

HOW TO DO BUSINESS IN BOHOL



STEPS AND GUIDE

How to Register your Business

**If Sole Proprietorship:**

Register with the
Department of
Trade and Industry (DTI)

Online Registration

Visit DTI's **Business Name Registration** website.

Link: www.bnrs.dti.gov.ph

OR

Over the Counter

Visit the **Bohol Business One Stop Shop (Bohol BOSS)/Negosyo Center**

Address: Old Capitol Bldg.,
C. Marapao St., Tagbilaran City

**If Partnership / Corporation:**

Register with the
Securities and Exchange
Commission (SEC)

Online Registration

Visit SEC Online Registration website.

Link: www.crs.sec.gov.ph

OR

SEC Helpdesk

Visit the **Bohol Business One Stop Shop (Bohol BOSS)/Negosyo Center**

Address: Old Capitol Bldg.,
C. Marapao St., Tagbilaran City

**If Cooperative:**

Register with the
Cooperative Development
Authority (CDA)

Over the Counter

Visit the **Cooperative Development Authority (CDA) Office**.

Address: Tagbilaran North Road,
Tagbilaran City

Tel. No.: (038)-501-0758

**Bohol Business One Stop Shop (Bohol BOSS)
Negosyo Center****Details**

Contact No.: 411-0905

Email Address: boholipc@gmail.com

Website: www.boholinvest.bohol.gov.ph

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Get your Business Permit

Apply for business permit and license from the City / Municipality where the business is to be located.

Business Permit Process

A



Business Permit Application brings filled out Unified Form with complete documentary requirements:

- DTI/SEC/CDA Registration
- Occupancy Permit/OBO Certification
- Contract of Lease/Lessor Permit
- Barangay Clearance

B



Submit the filled out form and the requirements to the Business Permit and Licensing Office (BPLO)

C



Pay corresponding fee after assessment by the Business Permit and Licensing Office (BPLO).

D



Business Permit and Licensing Office (BPLO) release **Business Permit**.

Register with the Bureau of Internal Revenue

Register with the Bureau of Internal Revenue (BIR) Revenue District Office (RDO) where the business is to be located for Authority to Print Invoice and Book of Journal.

Steps and Requirements

Application for Tax Identification Number (TIN) for Employee

- A.** Accomplish BIR Form 1901 and 1906 and submit the same together with the documentary requirements with the New Business Registrant Counter of the RDO:

For Self-Employed / Mixed Income Individual (BIR Form 1901)

- Birth Certificate or any Valid ID
- Mayor's Permit/ application for Mayor's Permit
- DTI Certificate of Registration of Business Name

For Partnership and Corporation (BIR Form 1903)

- SEC Certificate of Registration for Partnership and Corporation
- License to Do Business in the Philippines (in case of resident foreign corporation)
- Mayor's Permit/ application for Mayor's Permit

- B.** Pay the Annual Registration Fee (P500.00) and/or payment for the BIR Printed Receipt/Invoice (if taxpayer opts to buy for use) at the New Business Registrant Counter

- C.** The RDO shall then issue the Certificate of Registration (Form 2303) together with the "Ask for Receipt" notice, Authority to Print, Bureau of Internal Revenue Printed Receipt/ Invoice (if applicable) and eReceipt as proof of payment.

Application for Authority to Print Receipts and Invoices

For Taxpayer

- A.** Accomplish BIR Form 1906 and submit the same together with the documentary requirements to the RDO under the Large Taxpayer Service;

For New Taxpayers (BIR Form 1906)

- Job Order
- Final and Clear Sample of Receipts and Invoices
- Photocopy of BIR Form 1901 or 1903, TIN Card, Proof Payment (BIR Form 0605)

For Registered Taxpayers (BIR Form 1906)

- Job Order
- Final and Clear Sample of Receipts and Invoices
- Photocopy of Proof of Payment (BIR Form 0605, previously approved Authority to Print Invoice, Certificate of Registration BIR Form 2303, last booklet printed)

- B.** Keep/File Printer's Certificate of Delivery (PCD) and ATP copy duly received/issued by BIR for audit purposes;

- C.** Taxpayer's branch office shall furnish its RDO a copy of the ATP issued by the appropriate BIR office having jurisdiction over the head office.

