



BANGKO SENTRAL NG PILIPINAS

OFFICE OF THE DEPUTY GOVERNOR | MONETARY AND ECONOMICS SECTOR

CIRCULAR LETTER NO. CL-2025-048

To : **All Authorized Agent Banks (AABs)/Subsidiary/Affiliate Foreign Exchange Corporations of AABs (AAB Forex Corps) and All Concerned**

Subject : **Implementation of the Bangko Sentral ng Pilipinas' (BSP) Foreign Loans and Investments Management System (FLIMS) – Investment Module (IM)**

Pursuant to Circular No. 1212 dated 11 April 2025 and Section 36.3 of the Manual of Regulations on Foreign Exchange Transactions (FX Manual), as amended, the following guidelines shall be observed for the submission of applications for registration of inward investments under Section 36.1 of the FX Manual, including related requests¹ and requirements²:

1. Effective **15 December 2025**, all new applications shall be electronically submitted through the FLIMS-IM. The BSP - International Operations Department (IOD) shall no longer accept new applications filed via email or in hardcopy.

2. The corresponding User Guides for account creation and initial sign-in to the BSP Relationship Management System (BRMS)³, as well as for navigating the FLIMS-IM, are attached as Annexes A, B, and C, respectively. The FLIMS-IM can be accessed at <https://brms.bsp.gov.ph>.

3. Outstanding applications filed prior to the implementation of FLIMS-IM shall be processed via email correspondence (iod_investments@bsp.gov.ph).

4. Queries or clarifications on the implementation of the FLIMS-IM can be addressed to the BSP-IOD via email at iod_investments@bsp.gov.ph or through telephone number (+632) 8708-7684.

For guidance and implementation.


ZENO RONALD R. ABENOJA
Deputy Governor

01 December 2025

¹ E.g., replacement of lost Bangko Sentral Registration Documents (BSRDs)

² E.g., notice for changes in BSP-registered investments

³ Houses the IOD Portal and FLIMS-IM



BANGKO SENTRAL NG PILIPINAS

**GUIDE ON
IOD PORTAL ACCOUNT CREATION**

This guide outlines the steps in completing the BSP Relationship Management System (BRMS) User Registration and Change Form (URCF).

1. Secure a copy of the BRMS-UCRF

The designated personnel from the BSP International Operations Department (IOD) will provide the BRMS URCF. By proceeding, you confirm that you have read and understood the terms and conditions located at the bottom of the form.

2. Accomplish the BRMS URCF

- Accomplish Sections 1 (Requestor Information) and 2 (Details of Request) of the form.
- Refer to below sample accomplished Section 1 for guidance:

I. REQUESTOR INFORMATION (enter N/A for items not applicable)			
Name of Bank/ Institution	JDC Solutions Inc.		
Date of Request:	07/21/2025		
Name of Authorized User:	Dela Cruz (Last Name)	Juan (First Name)	Carlos (Middle Name)
Complete Address:	123 Rizal Avenue (Bldg./Floor/Unit No.)	Makati (City/Municipality)	San Lorenzo (Barangay)
Zip Code:	1223		Metro Manila (Province)
Position Title of the Authorized User:	Administrative Officer	Department/Office/ Unit/Group:	Finance and Administrative Services Department
Email Address:	juandelacruz@example.com	Contact Number:	+63 912 345 6789
(Use company email address, if available)			

- For new users, refer to below sample accomplished Section 2 (for New User) for guidance:

II. DETAILS OF REQUEST	
Type of Request:	
☐ NEW USER	
☐ Register User	Registration - select applicable system or module/s ☐ BSP Relationship Management System (BRMS) Portal ☐ Agent Registry ☒ IOD Portal-FLIMS-(IM) ☐ COCREE 2.0 (Submission) ☐ IOD Portal-FLIMS-(PuLM) ☐ IFSS Submission Portal ☐ IOD Portal-FLIMS-(PrLM) Report: _____ ☐ Others: _____ ☐ Machine-to-Machine (for Digital Certificate) <i>Please accomplish Annex A - Certificate Signing Request (CSR)</i>

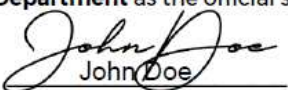
- For existing users, refer to below sample accomplished Section 2 (for Existing User) for guidance:

☒ **EXISTING USER**

☐ Update User Information	User Information – specify information to be updated <table border="1"> <thead> <tr> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	From	To				
From	To						
☒ Update User Access	User Access – indicate applicable system or module/s ☒ Add: <u>BRMS Portal – IOD Portal-FLIMS- (IM)</u> ☐ Revoke: _____ Effective Date: _____ <i>(See Item II for the list of modules for reference)</i>						
☐ Delete User Account	Delete User Account Effective Date : _____ <i>(effective date when the account should be deleted)</i> Notes: 1. Request must be submitted at least 30 days before the effective date. 2. This request refers to permanent deletion of account in the BRMS. 3. Delete user account request must be submitted to each concerned BSP Department/Office.						

3. Accomplish the ‘Agreement/Certified Portion’ of the BRMS URCF

- The applicant must complete the ‘Agreement/Certified By’ portion by affixing an electronic signature.
- If the applicant is an individual representing only themselves, completion of the ‘Certified by’ portion is no longer required.
- Refer to below sample accomplished Agreement/Certified Portion for guidance:

Agreement I hereby certify that all the information provided are true and correct and I acknowledge that I am binding myself to comply with the Terms and Condition of the BSP Relationship Management System.  Juan C. Dela Cruz Signature over Printed Name of Authorized User Date <u>01 / 01 / 2025</u>	<i>(To be accomplished by participants under institutions and/or organizations)</i> Certified by: This is to further certify that only electronic submissions originating from the authorized user of the JDC Solutions Inc. shall be accepted and recognized by the BSP International Operations Department as the official submission.  John Doe Signature over Printed Name of Designated signatory per Corporate Secretary Date <u>01 / 01 / 2025</u>
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BANGKO SENTRAL NG PILIPINAS

**GUIDE ON INITIAL SIGN-IN
TO THE BSP RELATIONSHIP
MANAGEMENT SYSTEM (BRMS)**

This guide outlines the steps for the initial sign-in to the BSP Relationship Management System (BRMS).

I. Prerequisites Prior to Initial Sign-In

Before accessing the BSP BRMS Portal for the first time, please ensure the following requirements are met:

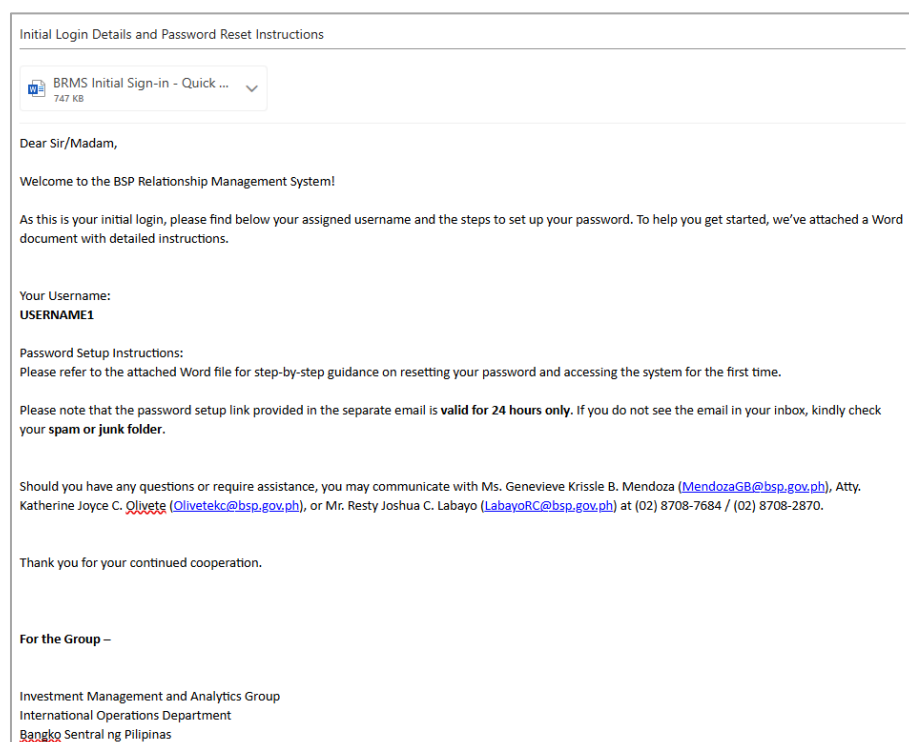
1. Entrust Identity Soft Token Application Installation

- Download and install the Entrust Identity Soft Token Application on your mobile device. This application is required to secure two-factor authentication (2FA) during login.



(Entrust Identity Soft Token Application Icon)

- The application is available via:
 - Google Play Store (Android)
 - Apple App Store (iOS)
- ### **2. Registered Email Address with BSP**
- You will receive an email notification from the BRMS Administrator once your email address has been registered.
- ### **3. Username to be Provided by the BSP-International Operations Department (IOD)**
- The BSP-IOD will provide the created BRMS Username to the external user via email.



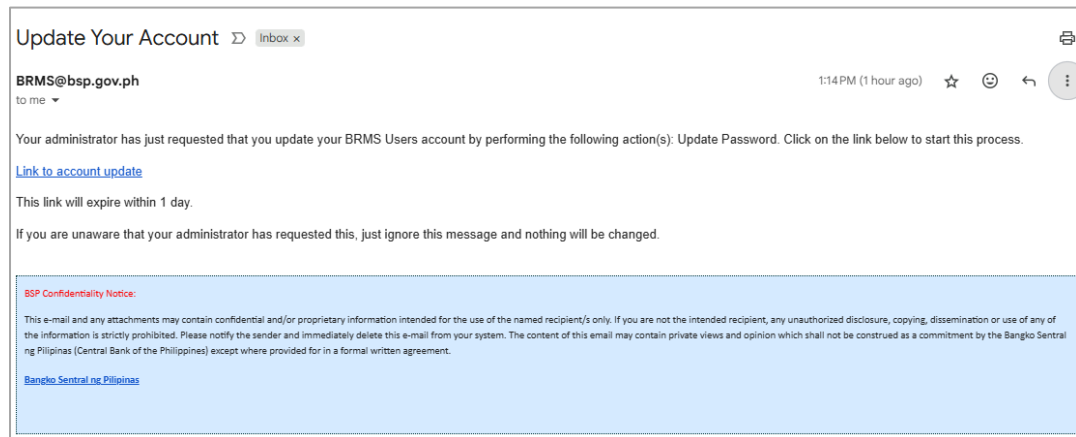
(Sample email notification on initial login details and password reset instructions)

4. Stable Internet Connection

- A reliable internet connection is recommended to avoid interruptions during the sign-in process.

