

Republic of the Philippines  
DEPARTMENT OF TRADE AND INDUSTRY  
**BOARD OF INVESTMENTS**  
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**SPECIAL INVESTOR'S RESIDENT VISA (SIRV)  
CHECKLIST OF REQUIREMENTS**

**APPLICATION FOR PROBATIONARY SIRV**

- BOI SIRV Form 001A/001B
- Medical Certificate (Authenticated by the National Quarantine Office of the Department of Health)
- Police Clearance issued abroad translated into English and duly authenticated by Philippine Embassy/Consulate or National Bureau of Investigation (NBI) Clearance issued in the Philippines
- Clearance from the Central Government Agency of the Applicant's Country (if applicable)
- Accomplished Personal History Statement from NICA
- Authenticated Birth Certificate/ Family Registry/ Household Registry
- Marriage Contract (Authenticated), if applicable
- Bank Certification of Inward Remittance from Development Bank of the Philippines (DBP) – Head Office or Land Bank of the Philippines (Sen. Gil J. Puyat Ave. Ext. Branch)
- Time Deposit Certificate from DBP-Head Office or LBP-Sen. Gil J. Puyat Ave. Ext. Branch with a minimum maturity period of 30 days, maximum of 180 days.
- For application for Alien Certificate Registration (ACR) – 8 pcs. 2 x 2 picture
- For application for ACR, SRC, ECC – 13 pcs. 2 x 2 picture
- Signed and notarized Deed of Undertaking
- Processing fee of US\$ 300 / Applicant in Philippine pesos equivalent
- For purposes of securing an indefinite SIRV, only ownership of shares of stocks in the following shall be considered acceptable forms of investments, to wit:
  - Publicly-listed corporations
  - Companies engaged in areas listed in Investment Priorities Plan (IPP), or
  - Companies engaged in the manufacturing and service sectors.

**CONVERSION OF TIME DEPOSIT TO INVESTMENT – Processing Fee – P1,000.00**

**To be submitted upon request for conversion of time deposit to investment. (should be made within 150 days from issuance of probationary SIRV)**

- Letter of Intent (use BOI SIRV Form SH 002)
- Processing fee (P1,000.00)

**FOR INVESTMENT IN NEW CORPORATION**

- Signed and notarized duplicate copies of Articles of Incorporation and By-Laws

**FOR INVESTMENT IN EXISTING CORPORATION**

- Articles of Incorporation, By-Laws and SEC Certificate of Registration (Certified true copies by the SEC)
- Latest Audited Financial Statement and list of latest Officers and Directors
- Corporate Secretary's Certificate (notarized stating that the subscription/purchase of the shares of stock by the Applicant shall not violate the 40% limitation on ownership by foreigners in nationalized areas.
- Waiver of Pre-emptive Rights of existing stockholders
- Certified true copy of the Resolution from the Securities and exchange Commission authorizing the issuance of shares from the unsubscribed portion and exempting said shares from the registration required by the Revised

Securities Act, if the shares to be acquired will come from the unsubscribed portion of the corporation's authorized capital stock

#### ADDITIONAL DOCUMENTS FOR SHARES PURCHASED FROM EXISTING STOCKHOLDERS

- If the shares will be purchased from an existing stockholder, the purchase price per share shall not exceed 10% of its current book value.
- Secretary's Certificate (notarized stating that the stockholder selling the shares is a stockholder of record owning \_\_\_\_\_ shares and that said \_\_\_\_\_ shares are free from any lien and/or encumbrance and are not subject of set-off
- Certified true copy of the Stock Certificate issued to said selling stockholder
- Deed of Assignment between the buyer and the seller of the stock certificate

#### INVESTMENT IN SHARES IN PUBLICLY LISTED CORPORATIONS

- Sworn certification of stock broker

### **CONVERSION OF PROBATIONARY TO INDEFINITE SIRV – P2,000.00/per SIRV holder**

#### **GENERAL REQUIREMENTS**

- NBI Clearance/Police Clearance valid within 6 months
- Lease contract or proof of ownership of office or factory/plant sites and its location map.

#### **INVESTMENT IN NEW CORPORATION**

- Certified true copies of Securities and Exchange Commission (SEC) Certificate of Registration, Articles of Incorporation and By-Laws
- Sworn certification of Corporate Secretary as to proposed start of commercial operation of the Corporation.
- BIR certificate of registration (TIN/VAT)
- BIR approved authority to print official receipts and invoices and copies of the company's official receipts (if available)
- Certified true copy of Business/Mayor's permit valid for one (1) year and the corresponding official receipt (if available)

#### **INVESTMENT IN EXISTING CORPORATION**

- Business/Mayor's permit valid for one (1) year and its corresponding official receipt (O.R.)
- Certificate of Registration with the Board of Investments , if any
- BIR certificate of registration of TIN
- Latest BIR approved authority to print receipts and invoices and copies of company's official receipts
- Latest General Information Sheet (GIS) filed with the Securities and Exchange Commission reflecting the name of the SIRV holder as one of the stockholders

#### **INVESTMENT IN PUBLICLY LISTED CORPORATION**

- Certified true copy (by the stock broker) of official receipts and buy invoice.
- Certification from stock transfer office that the SIRV holder is a stock holder on record of the company where the investment was made
- Certified true copy (by the stock transfer office) of the Stock Certificate issued in the name of the SIRV holder which must bear the following annotation on the face thereof: **(voluntary)**

**“The shares of stock covered by this certificate shall not be sold, transferred, conveyed and/or encumbered without prior written consent of the Board of Investments”**

below which must appear the signature of the Corporate Secretary

**ISSUANCE OF SIRV IDENTIFICATION CARD – P2,000.00/SIRV HOLDER plus cost of ID (Renewable annually)**

**Note: Renewed every 3 years for SIRV holders whose investments are in the following:**

- BOI-registered companies
- Companies located in the Economic zones
- Condominium Certificate of Titles (CCT)/Stock certificates in publicly-listed corporations are annotated with a lien

**The SIRV ID shall exempt the SIRV HOLDER his/her spouse and dependent children from securing the Special Return Certificate (SRC) and Emigration Clearance Certificate (ECC) and updating of the Alien Certificate of Registration (ACR) from the Bureau of Immigration.**

**MAINTENANCE OF INVESTMENTS/SUBMISSION OF ANNUAL REPORTS 30 days before the expiration of SIRV ID**

- Sworn annual report
- Certified true copy of the latest current audited financial statements of the business filed with the BIR
- Latest General Information Sheet (GIS) filed with the Securities and Exchange Commission
- Business/mayor's permit valid for one (1) year and the corresponding Official Receipt (O.R.)
- Copy of corporate income tax return filed with the BIR with official receipt of income tax payment, if applicable
- Copy of the individual tax return of the SIRV holder filed with the BIR with official receipt of income tax payment, if applicable
- Vicinity map of the place of business of the Corporation where investment was made (if there's change of business location/not in file)
- Other authentic documents that may be required to prove existence of investment such as but not limited to the following:
  - Land/Condominium Titles for holding companies and those engaged in real estate development
  - Stock certificates for holding companies

**OTHER FEES**

1. Actual cost of inspection;
2. Late submission of reports and/or proof of investment – Basic fine of one thousand pesos (P1,000.00) plus a daily fine of one hundred pesos (P100.00) until compliance.