For Printer / Supplier

- A.** Prepare Printer's Certificate of Delivery (PCD) in five (5) copies and submit to RDO where the place of business is located or concerned office under the Large Taxpayer Service within thirty (30) days from the date of ATP and prior to delivery of receipts and/or invoices to taxpayer;
- B.** Furnish the taxpayer and its branches copy of the received PCD and approved ATP together with the taxpayer's Sworn Statement within thirty (30) days from the issuance of PCD. One copy thereof shall likewise be submitted to the BIR Office that has jurisdiction over the head office of the printer.

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Other Registration Requirements

Register your business with the following offices to comply with existing regulations:



Registering with the Philippine Health Insurance Corporation (PhilHealth)

All employees, both public and private, are mandated under Republic Act No. 7875 to apply for membership and remit monthly contributions. The monthly contributions are deducted from the employee's actual monthly salary where they are required to contribute 50% of the amount and the remaining 50% should be paid by the employer.

For employee:

- Each new employee needs to fill out and sign a PhilHealth Membership Registration Form (PMRF)
- Existing members are required to submit their PhilHealth ID Number to the employer

For employer:

- Employers are required to submit a PhilHealth Form ER2 (this form contain the list of new employees and be submitted to the PhilHealth office where the company is registered)



Registering with the Pag-IBIG Home Development Mutual Fund

Republic Act 7835 mandates employers to contribute to Pag-IBIG Fund. It is a provident savings system that supplies housing loans to public and private employees, as well as to self-employed persons who apply for membership.

For employee:

- New employees are required to undergo the HDMF Online Membership Registration
(Note: Employees must be registered with the SSS first before they can register with the Pag-IBIG Fund)

For employer:

- Employers can submit the list of their new employees by filing up the Member's Contribution Remittance Form (MCRF) and marking the new employees as NH (Newly Hire) when manually filling out the monthly Pag-IBIG Fund contributions or accomplishing it online through the Fund's online web portal.



Registering with the Social Security System (SSS)

Both employer and employee are required to remit monthly contribution to SSS. The contribution amount is determined by the employee's actual monthly salary wherein the employer is required to contribute 70% of the required amount while the remaining 30% is deducted from the employee's monthly salary.

For new employee without SSS number:

Employers must require a new employees to register with the SSS office where the company is registered; thereafter, the employee must provide his/her SSS number to the employer.

For new employee with existing SSS number:

Those with existing SSS number must submit it to the employer.



Registering with the Department of Labor and Employment (DOLE)

All business registered in the Philippines hiring five (5) or more employees must register with the Department of Labor and Employment (DOLE). Businesses involved in the manpower industry (local and overseas) and educational institutions are also required to register with DOLE to comply with their business registration.



Registering with the Department of Environment and Natural Resources (DENR)

After registering with the SEC, companies engaging in mining in the Philippines must also register their company with the DENR.

If the company is involved in exploration, development, or utilization of mineral resources, you may need to do business in the Philippines through a 60-40 Philippine-owned corporation. Branches and companies without the required foreign equity may enter into a financial or technical assistance agreement under the terms and conditions of the Philippine Mining Act.

Investors, local or foreign, may apply for incentives from the following:

PROVINCIAL GOVERNMENT OF BOHOL

The Provincial Government of Bohol offers incentives for investments within the Investment Priorities Plan as stated in the Revised Bohol Investment Code to enterprises registered with the Bohol Investment Promotion Center and approved by the Bohol Investment Board.

Fiscal Incentives

- Exemption from the real property tax imposed under Provincial Revenue Code of Bohol, for registered enterprises for a period of five (5) years from the start of commercial operation; provided, that the tax exemption shall pertain only to the 35% share of the province
- Real property tax liability deduction of up to 10% of infrastructure project cost, if said project shall be open for public use, within a period of 5 years starting from the date of the expiration of the tax exemption

Non Fiscal Incentives

- One-stop business registration center for simplified procedures
- Assistance in labor recruitment, mediation and other support services
- Further support and assistance as required by the investor and approved by the Bohol Investment Board

BOARD OF INVESTMENTS (BOI)

A Filipino enterprise can register its activity with the BOI if their project is listed as a preferred project in the current Investment Priorities Plan. Said enterprise may engage in domestic oriented activities listed in the IPP whether classified as pioneer or non-pioneer.