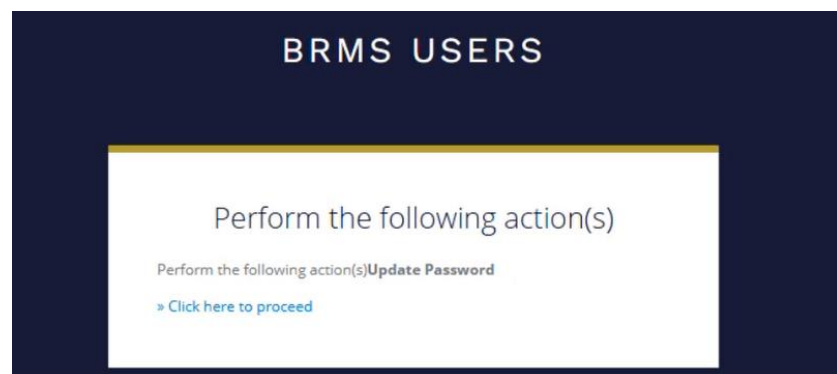
II. Initial Sign-In Procedure

1. Upon account creation by the BRMS Administrator, an email notification will be sent to your registered email address. Click the link 'Link to account update'.

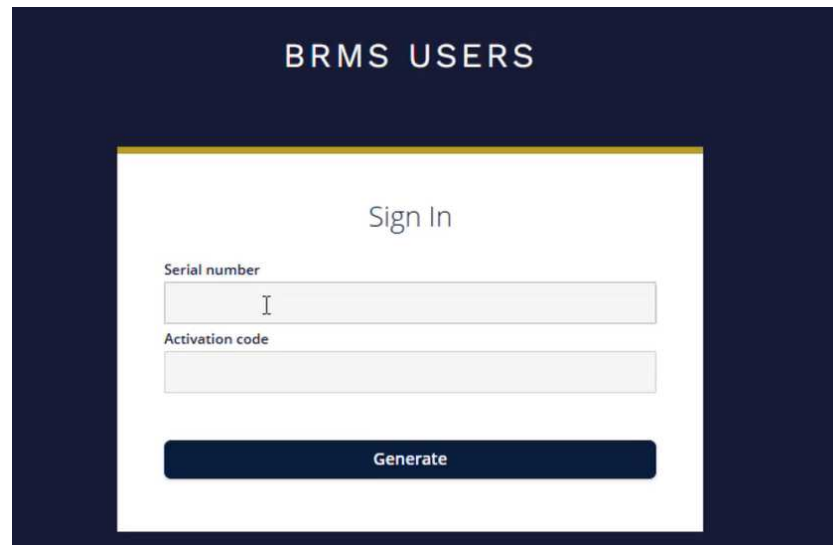


(Sample email notification upon creation of a BRMS Account)

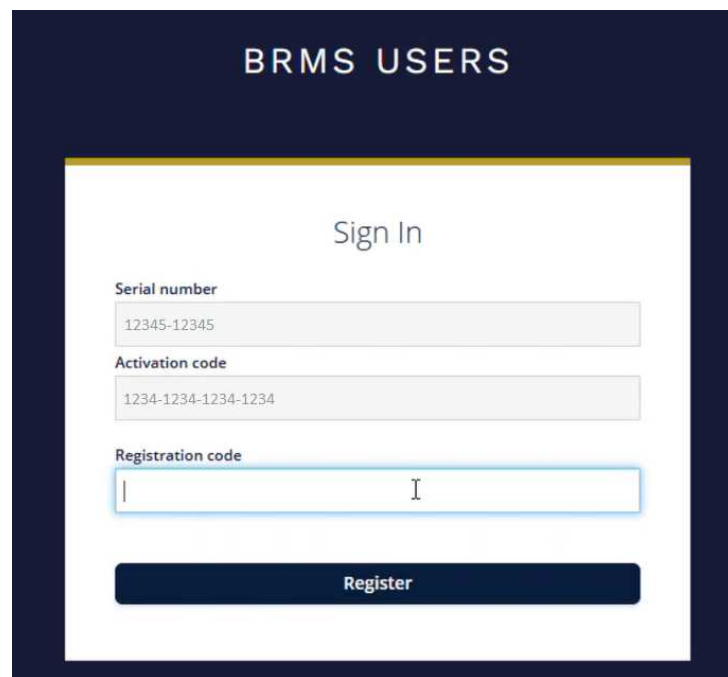
2. On the BRMS portal, click the link 'Click here to proceed'.



3. Click 'Generate' button. The system will generate the Serial Number and Activation Code



The screenshot shows a dark blue header with the text "BRMS USERS" in white. Below the header is a white box with a yellow border. Inside the box, the text "Sign In" is centered. Below "Sign In" are two input fields: "Serial number" and "Activation code". Both fields are empty. Below the input fields is a dark blue button with the text "Generate" in white.



The screenshot shows a dark blue header with the text "BRMS USERS" in white. Below the header is a white box with a yellow border. Inside the box, the text "Sign In" is centered. Below "Sign In" are three input fields: "Serial number", "Activation code", and "Registration code". The "Serial number" field contains the text "12345-12345". The "Activation code" field contains the text "1234-1234-1234-1234". The "Registration code" field is empty. Below the input fields is a dark blue button with the text "Register" in white.

4. Open Entrust Identity Soft Token Application on your mobile phone.

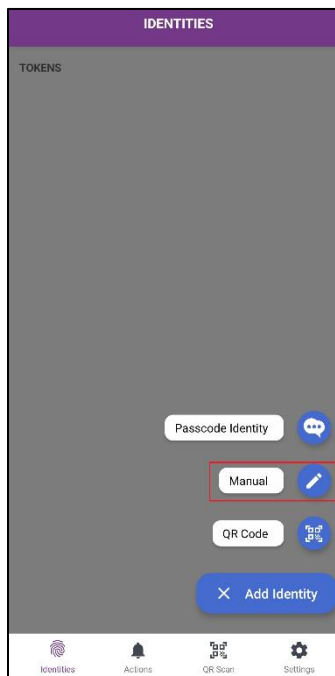


(Entrust Identity Soft Token Application Icon)

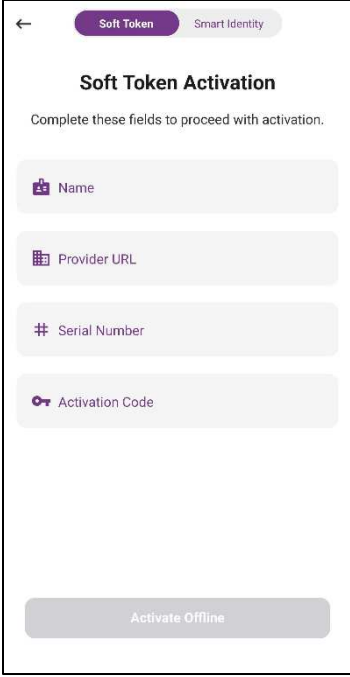
5. Add an Identity in the Entrust Identity Soft Token Application.



6. Select 'Manual' entry

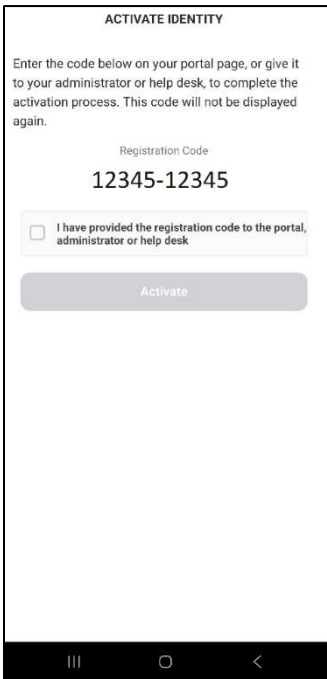


7. Enter the '**BRMS Token**' in the Name field, and input the serial number and activation code as provided in Step 3. The 'Activate Offline' button will enable upon completion of the required details. Click 'Activate Offline' button.



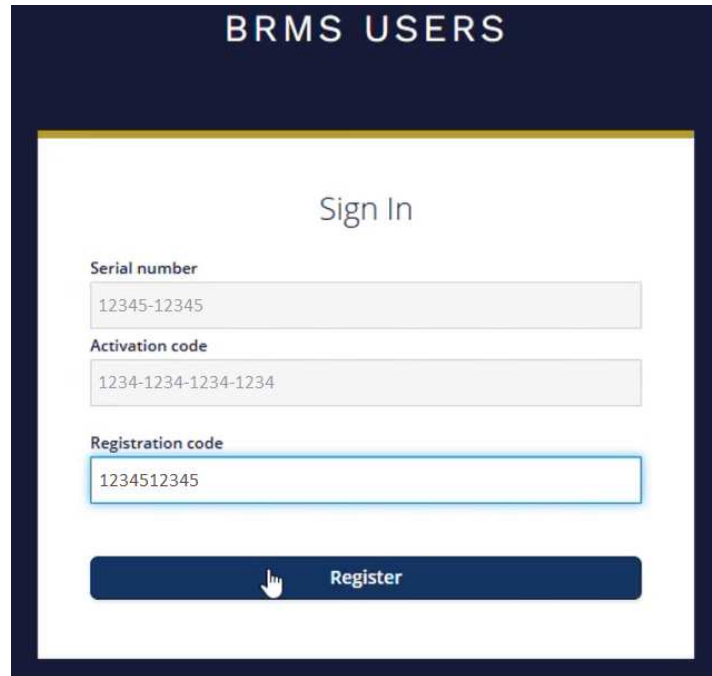
The screenshot shows a mobile application interface for 'Soft Token Activation'. At the top, there is a navigation bar with a back arrow, a 'Soft Token' tab (highlighted in purple), and a 'Smart Identity' tab. Below the navigation bar, the title 'Soft Token Activation' is displayed, followed by the instruction 'Complete these fields to proceed with activation.' There are four input fields, each with a purple icon on the left: 'Name' (person icon), 'Provider URL' (grid icon), 'Serial Number' (hash icon), and 'Activation Code' (key icon). At the bottom of the screen is a large, light gray button labeled 'Activate Offline'.

