

**REPUBLIC OF THE PHILIPPINES
 BOARD OF INVESTMENTS**

**APPLICATION FOR REGISTRATION
 OF MICRO AND SMALL ENTERPRISES' (MSE) PROJECTS²
 UNDER BOOK 1 OF THE OMNIBUS INVESTMENTS CODE OF 1987
 (EXECUTIVE ORDER NO. 226)**

A. BASIC INFORMATION:

1. Name of the Applicant Enterprise	
2. SEC Registration No./Date	
DTI Registration No./Date (for sole proprietorship)	
3. Tax Account No. (TIN)	
4. Office Address with ZIP Code	
Telephone No(s)	
Fax No(s)	
5. Plant/Farm Address	
Telephone No(s)	
Fax No(s)	
6. Type of Activity Applied For	<input type="checkbox"/> Listed in the 20____ Investment Priorities Plan (IPP) <input type="checkbox"/> Not listed in the IPP but production intended for export is at least 50% (if a Phil. National) or 70% (if foreign owned).
7. Area of Investment Applied for:	
Project/Activity as Listed in the _____ IPP	
Specific Products/Services	
Attainable Capacity (Volume)/Year	
Export Commitment (as % of production)	
Legal Export Requirement ¹	
8. Type of Project	<input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Existing <input type="checkbox"/> Existing and Expansion <input type="checkbox"/> Rationalization and Modernization
9. Base Figure (If Applicable) ¹	XX
10. Status Sought	<input type="checkbox"/> Pioneer <input type="checkbox"/> Non-Pioneer
11. Project Cost (including cost of land)	Php
Project Cost (excluding cost of land)	Php

¹For BOI use only

²For purposes of BOI registration, MSEs are defined as enterprises that meet both of the following conditions:

- The enterprise satisfies the definition for MSEs under RA 9501 amending the Magna Carta for Small Enterprises, as follows: Any business activity or enterprise engaged in industry, agribusiness and/or services, whether single proprietorship, cooperative, partnership or corporation whose total assets, inclusive of those arising from loans but exclusive of the land on which the particular business entity's office, plant and equipment are situated, must have value falling under the following categories:

Micro: Not more than P 3,000,000

Small: P 3,000,001 to P 15,000,000

- The cost of the project proposed by the enterprise, exclusive of the cost of land on which the particular business entity's office, plant and equipment are situated, shall not exceed fifteen million (Php15,000,000).

12. Financing Scheme			Amount (Php)	% to Total			
	Equity						
	Loan						
		Total (= project cost)					
13. Employment Generation (At full capacity)			No. of Employees	Annual Payroll (Php)			
	Direct						
	Indirect						
	Selling & Administrative						
	Total						
14. Start of Commercial Operation (conservative)							
15. Publication Notice	Newspaper:		Date Published:				
16. Ownership	% Filipino						
	% Foreign						
a. SOLE PROPRIETORSHIP, PARTNERSHIP, OTHERS							
Name		Nationality		Capital (Php)			
b. CORPORATION							
i. CAPITAL STRUCTURE							
	Voting		Non-Voting				
CAPITAL STOCK	No. of Shares	Total Value (Php)	No. of Shares	Total Value (Php)			
AUTHORIZED:							
SUBSCRIBED:							
Filipino							
Foreign (specify nationality)							
○							
○							
○							
TOTAL SUBSCRIBED							
TOTAL PAID UP							
ii. STOCKHOLDERS/DIRECTORS/PRINCIPAL OFFICERS:							
Name ³ & TIN (Tax Identification No.)	Designation, if one of the principal officers	Nationality (Write <u>NF</u> if naturalized Filipino)	Country of Residence	Subscribed Capital		Paid-up Capital	
				No. of Shares	Value (Php)	No. of Shares	Value (Php)
iii. ³ DIRECTORS - Mark name with asterisk (*) to indicate if one of the directors							

17. Contact Details	Name of Authorized Officer	
	Position/Designation	
	Telephone No.	
	Fax No.	
	Mobile Phone No.	
	Email Address	
	Name of Authorized Representative to BOI	
	Address	
	Telephone No.	
	Fax No.	
	Mobile Phone No.	
	Email Address	

B. APPLICANT & PROJECT DETAILS

1. PROFILE OF THE ENTERPRISE & STOCKHOLDERS ⁴

⁴ Company background including information such as but not limited to brief history, core business, other businesses including those of the founders/owners)

