & equipment:	
Trial Run			
Start of commercial operation		Working capital (__ months) *	
		<b>Total Project Cost</b>	

Complete  
 \_\_\_ Yes  
 \_\_\_ No

**L. Production and Sales Schedule**

Projected Maximum Production (volume) \_\_\_\_\_  
 Projected Maximum Sales (value) \_\_\_\_\_

Complete  
 \_\_\_ Yes  
 \_\_\_ No

**M. List of Raw Materials and Costs (Php)**

	Cost
<b>a. Local Raw Materials &amp; Packaging Materials</b>	
<i>Sub-Total</i>	
<b>b. Imported Raw Materials &amp; Packaging Materials</b>	
<i>Sub-Total</i>	

Complete  
 \_\_\_ Yes  
 \_\_\_ No

**N. List of Machinery / Equipment (for new and expansion projects)**

Description / Type of Machine	Check if			Country Source	End-use <sup>1/</sup>	Qty No. of units	Unit Cost (Php)	Total Cost (Php)
	Already acquired	Already installed	For acquisition					
<b>Total:</b>								

Complete  
 \_\_\_ Yes  
 \_\_\_ No



**BOI FORM**  
**Agriculture/Tourism/Services/Manufacturing Sectors**  
**For Micro Enterprise Projects**  
 (with Project Cost of Php 3 Million and below)

<sup>1/</sup> Application or manufacturing stage where the equipment will be used  
 Provide additional sheet if necessary

**O. Actual Production and Sales Performance (Volume and Value)** - past three (3) years of operation  
 (for applicant firm's with existing operations)

Complied  
 \_\_\_ Yes  
 \_\_\_ No

Year	Production Volume (No. of units)*	% Capacity Utilization	Sales Volume (No. of units)		Unit Selling Price per Unit		Total Sales Value	
			Domestic	Export	Domestic (Php)	Export (US\$)	Domestic (Php)	Export (US\$)

\*Indicate unit of measurement (e.g. piece, dozen, metric tons, etc.)  
 Total sales value must be consistent with AFS.

**ATTACHMENTS:**

- a. Project site should be shown in Google Map (BOI staff may assist the enterprise in locating and printing the location map for validation and signature of the proponent/representative). Indicate also the applicant's existing project/s (if any) located near the proposed site. Sketches not acceptable

The applicant has read the Omnibus Investment Code of 1987 and the Rules and Regulations adopted by the BOI and commits itself to abide by the provisions thereof.

DONE IN THE CITY OF \_\_\_\_\_ THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_.

Applicant/Authorized Officer

REPUBLIC OF THE PHILIPPINES  
 CITY/PROVINCE OF \_\_\_\_\_) S.S.  
 MUNICIPALITY OF \_\_\_\_\_)

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ in the City/Province of \_\_\_\_\_  
 \_\_\_\_\_ affiant exhibited to me his CTC No. \_\_\_\_\_ issued at \_\_\_\_\_  
 \_\_\_\_\_ on \_\_\_\_\_ 20\_\_ at \_\_\_\_\_ City.

NOTARY PUBLIC  
 Until Dec. 31, \_\_\_\_\_

Doc. No. : \_\_\_\_\_

Page No. : \_\_\_\_\_

Book No. : \_\_\_\_\_



**BOI FORM**  
**Agriculture/Tourism/Services/Manufacturing Sectors**  
**For Micro Enterprise Projects**  
(with Project Cost of Php 3 Million and below)

Series No. : \_\_\_\_\_