8. The Registration Code will be displayed. Go back to the BRMS portal in the browser and enter the Registration Code as displayed in the Entrust Identity Soft Token Application. Click the 'Register' button in the BRMS screen, tick the check box, and then click the 'Activate' button.



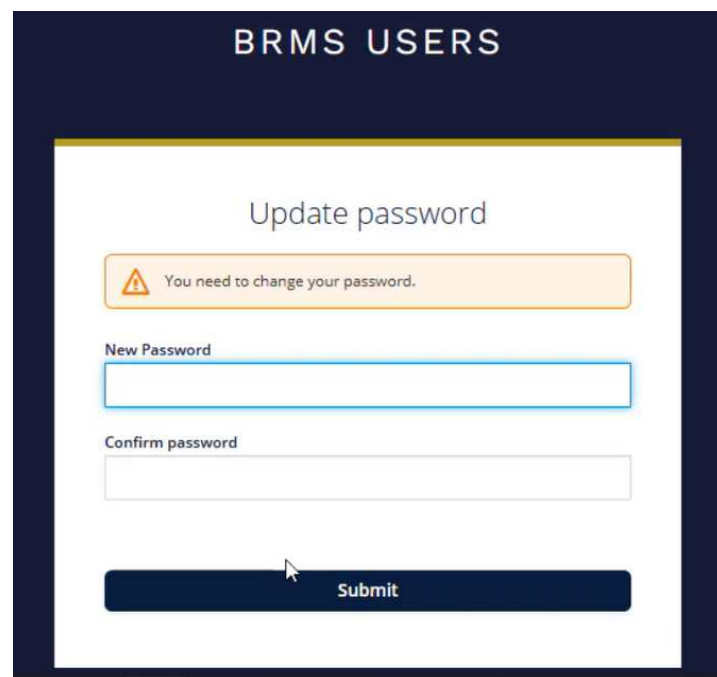
The screenshot shows a mobile application interface for 'ACTIVATE IDENTITY'. At the top, the title 'ACTIVATE IDENTITY' is displayed. Below the title, there is a paragraph of text: 'Enter the code below on your portal page, or give it to your administrator or help desk, to complete the activation process. This code will not be displayed again.' Below this text, the 'Registration Code' is displayed as '12345-12345'. There is a checkbox with the text 'I have provided the registration code to the portal, administrator or help desk'. At the bottom of the screen is a large, light gray button labeled 'Activate'. The bottom of the screen shows a black navigation bar with three icons: a hamburger menu, a square, and a back arrow.

9. You will be prompted to nominate a PIN in the Entrust Identity Soft Token Application. This PIN will be required each time you generate a token for logging in to the BRMS Portal.
10. Back to the BRMS screen, enter the Registration Code as displayed in the Entrust Identity Soft Token Application (See Step 8), then click the 'Register' button.



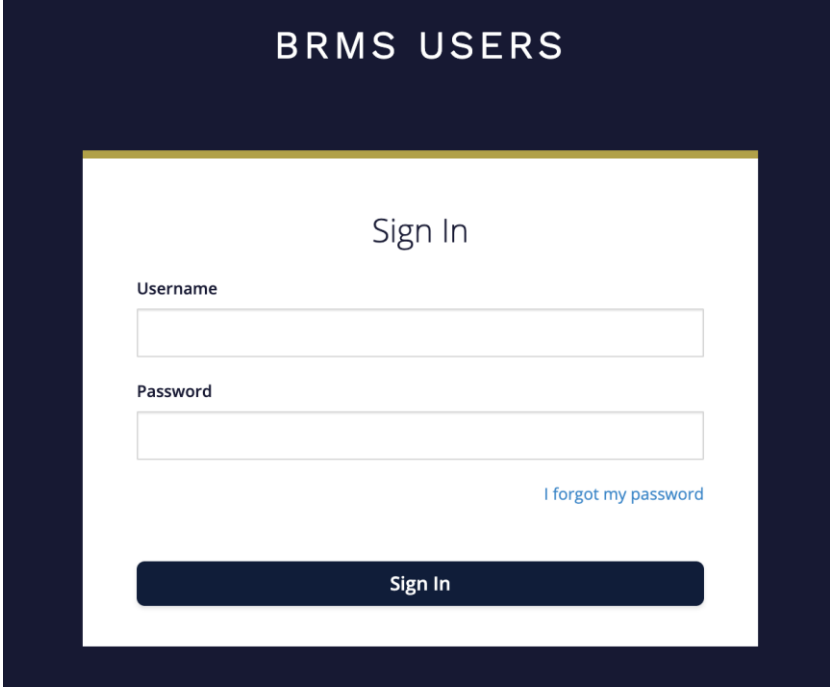
The image shows a screenshot of the 'BRMS USERS' interface. At the top, the title 'BRMS USERS' is displayed in white on a dark blue background. Below this, the main content area is white and titled 'Sign In'. There are three input fields: 'Serial number' with the value '12345-12345', 'Activation code' with the value '1234-1234-1234-1234', and 'Registration code' with the value '1234512345'. Below the input fields is a dark blue button labeled 'Register' with a white hand cursor icon pointing at it.

11. Enter your new password and confirm it, then click the 'Submit' button. You may now log in using your BRMS external account credentials.

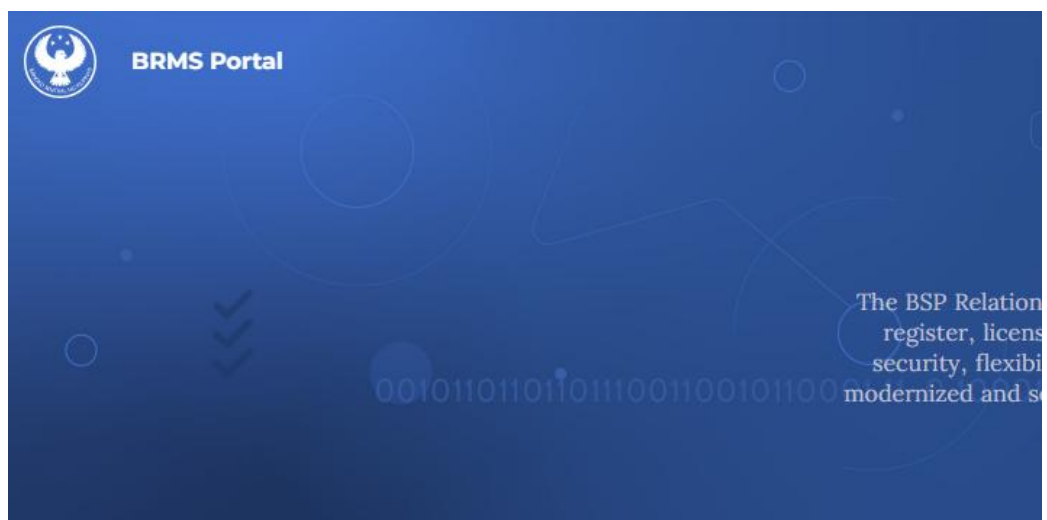


The image shows a screenshot of the 'BRMS USERS' interface. At the top, the title 'BRMS USERS' is displayed in white on a dark blue background. Below this, the main content area is white and titled 'Update password'. There is a yellow warning box with a triangle icon and the text 'You need to change your password.'. Below the warning box are two input fields: 'New Password' and 'Confirm password'. Below the input fields is a dark blue button labeled 'Submit' with a white mouse cursor icon pointing at it.

12. Visit <https://brms.bsp.gov.ph>, and log in using your assigned username and newly created password. You will be redirected to the Portal, where you will be prompted to input your personal details to complete the initial setup.



The image shows a sign-in interface for BRMS USERS. It features a dark blue header with the text "BRMS USERS" in white. Below the header is a white sign-in form. The form has a title "Sign In" in the center. It contains two input fields: "Username" and "Password". Below the password field is a link that says "I forgot my password". At the bottom of the form is a dark blue button with the text "Sign In" in white.