2. EXISTING BOI REGISTRATION

Certificate of Registration No.	CR Date	Registered Product /Activity	Registered Annual Capacity	

3. PROJECT DESCRIPTION

4. PRODUCT(S)/ SERVICE (S) DESCRIPTION

5. PROJECT LOCATION/ADDRESS

6. PROJECTED PRODUCTION & SALES SCHEDULE (VOLUME & VALUE)

Annual Production Capacity/ Volume Applied for Registration (No. of units)								
Year	Production Volume (No. of units)	% Capacity Utilization ¹	Sales Volume (No. of units)		Unit Selling Price per Unit		Total Sales Value	
			Domestic	Export	Domestic (Php)	Export (US\$)	Domestic (Php)	Export (US\$)
1		XXXXXXXXXX						
2		XXXXXXXXXX						
3		XXXXXXXXXX						
4		XXXXXXXXXX						
5		XXXXXXXXXX						

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Assumptions Used in Projection:

- o Year1 is 1st year of commercial operations
- o Foreign Exchange Rate Used (in Php per USD) _____
- o No. of shifts _____
- o Working days per year _____
- o Unit of Volume (e.g., metric tons, liters, etc.) _____

7. ACTUAL PRODUCTION & SALES SCHEDULE (VOLUME & VALUE) FOR THE PAST THREE (3) YEARS (For Existing Enterprises)

Existing Annual Production Capacity/ Volume (No. of units)								
Increase in Annual Production Capacity/ Volume (No. of units) For Expansion Projects ¹								
% Increase in Capacity ¹								
Year	Production Volume (No. of units)	% Capacity Utilization ¹	Sales Volume (No. of units)		Unit Selling Price per Unit		Total Sales Value	
			Domestic	Export	Domestic (Php)	Export (US\$)	Domestic (Php)	Export (US\$)
		XXXXXXXXXX						
		XXXXXXXXXX						
		XXXXXXXXXX						

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Existing Operations:

- o No. of shifts _____
- o Working days per year _____
- o Unit of Volume (e.g., metric tons, liters, etc.) _____

8. PROPOSED MARKET

Name of Identified Buyers (Name of Enterprise)	Country

9. TECHNOLOGY

Brief Manufacturing Process

14. SOURCES OF FINANCING (breakdown)	Amount (Php)
Equity	
Advances from stockholders	
Loan	
• Bank/s	Status
15. FINANCIAL PERFORMANCE FOR THE PAST YEAR PRIOR TO APPLICATION FOR REGISTRATION (PER AFS)	
Total Assets	Amount (Php)
Total Assets (Excluding Cost of Land)	
Retained Earnings	
16. FINANCIAL PROJECTIONS, including assumptions used (Please attach) At least 5 years projections (w/out BOI incentives)	
<input type="checkbox"/> Projected Income Statement (Itemized Cost of Sales, Manufacturing Overhead and Operating Expenses) <input type="checkbox"/> Projected Cash Flow Statement (Receipts & Disbursements) <input type="checkbox"/> Projected Balance Sheets	
17. OTHER DOCUMENTS (Please attach)	
<input type="checkbox"/> Copy of SEC Registration Certificate, Articles of Incorporation, including updated GIS; or, <input type="checkbox"/> Copy of DTI Registration Certificate (for sole proprietorship); <input type="checkbox"/> AFS & ITR (for existing enterprises) for the past three (3) years; <input type="checkbox"/> Information on other Businesses of the Stockholders; <input type="checkbox"/> Proof of acquisition of equipment (if already acquired); <input type="checkbox"/> Proof of assured raw material supply (e.g., supply agreement, contract growing arrangements, etc.) <input type="checkbox"/> Proof of assured export market (for export-oriented projects), e.g., proforma invoices, marketing contracts, etc.	

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/PROVINCE OF _____ THIS _____ DAY OF _____, 200_____.

Applicant/Authorized Officer

REPUBLIC OF THE PHILIPPINES
CITY/PROVINCE OF _____) S.S.
MUNICIPALITY OF _____)

SUBSCRIBED AND SWORN to before me this _____ day of _____ 200__
in the City/Province of _____ affiant exhibited to me his Residence Certificate No.
_____ issued at _____ on _____ 200__
_____.

NOTARY PUBLIC
Until December 31,200_____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____