However, an activity which is not listed, may also be entitled to incentives if the following conditions are met:

- At least 50% of the production is for export (for 60% Filipino-40% Foreign-owned enterprises); or
- At least 70% of the production is for export (for more than 40% foreign-owned enterprises)

Fiscal Incentives

- Income Tax Holiday for 3 to 6 years depending on the project
- Exemption from taxes and duties on imported spare parts
- Exemption from wharfage dues and export tax, duty, import and fees for 10 years
- Reduction of rates of duty on Capital equipment, spare parts and accessories
- Tax exemption on breeding stocks and genetic materials for 10 years
- Tax Credits
- Additional deductions from taxable income

Non Fiscal Incentives

- Employment of foreign nationals in supervisory, technical or advisory position for 5 years
- Simplification of customs procedures for the important equipment, spare parts, raw materials and supplies and exports of processed products.
- Importation of consigned equipment for 10 years
- The privilege to operate a bonded manufacturing or trading warehouse
- subject to customs rules and regulations

PHILIPPINE ECONOMIC ZONE AUTHORITY (PEZA)

Qualification

- Export-oriented enterprises that locate in any PEZA economic zone

PEZA Offers Fiscal Incentives for the Following Types of Enterprises:

- Economic Zone Export Manufacturing
- Information Technology
- Tourism Economic Zone Locator
- Medical Tourism
- Agro-Industrial Economic Zone
- Economic Zone Logistics Services
- Economic Zone Developer/Operator
- Facilities Enterprises
- Economic Zone Utilities Enterprise

Fiscal Incentives

- Income Tax Holiday for 3 to 6 years depending on the project
- 5% Special Tax on Gross Income Exemption from all national and local taxes upon expiry of Income Tax Holiday
- Exemption from wharfage dues and export tax, import or fees
- VAT zero-rating of local purchases subject to compliance with BIR and PEZA requirements
- Exemption from payment of any local government imposts, fees, licenses, or taxes, except for real estate tax while under Income Tax Holiday
- Exemption from expanded withholding tax
- Exemption from local government fees such as permits, certificates and various fees for Agro-Industrial Economic Zone Enterprise

Non Fiscal Incentives

- Simplified Import Export Procedures (Electronic Import Permit System and Automated Export Documentation System)
- Non-resident Foreign Nationals may be employed by PEZA-registered Economic Zone Enterprises in supervisory, technical or advisory positions
- Special Non-Immigrant Visa with Multiple Entry Privileges for the following non-resident Foreign Nationals in a PEZA-registered Economic Zone Enterprise: Investor/s, officers, and employees in supervisory, technical or advisory position, and their spouses and unmarried children under 21 years of age. PEZA extends Visa Facilitation Assistance to foreign nationals, their spouses and dependants.

TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY (TIEZA)

Qualification

- Any person, firm, association, partnership, corporation, or any other form of business organization may apply for registration and qualify as a Tourism Enterprise Zone

Fiscal Incentives

- Income Tax Holiday for 6 years
- Exemption from Gross Income except real estate taxes
- Exemption from all taxes and customs duties on importation of capital investment and equipment provided that these are directly and exclusively used by the enterprise
- Some exemption from customs duties and national taxes on importation of transportation and spare parts
- Exemption from all taxes and customs duties on importation of goods actually consumed by the course of services of the enterprise
- Tax deduction not exceeding 50% of the cost of environmental protection or cultural heritage preservation activities and sustainable livelihood programs

Non Fiscal Incentives

- Employment of foreign nationals under terms provided by the TIEZA Board
- Issuance of Special Investor's Resident Visa and Working Visa, if qualified
- Allowance to do some foreign currency transactions
- No requisition of property except in the event of war or national emergency
- Leasing of lands and buildings to foreign investors not exceeding 50 years, renewable once for not more than 25 years, and lease contracts may be sold, transferred or assigned under the condition of the Investor's Lease Act