IOD Portal



Foreign Loans and Investments Management System (FLIMS) Investment Module User Manual

Table of Contents

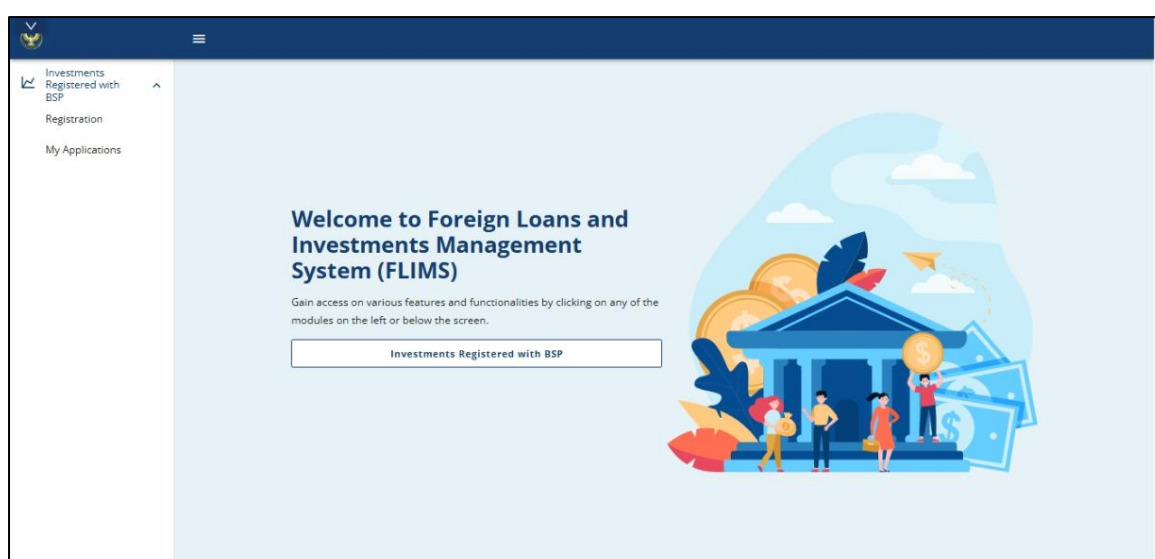
1. Foreign Investments Registered with BSP using FLIMS Investment Module	3
Logging in to FLIMS Investment Module	3
2. Filling out an Application Form.....	3
Saving an Application Form.....	4
Type of Application.....	4
Applicant Information	6
Foreign Investor Profile	7
Investee Profile	9
Investment Details	11
Corporation.....	11
Partnership	12
Branches/Representative Office/ROHQ/RHQ	13
Condominium Unit.....	14
Other Types.....	15
Previous BSP Registration	15
Funding Details	16
Types of Funding	16
In Cash	16
In Kind.....	23
Others.....	26
Documents Submitted.....	28
Declaration Portion and Affixing Signature	29
3. Submitting an Application	31
4. Extracting a Submitted Application.....	33
5. Additional Functionalities During Registration Process in FLIMS-IM.....	35
View Submitted Applications.....	35
Continuing a Draft Application.....	37
Edit Applications.....	39
Save and Extract Applications (Edit mode during In Abeyance only)	40
Delete My Applications (for Draft Applications only).....	44
6. Tracking of Registration Status.....	46
A. Receipt of Application	47
B. Initial Acknowledgement of Application	47
C. Application is In Abeyance (Incomplete Requirements)	47
D. Application is In Process.....	48
E. Application is Under Commencement	48
F. Issuance/Release of the Bangko Sentral Registration Document (BSRD).....	48
G. Application is Closed (Non-Compliance or Non-Response)	49

1. Foreign Investments Registered with BSP using FLIMS Investment Module

Logging in to FLIMS Investment Module

This section provides a comprehensive overview of the investment registration process with the Bangko Sentral ng Pilipinas (BSP) for external users. It outlines the steps involved, necessary documentation, and key requirements to ensure a smooth and efficient registration experience.

This initial screen presents the system's primary features and navigation options, serving as the gateway to access and manage applications. Quick links to various functionalities are accessible from this interface.



The procedures for account creation for **new users** are detailed in separate manuals (Annexes A and B of this Circular Letter). New users are advised to refer to the guide attached to the email sent by the BSP - International Operations Department (IOD) containing their username.

2. Filling out the Application Form

To apply for registration of foreign investments directly with the BSP pursuant to Section 36 of the Manual of Regulations on Foreign Exchange Transactions (FX Manual), as amended, applicants shall complete and submit the digital Application for Registration of Foreign Investments (Form W) via FLIMS-IM. The system provides a step-by-step guide for accurately completing each section, ensuring all required information is provided.

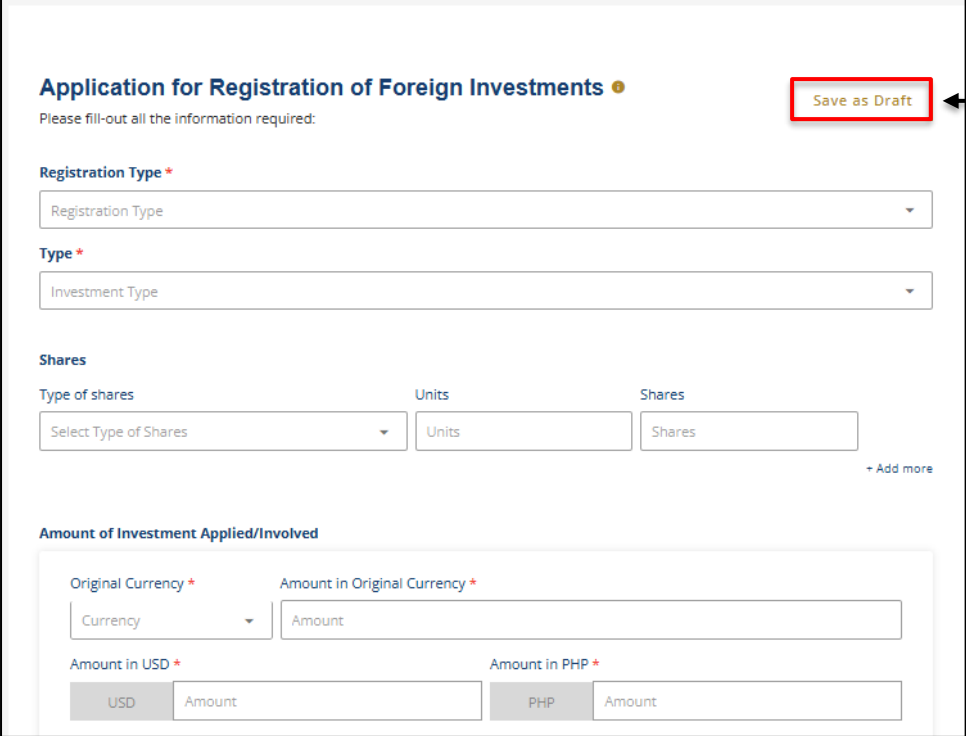
Step 1: Click the button “Proceed to Registration Form”.



Step 2: Fill out the application form. Complete all necessary fields. Fields marked with asterisks (*) are mandatory.

Saving an Application Form

Applicants are encouraged to periodically click the “Save as Draft” button to prevent data loss due to unforeseen events (e.g., internet or power interruptions).



Application for Registration of Foreign Investments ⓘ

Please fill-out all the information required:

Registration Type *

Registration Type

Type *

Investment Type

Shares

Type of shares Units Shares

Select Type of Shares Units Shares

+ Add more

Amount of Investment Applied/Involved

Original Currency * Amount in Original Currency *

Currency Amount

Amount in USD * Amount in PHP *

USD Amount PHP Amount

Note: Clicking the “Save as Draft” button saves a record of the application accessible in the “My Applications” sub-module (see section [Continuing a Draft Application](#)).

Type of Application

Step 3: Select the applicable registration type from the dropdown menu:

- i. Registration of new/additional investments; or
- ii. Other transactions involving issuance of Bangko Sentral Registration Document (BSRD) [e.g., replacement of old BSRDs due to changes in investee’s/investor’s name, replacement of lost BSRDs, consolidation of previously issued BSRDs, or changes in corporate structure].



Application for Registration of Foreign Investments •

Please fill-out all the information required:

Registration Type *

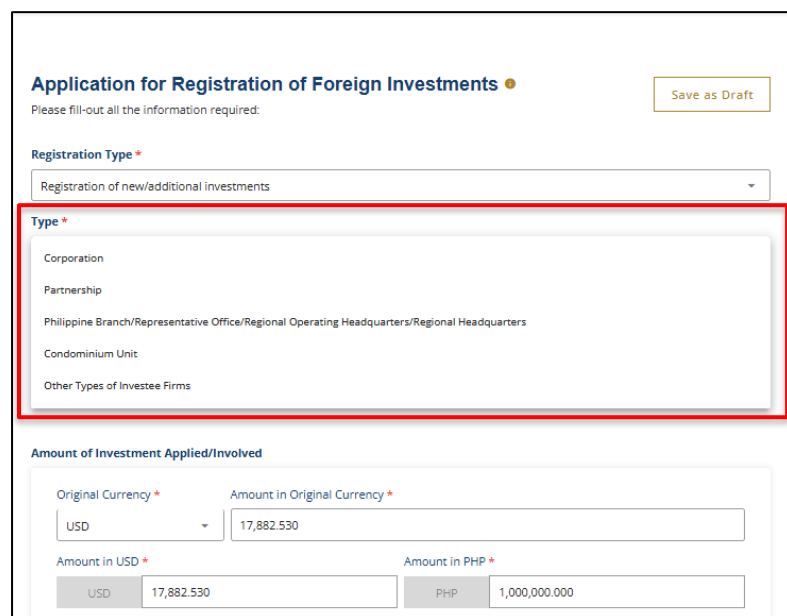
- Registration of new/additional investments
- Other transactions involving issuance of BSRD

Investment Type

The registration type refers to the classification or category assigned to a registration request, based on the specific nature or purpose of the registration. It determines the procedures and requirements applicable to the registration process.

Step 4: Choose the investment type based on the nature of the investee firm. There are five (5) choices:

- Corporation
- Partnership
- Philippine Branch/Representative Office/Regional Operating Headquarters/Regional Headquarters
- Condominium unit
- Other types of investee firms (to be specified)



Application for Registration of Foreign Investments •

Please fill-out all the information required:

Registration Type *

Registration of new/additional investments

Type *

- Corporation
- Partnership
- Philippine Branch/Representative Office/Regional Operating Headquarters/Regional Headquarters
- Condominium Unit
- Other Types of Investee Firms

Amount of Investment Applied/Involved

Original Currency * Amount in Original Currency *

USD 17,882.530

Amount in USD * Amount in PHP *

USD 17,882.530 PHP 1,000,000.000

The investment type refers to the category or classification of the investee firm's investment structure that is being registered for foreign investment. It describes the nature of the investment being made in the firm, such as equity, debt, or other financial instruments, and is essential for determining the applicable regulatory requirements and procedures for foreign investment registration.

4.a. For investments in a corporation, select the type of shares (e.g., common, preferred and participating, or preferred and non-participating) and indicate the number of shares involved in the application.

Shares

Type of shares

Units

Shares

Common

Preferred participating

Non-participating

Units

Shares

+ Add more

4.b. For all investment types, fill out the fields under the Amount of Investment Applied/Involved:

- Original Currency refers to the currency in which a financial transaction, investment, or amount was originally denominated or recorded. It represents the currency used at the point of the initial transaction or investment.
- Amount in USD indicates the converted or equivalent value of the amount when expressed in USD.
- Amount in PHP indicates the converted or equivalent value of the amount when expressed in PHP.

Amount of Investment Applied/Involved

Original Currency *

Amount in Original Currency *

Currency

Amount

Amount in USD *

Amount in PHP *

USD

Amount

PHP

Amount

Applicant Information

Step 5: Fill out the fields under Applicant Identification. These refer to the details used to verify and establish the identity of the individual or entity submitting the application for registration of the foreign investment.

I. Applicant Identification			
Title			
Title ▼			
First Name		Middle Name	
Enter first name		Enter middle name	
Last Name		Suffix	
Enter last name		Enter suffix name	
Designation			
Enter designation			
Email *	Mobile	Telephone No.	
Enter email	Enter mobile number	Enter Telephone	
0 / 11			
Company Name			
Enter Company/Office Name			
Address			
Country	State	Region	Province
Select Country	State	Region	Province
City/Municipality/Town	Barangay	Postal Code	
City/Municipality/Town	Barangay	Postal Code	
Subdivision, Zone, Phase			
Subdivision, Zone, Phase			
Bldg Number, Building and Street Name			
Bldg Number, Building and Street Name			
If the applicant is not the investor/investee, this shall be supported by an authority (from the investor/investee) to transact in their behalf.			

Foreign Investor Profile

Step 6: Fill out the fields under Investor Profile, which include the personal or entity identification data of the foreign investor. The investor may either be an individual or a company.

II. Investor Profile	☒ Individual ☐ Same as Applicant
----------------------	--

Note: If the foreign investor is the same as the applicant, the box for “Same as Applicant” may be ticked. This will disable the fields under the Investor Profile and automatically populate them with the details from the Applicant Identification section.

II. Investor Profile ☒ Company ☐ Same as Applicant

Company Name

Nature of Business

Company Email **Company Mobile Number**

Company Website **Company Telephone No.**

Company Address
Country **State** **Region** **Province**

City/Municipality/Town **Barangay** **Postal Code**

Subdivision, Zone, Phase

Bldg Number, Building and Street Name

When the "Same as Applicant" checkbox is selected, the profile type will automatically default to "Individual" and cannot be changed to "Corporation".

II. Investor Profile ☐ Individual ☒ Same as Applicant

Title

First Name **Middle Name**

Last Name **Suffix**

Designation

Email **Mobile** **Telephone No.**

Company Name

Address
Country **State** **Region** **Province**

City/Municipality/Town **Barangay** **Postal Code**

Subdivision, Zone, Phase

Bldg Number, Building and Street Name

Investee Profile

Step 7: Fill out the Investee Profile fields, which include personal or entity identification data of the investee firm.

III. Investee Profile
(If the investee is the applicant, proceed to item investment details)

☒ Individual ☐ Same as Applicant

Note: If the investee firm/individual is the same as the applicant, the box for “Same as Applicant” may be ticked. This will disable the fields under the Investee Profile and automatically populate them with the details from Applicant Identification section.

III. Investee Profile
(If the investee is the applicant, proceed to item investment details)

☒ Company ☐ Same as Applicant

Company Name

Enter company name

Nature of Business

Enter nature of business

Company Email

Enter company email

Company Mobile Number

Enter company mobile number

Company Website

Website (http:// or https://)

Company Telephone No.

Enter company telephone no.

Company Address

Country

Select Country

State

State

Region

Region

Province

Province

City/Municipality/Town

City/Municipality/Town

Barangay

Barangay

Postal Code

Postal Code

Subdivision, Zone, Phase

Subdivision, Zone, Phase

Bldg Number, Building and Street Name

Bldg Number, Building and Street Name

When the “Same as Applicant” checkbox is selected, the profile type will automatically default to “Individual” and cannot be changed to “Corporation”.

III. Investee Profile

(If the investee is the applicant, proceed to item investment details)

Individual

☒ Same as Applicant

Title

Title

First Name

Enter first name

Middle Name

Enter middle name

Last Name

Enter last name

Suffix

Enter suffix name

Designation

Enter designation

Email

Enter email

Mobile

Enter mobile number

Telephone No.

Enter Telephone

Company Name

Enter Company/Office Name

Address

Country

Select Country

State

State

Region

Region

Province

Province

City/Municipality/Town

City/Municipality/Town

Barangay

Barangay

Postal Code

Postal Code

Subdivision, Zone, Phase

Subdivision, Zone, Phase

Bldg Number, Building and Street Name

Bldg Number, Building and Street Name

Step 8: Click the “Proceed to Investment Details” button at the bottom of the page to proceed to the next part of the application form.

Company Email

Enter company email

Company Mobile Number

Enter company mobile number

Company Website

Website (http:// or https://)

Company Telephone No.

Enter company telephone no.

Company Address

Country

Select Country

State

State

Region

Region

Province

Province

City/Municipality/Town

City/Municipality/Town

Barangay

Barangay

Postal Code

Postal Code

Subdivision, Zone, Phase

Subdivision, Zone, Phase

Bldg Number, Building and Street Name

Bldg Number, Building and Street Name

Proceed to Investment Details

Investment Details

This part of the form requires the input of details of the investment made by the foreign investor.

Step 9: Fill out the fields under Part II. Investment Details. Please note that the fields required in this part will vary depending on the type of investment selected in Step 4.

Corporation

9.a. For investments in a Corporation, the fields for Securities and Exchange Commission (SEC) registration number and date, primary purpose/industry, Philippine Standard Industrial Classification (PSIC) code, capital structure, and shares held by nominees, if applicable, shall be filled out:

← Application for Registration of Foreign Investments ⓘ

Save as Draft

Please fill-out all the information required:

II. Investment Details

ⓘ

The selected investment type is **Corporation**. If you wish to change the investment type, please go back to previous page.

SEC Registration Number

Securities and Exchange Commission (SEC) Registration Number

Philippine Standard Industrial Classification (PSIC) Code ⓘ

Philippine Standard Industrial Classification (PSIC) Code

Primary Purpose / Industry

Primary Purpose / Industry

0 / 10000

SEC Reg. Date

SEC Reg. Date

Click here to view Capital Structure Details

Shares held by nominees in favor of the non-resident investor

Nominees

No. of Shares

Nominees

No. of Shares

+ Add more

Note: The fields to indicate the details of the capital structure of the corporation can be accessed by clicking the "Click here to view Capital Structure Details" button:

[Click here to view Capital Structure Details](#)

Par Value Per Share	PHP	Amount			
Capital Structure	No. of Shares (@ PHP __ pv/share) Indicate class of shares	Total Par Value (# shares X pv/share)	Additional Paid-In Capital (if any)	Amount Paid	Percentage Ownership
Authorized Capital Stock	Amount	Amount	Amount	Amount	Percent
Subscribed	Amount	Amount	Amount	Amount	Percent
Filipino	Amount	Amount	Amount	Amount	Percent
Foreign	Amount	Amount	Amount	Amount	Percent
Held by the non-resident investor of which subject request	Amount	Amount	Amount	Amount	Percent
Paid-up	Amount	Amount	Amount	Amount	Percent
Filipino	Amount	Amount	Amount	Amount	Percent
Foreign	Amount	Amount	Amount	Amount	Percent
Held by the non-resident investor of which subject request	Amount	Amount	Amount	Amount	Percent

Note: Indicate the number of nominee shares included in the shares applied for registration, if any

[Clear](#) [Save & Close](#)

Partnership

9.b. For investments in a Partnership, indicate the SEC registration number and date, and partnership details:

← Application for Registration of Foreign Investments ⓘ

Save as Draft

Please fill-out all the information required:

II. Investment Details

ⓘ

The selected investment type is **Partnership**. If you wish to change the investment type, please go back to previous page.

SEC Registration Number

SEC Reg. Date

Securities and Exchange Commission (SEC) RegistratiSEC Reg. Date

[Click here to view Partnership Details](#)

Proceed to Details of Previous BSP Registration

Note: The fields to indicate the details of the capital structure of the

partnership can be accessed by clicking the “Click here to view Partnership Details” button:

[Click here to view Partnership Details](#)

Partnership	Amount of Contributed Capital (in PHP)	Percent
General Partner	Amount	Percent
Filipino	Amount	Percent
Foreign	Amount	Percent
Limited Partner (as applicable)	Amount	Percent
Filipino	Amount	Percent
Foreign	Amount	Percent
Total	0.000	0.0000

Branches/Representative Office/ROHQ/RHQ

9.c. For investments in a Philippine Branch/Representative Office/ Regional Operating Headquarters/Regional Headquarters, the fields for SEC License to Do Business No., Amount of Total Assigned Capital/Operating Working Capital, and PSIC Code shall be filled out:

← **Application for Registration of Foreign Investments**
Save as Draft

Please fill-out all the information required:

II. Investment Details

i The selected investment type is **Philippine Branch/Representative Office/Regional Operating Headquarters/Regional Headquarters**. If you wish to change the investment type, please go back to previous page.

SEC License To Do Business No.

Amount of Total Assigned Capital / Operating Working Capital

PSIC Code i

Proceed to Details of Previous BSP Registration

Condominium Unit

9.d. For investments in a Condominium Unit, the name of condominium, name of developer/realtor, condominium certificate of title no., number of units, and condominium address shall be indicated:

← Application for Registration of Foreign Investments ⓘ

Save as Draft

Please fill-out all the information required:

II. Investment Details

ⓘ

The selected investment type is **Condominium Unit**. If you wish to change the investment type, please go back to previous page.

Name of Condominium

Name of Condominium

Name of Developer / Realtor

Name of Developer/Realtor

Condominium Certificate of Title No.

Condominium Certificate of Title No.

Number of Units

Number of Units

Condominium Address

Country

Select Country

State

State

Region

Region

Province

Province

City/Municipality/Town

City/Municipality/Town

Barangay

Barangay

Postal Code

Postal Code

Subdivision, Zone, Phase

Subdivision, Zone, Phase

Version 1.1 * Updated 15 Dec 2025

Other Types

9.e. If the type of investment does not fall in the provided categories, select “Other Types of Investee Firms” and then fill out the free text field to indicate the details of the investment:

← Application for Registration of Foreign Investments ⓘ

Save as Draft

Please fill-out all the information required:

II. Investment Details

ⓘ The selected investment type is **Other Types of Investee Firms**. If you wish to change the investment type, please go back to previous page.

Type of Investment

Type of investment

Proceed to Details of Previous BSP Registration

Previous BSP Registration

Step 10: Fill out the fields under Previous BSP Registration part if the investor has existing investments in the investee firm that were registered with the BSP. In case of more than one (1) previously registered investments, click the “+Add more” button to add additional fields.

BSRD No. Date of Registration No. of Shares Amount Registered

BSRD No.

Date of Registrati ⓘ

No. of Shares

Amount Registered

×

Please provide details

Please provide details...

0 / 1000

+ Add more

Step 11: After completing the required fields, click the “Proceed to Funding Details - InCash” button to proceed to the next part of the application form.

→

Proceed to Funding Details - InCash

Funding Details

Step 12: Fill out the applicable fields under Part III. Funding Details. Please note that the required fields depend on the form of funding made by the investor for its investment in the investee firm. The information under this part refer to the financial aspects of the investment applied for registration, including how capital is allocated, the sources of funding, and the terms of investment. In case of more than one (1) type of funding, select all applicable types and complete the required fields for each funding type.

Types of Funding

Below are the different types of funding and the corresponding fields to be completed:

In Cash

12.a.: In Cash refers to the specific information related to the provision of funds in cash for the foreign investment registration. This typically includes the amount of cash provided, the source of the funds, and any relevant terms or conditions associated with the cash funding.

Select the appropriate type of funding by reviewing the available options and choosing the one that best matches your investment profile.

- i. Inward Remittance of FX
- ii. Constructive remittance of FX funding to resident deposit account
- iii. FX payments made offshore between non-residents for transfer of onshore investments
- iv. Peso balance of non-resident investor's onshore peso deposit account and interim peso deposit account
- v. Reinvestment of peso divestment/sales proceeds or related earnings of investment
- vi. Conversion of liability to investment
- vii. Exercise of conversion rights [e.g., Philippine Depository Receipts (PDRs)]

← Application for Registration of Foreign Investments ⓘ

Save as Draft

Please fill-out all the information required:

III. Funding Details - InCash

Type of In Cash Investment

☐ Inward Remittance of FX

☐ Constructive remittance of FX funding to resident deposit account

☐ FX payments made offshore between non-residents for transfer of onshore investments

☐ Peso balance of non-resident investor's onshore peso deposit account and interim peso deposit account

☐ Reinvestment of peso divestment/sales proceeds or related earnings of investment

☐ Conversion of liability to investment

☐ Exercise of conversion rights [e.g., Philippine Depository Receipts (PDRs)]

Proceed to Funding Details - InKind

12.a.i. For funding through inward remittance of FX, fill out the fields under Details of Remittance, Details of Peso Conversion (if applicable), and If without Conversion to PHP (if applicable). Details should be based on the Certificate of Inward Remittance (CIR) or equivalent document/s.

← Application for Registration of Foreign Investments ⓘ

Save as Draft

Please fill-out all the information required:

III. Funding Details - InCash

Type of In Cash Investment

☒ Inward Remittance of FX

Details of remittance

Receiving Bank

Certificate of Inward Remittance (CIR), if applicable

CIR Number

CIR Date

Remittance Date

Telegraphic Transfer Ref. No.

Currency

Amount in Original Currency

USD

Amount

+ Add more

FX rate used

FX rate used

Details of peso conversion

Converting Bank

Certificate of Inward Remittance (CIR), if applicable

CIR Number

CIR Date

Conversion Date

Currency

Amount Converted

Conversion Rate

PHP

Amount

+ Add more

If without conversion to PHP :

PHP

Amount

Currency

Original Currency

FX booking rate

+ Add more

- 12.a.ii. For funding through constructive remittance of FX funding to resident deposit account, fill out the fields for Details of Remittance, Details of Peso Conversion (if applicable), and If without Conversion to PHP (if applicable). Details should be based on the CIR or equivalent document/s.

☒ **Constructive remittance of FX funding to resident deposit account**

Details of remittance

Receiving Bank

Certificate of Inward Remittance (CIR), if applicable

CIR Number

CIR Date

Remittance Date

Telegraphic Transfer Ref. No.

Currency

Amount in Original Currency

USD

Amount

+ Add more

FX rate used

Details of peso conversion	
Converting Bank	
Certificate of Inward Remittance (CIR), if applicable	
CIR Number	
CIR Date	
Conversion Date	
Currency	Amount Converted
Conversion Rate	
PHP	Amount
+ Add more	
If without conversion to PHP:	
PHP	Amount
Currency	Original Currency
FX booking rate	
Currency	Balance Amount
Balance Description	
The balance (total peso/US\$/other foreign currency proceeds less amount applied to the investment transaction, if any) in the amount of _____ is recorded in the books of the investee as _____ (e.g., Advances, Deposit for Stock Subscription)	

12.a.iii. For funding through FX payments made offshore between non-residents for transfer of onshore investments, fill out the fields for Currency, FX Amount, Date paid, and indicate whether the investment acquired was registered by ticking “Yes” or “No”.

☒ FX payments made offshore between non-residents for transfer of onshore investments	
Currency	FX Amount
Date paid	
Is the investment acquired registered?	
☐ Yes ☐ No	
Please provide details	
0 / 1000	

- If the investment acquired was registered with the BSP, indicate the BSRD Number and Date.

Is the investment acquired registered?

☒ Yes ☐ No

BSRD Number

Date

- If the investment acquired was not registered with the BSP, funding details of the investment acquired should be indicated.

Is the investment acquired registered?

☐ Yes ☒ No

Please provide details

0 / 1000

12.a.iv. For funding using peso balance of non-resident investor's onshore peso deposit account and interim peso deposit account, indicate the Name of Depository Authorized Agent Bank, Amount utilized for the Investment, Date of debit from the account, and Source of funding for peso deposit (as indicated in Section 3.1 of the FX Manual):

☒ **Peso balance of non-resident investor's onshore peso deposit account and interim peso deposit account**

Name of Depository Authorized Agent Bank

Amount utilized for the investment

Date of debit from the account

Source of funding for peso deposit

i.e., indicated in [Section 3.1](#) of the FX Manual

12.a.v. For funding through reinvestment of peso divestment/sales proceeds or related earnings of investment, indicate the Amount of reinvestment, and Date paid, and indicate whether the investment acquired was registered by ticking "Yes" or "No":

☒ **Reinvestment of peso divestment/sales proceeds or related earnings of investment**

Reinvestment of peso divestment/sales proceeds or related earnings of investment

Amount of reinvestment

Date paid

Is the investment acquired registered?

☐ Yes ☐ No

Please provide details

0 / 1000

- If the investment acquired was registered with the BSP, indicate the BSRD Number and Date.

Is the investment acquired registered?

☒ Yes ☐ No

BSRD Number

Date

- If the investment acquired was not registered with the BSP, funding details of the investment acquired should be indicated.

Is the investment acquired registered?

☐ Yes ☒ No

Please provide details

0 / 1000

12.a.vi. For funding through conversion of liability to investment, indicate the Currency, Amount converted to investment (in original currency), PHP Equivalent, Date of conversion, and indicate whether the investment acquired was registered by ticking “Yes” or “No”.

☒ Conversion of liability to investment

Conversion of liability to investment

Currency

Amount converted to investment (in original currency)

PHP Equivalent

Date of conversion

Is the investment acquired registered?

☐ Yes ☐ No

Please provide details

0 / 1000

- If the investment acquired was registered with the BSP, indicate the BSRD Number and Date.

Is the investment acquired registered?

☒ Yes ☐ No

BSRD Number

Date

- If the investment acquired was not registered with the BSP, funding details of the investment acquired should be indicated.

Is the investment acquired registered?

☐ Yes

☒ No

Please provide details

0 / 1000

12.a.vii. For funding through Exercise of conversion rights (e.g., PDRs), indicate the Underlying instrument (indicate units/amount), Date of exercise of right, and indicate whether the investment acquired was registered by ticking “Yes” or “No”.

Exercise of conversion rights [e.g., Philippine Depository Receipts (PDRs)]

Underlying instrument (indicate units/amount)

Date of exercise of right

Is the investment acquired registered?

☐ Yes

☒ No

Please provide details

0 / 1000

- If the investment acquired was registered with the BSP, indicate the BSRD Number and Date.

Is the investment acquired registered?

☒ Yes

☐ No

BSRD Number

Date

- If the investment acquired was not registered with the BSP, funding details of the investment acquired should be indicated.

Is the investment acquired registered?

☐ Yes ☒ No

Please provide details

0 / 1000

12.b: Click the “Proceed to Funding Details – In Kind” button to proceed to the next part of the application form which shows the other types of funding.

Proceed to Funding Details - InKind

In Kind

12.c: In Kind refers to the specific information regarding non-monetary contributions made as part of the investment. This includes tangible assets, goods, services, or resources provided instead of cash. The details typically cover the nature of the in-kind contributions, their estimated value, and any relevant terms or conditions associated with these contributions.

Select the applicable in-kind type of funding from the following options:

- i. Heavy Equipment and Machinery/Inventories/Raw Materials/Supplies/Spare Parts/Furniture/Personal Properties/Motor Vehicle/Sea Vessel/Aircraft including other tangible assets from abroad
- ii. Intangible assets
- iii. Stock and/or property dividends accruing from onshore investments.
- iv. Shares (e.g., share swaps)

← Application for Registration of Foreign Investments ⓘ

Save as Draft

Please fill-out all the information required:

III. Funding Details - InKind

Type of In Kind Investment

☐ Heavy Equipment and Machinery/Inventories/Raw Materials/Supplies/Spare Parts/Furniture/Personal Properties/Motor Vehicle/Sea Vessel/Aircraft including other tangible assets from abroad

☐ Intangible assets

☐ Stock and/or property dividends accruing from onshore investments

☐ Shares (e.g., share swaps)

Proceed to Funding Details - Others

- 12.c.i. For funding in the form of Heavy Equipment and Machinery/Inventories/Raw Materials/Supplies/Spare Parts/Furniture/Personal Properties/Motor Vehicle/Sea Vessel/Aircraft including other tangible assets from abroad, indicate the details of the Invoice/s, Bill of Lading/Air waybill/Sea waybill, Bureau of Customs (BOC) import entry declaration, and Date of full payment for investment.

☒ Heavy Equipment and Machinery/Inventories/Raw Materials/Supplies/Spare Parts/Furniture/Personal Properties/Motor Vehicle/Sea Vessel/Aircraft including other tangible assets from abroad

Invoice

Number
Date

Amount

Bill of Lading/Air waybill/Sea waybill

Number
Date

Bureau of Customs (BOC) import entry declaration

Number
Date

Amount

+ Add more

Date of full payment for investment

Date

- 12.c.ii. For funding in the form of intangible assets, indicate the Description of asset, Date of acquisition, PHP equivalent, and Value of asset (in original currency).

☒ Intangible assets

Description of asset:

Description

Date of acquisition:

Date

PHP equivalent:

PHP

Amount

Value of asset:

Currency

Amount

- 12.c.iii. For funding in the form of stock and/or property dividends accruing from onshore investments, indicate the Number of base/mother/original shares, Declaration/effectivity date (whichever is applicable), and indicate whether the base/mother/original shares were registered by ticking “Yes” or “No”.

☒ **Stock and/or property dividends accruing from onshore investments**

Number of base/mother/original shares:

Declaration/effectivity date (whichever is applicable):

Shares Number

Date

Is the base/mother/original shares registered?

☐ Yes

☐ No

Indicate funding details of initial investment:

Please provide details

0 / 1000

- If the base/mother/original shares were registered with the BSP, indicate the BSRD number and date.

Is the base/mother/original shares registered?

☒ Yes

☐ No

BSRD number:

BSRD date:

BSRD Number

Date

- If the base/mother/original shares were not registered with the BSP, funding details of the initial investment should be indicated.

Is the base/mother/original shares registered?

☐ Yes

☒ No

Indicate funding details of initial investment:

Please provide details

0 / 1000

12.c.iv. For funding in the form of Shares (e.g., share swaps), indicate the Date of acquisition of new shares, Details of shares issued/transferred/swapped, and tick either “Yes” or “No” if the shares acquired are originally held by non-residents.

☒ **Shares (e.g., share swaps)**

Date of acquisition of new shares:

Original issuer of the underlying shares transferred/swapped:

Date

Original Issuer

Number of shares:

Value of shares:

Shares Number

Shares Value

Is shares acquired are originally held by non-residents?

☐ Yes

☒ No

If the shares acquired are originally held by non-residents, tick either “Yes” or “No”. If the shares acquired are registered or not, tick either “Yes” or “No”:

- *If registered, BSRD number and date should indicated:*

Is shares acquired are originally held by non-residents?
☒ Yes ☐ No
Registered?
☒ Yes ☐ No
BSRD number: BSRD date:

- *If not yet registered, details of the original investment should be indicated:*

Is shares acquired are originally held by non-residents?
☒ Yes ☐ No
Registered?
☐ Yes ☒ No
Indicate details of original investment:

Funding Details

0 / 1000

12.d: Click the “Proceed to Funding Details – Others” button to proceed to the next part of the application form for other funding types.

← Application for Registration of Foreign Investments ⓘ

Save as Draft

Please fill-out all the information required:

III. Funding Details - InKind

Type of In Kind Investment

☐ Heavy Equipment and Machinery/Inventories/Raw Materials/Supplies/Spare Parts/Furniture/Personal Properties/Motor Vehicle/Sea Vessel/Aircraft including other tangible assets from abroad

☐ Intangible assets

☐ Stock and/or property dividends accruing from onshore investments

☐ Shares (e.g., share swaps)

Proceed to Funding Details - Others

Others

12.e: For funding types not included in the list provided under “In Cash” and “In Kind”, fill out the fields under Part III. Funding Details – Others to indicate the type of funding for the investment covered by the application.

← Application for Registration of Foreign Investments ⓘ

Save as Draft

Please fill-out all the information required:

III. Funding Details - Others

Type of Other Investment

Type of Invest

0 / 1000

Proceed to Documents

Step 13: Click the “Proceed to Documents” button to proceed to the next part of the application form.

← Application for Registration of Foreign Investments ⓘ

Save as Draft

Please fill-out all the information required:

III. Funding Details - Others

Type of Other Investment

Type of Invest

0 / 1000

→ Proceed to Documents

Documents Submitted

Step 14: Upload the documents to support the application in Part IV. Documents Submitted.

← **Application for Registration of Foreign Investments** ⓘ

Save as Draft

Please fill-out all the information required:

IV. Documents Submitted

For registration of new / additional investment

No document/s found!

Select file to upload

Upload

Proof of Investment

Proof of Funding

Others

Proceed to D

The documents that should be uploaded are:

- Proof of funding (e.g., CIR of FX issued by an AAB, bank certification, or other applicable proof of funding under Appendix 10.C of the FX Manual);
- Proof of investment [e.g., Certificate of Registration with the Philippine SEC with Articles of Incorporation and amendments thereto (as applicable), SEC Certificate of Approval in Increase in Authorized Capital Stock (as applicable), latest General Information Sheet (GIS) duly received by the SEC, and other regulatory/board clearances/approvals (as applicable)]; and
- Other supporting documents applicable to the application (e.g., Application under the Foreign Investments Act, proof of authority if the application was made by an entity aside from the investor or investee, cover letter/letter-request).

To upload a document, click the clip image on the left side, or point the cursor to the attachment box, and select the document from your computer. Select the type of document you are attaching and indicate any relevant remarks in the designated field. Click the upload button for every file you attach to upload.

Please note that there is a size limit of 10MB for every upload of a document.

Step 15: Click the “Proceed to Declaration” button to proceed to the next part of the application form.

← Application for Registration of Foreign Investments ⓘ

Save as Draft

Please fill-out all the information required:

IV. Documents Submitted

For registration of new / additional investment

1. sample.pdf
PROOF_OF_INVESTMENT

Select file to upload

Upload

Proceed to Declaration

Declaration Portion and Affixing Signature

Step 16: Read and fill out the declaration part, which refers to a formal statement by the applicant certifying the accuracy, legitimacy, and completeness of all information and documents provided, and compliance of the transaction with applicable laws, rules, and regulations, among others.

Tick the checkbox to signify that the instructions contained in the application form were read and understood. Afterwards, enter the name, designation, and signature of the applicant, and date of accomplishment of the form to be able to proceed with the submission of the application.

Please note that the signature field only accepts image files (e.g., png, jpeg).

Kindly review/check the correctness of the details indicated before proceeding.

[← Declaration](#)[Save as Draft](#)

I hereby certify and undertake that:

The transaction covered by this application complies/will comply with all applicable laws, rules and regulations, including required approvals/clearances/endorsements/ permits/authorization from the concerned government agencies/oversight bodies;

The investment funds came from legitimate sources;

Pertinent documents/information shall be made available upon request by the BSP for verification;

The information disclosed in this Application Form and its attachments are, to the best of my knowledge and belief, complete, true and correct, and this declaration is made in good faith. Said information may be used by the BSP for its intended purpose, subject to pertinent laws, rules and regulations;

Any concealment/misrepresentation made under this Application Form and its attachments, and failure to comply with commitments indicated herein may cause the cancellation/revocation of the registration document that may be issued by the BSP and/or denial of future applications for BSP action;

This Application Form and supporting documents submitted via official channel (whether in hardcopy or via electronic/digital means) are genuine, credible and not tampered;

I have been duly authorized by the investor/investor's management/Board of Directors/appropriate approving authority to file this application and present the information contained herein; and

☒ I have read and understood all the instructions contained herein.

Juan Dela Cruz

30-Jun-2025

Authorized Representative

signature.PNG

Submit

Step 17: Click the "Submit" button to proceed.

[← Declaration](#)[Save as Draft](#)

I hereby certify and undertake that:

The transaction covered by this application complies/will comply with all applicable laws, rules and regulations, including required approvals/clearances/endorsements/ permits/authorization from the concerned government agencies/oversight bodies;

The investment funds came from legitimate sources;

Pertinent documents/information shall be made available upon request by the BSP for verification;

The information disclosed in this Application Form and its attachments are, to the best of my knowledge and belief, complete, true and correct, and this declaration is made in good faith. Said information may be used by the BSP for its intended purpose, subject to pertinent laws, rules and regulations;

Any concealment/misrepresentation made under this Application Form and its attachments, and failure to comply with commitments indicated herein may cause the cancellation/revocation of the registration document that may be issued by the BSP and/or denial of future applications for BSP action;

This Application Form and supporting documents submitted via official channel (whether in hardcopy or via electronic/digital means) are genuine, credible and not tampered;

I have been duly authorized by the investor/investor's management/Board of Directors/appropriate approving authority to file this application and present the information contained herein; and

☒ I have read and understood all the instructions contained herein.

Juan Dela Cruz

30-Jun-2025

Authorized Representative

signature.PNG

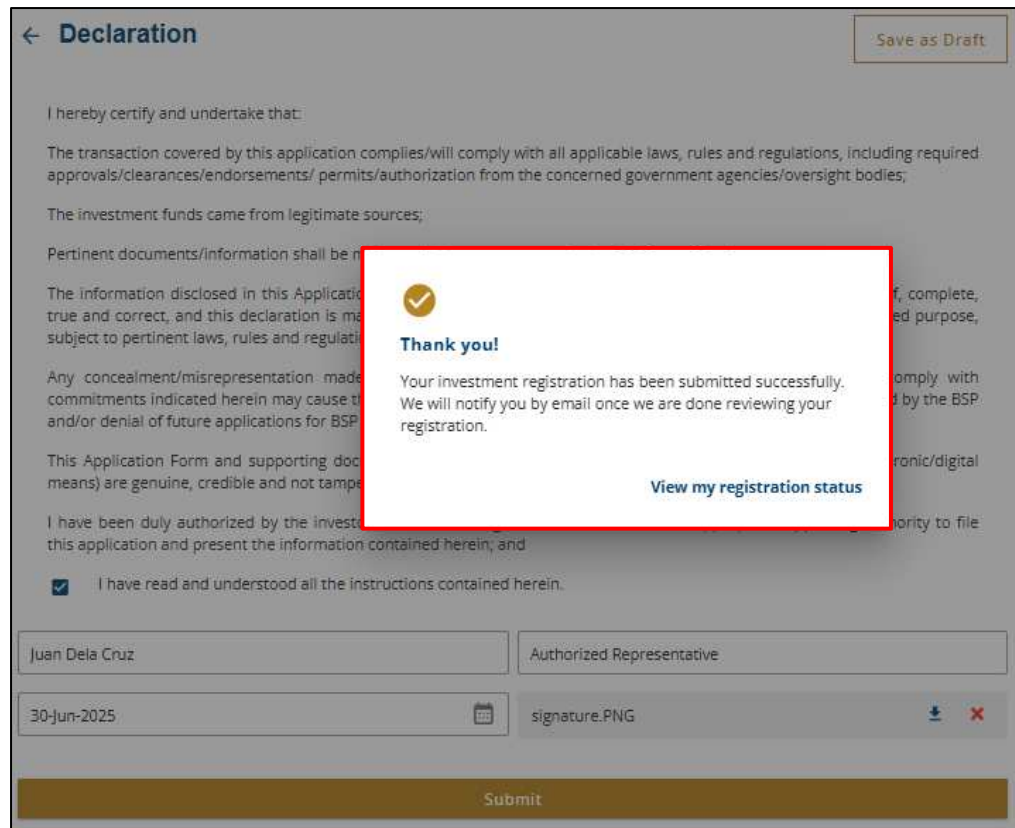
Submit

Step 18: A pop-up message will appear requesting confirmation on the submission of the application form. Click the “Ok” button to submit the application, or “Cancel” button to go back to the form.

The screenshot shows a web form titled "Declaration" with a "Save as Draft" button in the top right. The form contains several paragraphs of text for certification, including statements about compliance with laws, legitimate sources of funds, availability of documents, and truthfulness of information. A checkbox at the bottom is checked, indicating the user has read the instructions. Below the text are input fields for "Juan Dela Cruz" (labeled "Authorized Representative") and "30-Jun-2025" (with a calendar icon). There is also a file upload field showing "signature.PNG" with download and delete icons. A large "Submit" button is at the bottom of the form. A white pop-up dialog box is centered over the form, titled "Submit" with an information icon. It asks "Are you sure you want to continue?" and has two buttons: "Ok" (highlighted with a red border) and "Cancel".

3. Submitting an Application

Step 19: Upon confirmation, a pop-up message will appear confirming that the investment registration has been submitted successfully.



The screenshot shows a web form titled "Declaration" with a "Save as Draft" button in the top right. The form contains several paragraphs of text for declaration, a checkbox for "I have read and understood all the instructions contained herein.", and input fields for "Juan Dela Cruz" (Authorized Representative), "30-Jun-2025" (date), and "signature.PNG" (file upload). A large "Submit" button is at the bottom. A white modal box with a red border is overlaid in the center, displaying a green checkmark icon, the text "Thank you!", and a message: "Your investment registration has been submitted successfully. We will notify you by email once we are done reviewing your registration." Below the message is a blue link that says "View my registration status".

Step 20: Click the “View my registration status” link to view details of the submitted application.

Please note that the fields are already limited for viewing only. You may view your application anytime for any updates.

You may view your Application and extract the PDF in the “My Applications” page. An application that was already submitted can no longer be edited until further evaluation is done.

The screenshot shows the 'Declaration' form with a success modal overlay. The modal has a green checkmark icon and the text: 'Thank you! Your investment registration has been submitted successfully. We will notify you by email once we are done reviewing your registration.' A red box highlights the 'View my registration status' link in the modal. The background form includes a 'Save as Draft' button, a 'Declaration' title, and various text fields for user information and a signature.

← Declaration Save as Draft

I hereby certify and undertake that:

The transaction covered by this application complies/will comply with all applicable laws, rules and regulations, including required approvals/clearances/endorsements/ permits/authorization from the concerned government agencies/oversight bodies;

The investment funds came from legitimate sources;

Pertinent documents/information shall be n

The information disclosed in this Application is true and correct, and this declaration is made for the purpose of, complete, and this declaration is made for the purpose of, complete, and this declaration is made for the purpose of, complete,

Any concealment/misrepresentation made in this Application may cause the denial of future applications for BSP registration.

This Application Form and supporting documents (if any) are genuine, credible and not tampered with.

I have been duly authorized by the investor to file this application and present the information contained herein; and

☒ I have read and understood all the instructions contained herein.

Juan Dela Cruz Authorized Representative

30-Jun-2025 signature.PNG

Submit

The screenshot shows the 'Application Details' form. It includes a 'View Application' button, a 'Reference Number' field with the value 'IOD-FDI-070325-0098-IP', a 'Status' field with the value 'Received', and a 'Last Action Taken' field with the value 'Application Received'. The 'Applicant Identification' section includes fields for 'Title' (Mr), 'Name' (Juan Dela Cruz), 'Designation' (Authorized Representative), 'Email Address' (jcruz@email.com), 'Mobile Number', and 'Telephone No.'.

← Application Details View Application

Reference Number

IOD-FDI-070325-0098-IP

Status

Received

Last Action Taken

Application Received

Applicant Identification

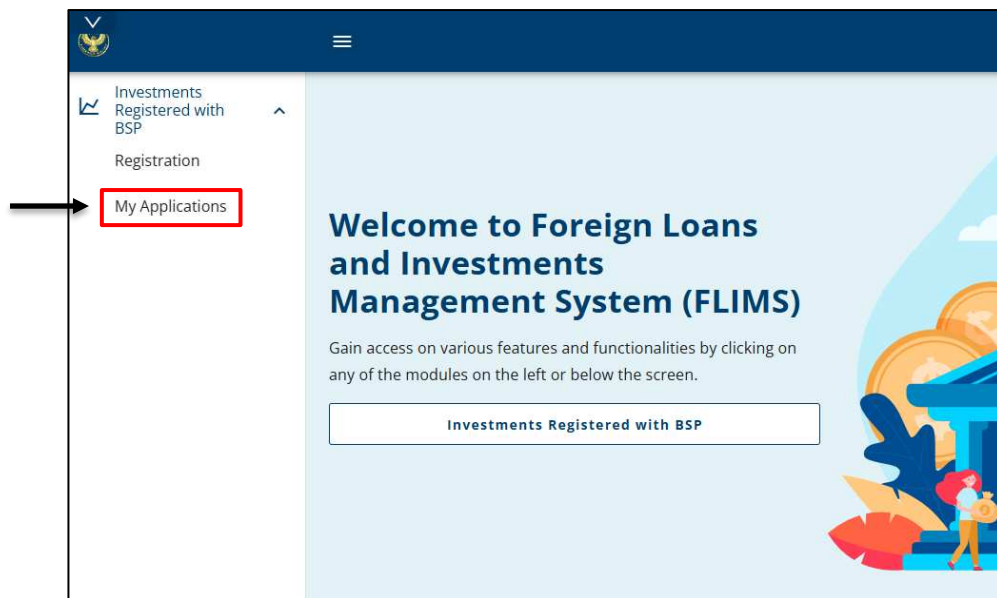
Title	Name	Designation
Mr	Juan Dela Cruz	Authorized Representative

Email Address	Mobile Number	Telephone No.
jcruz@email.com		

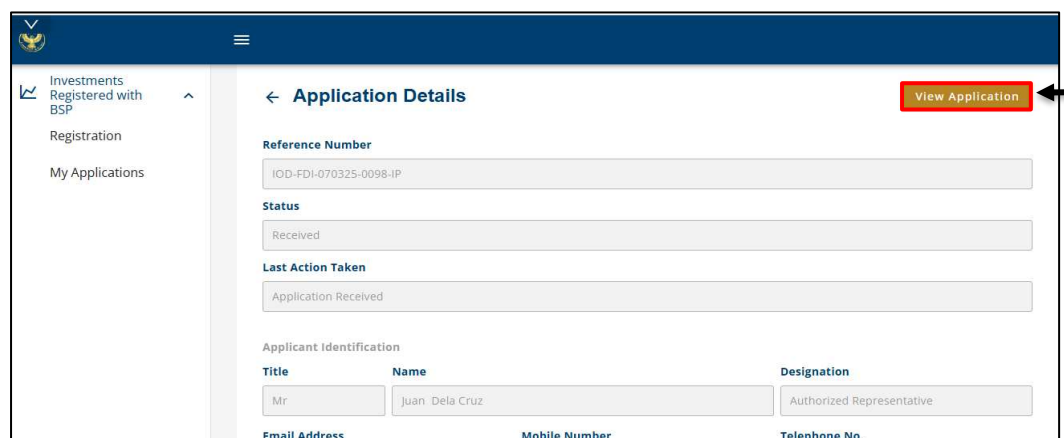
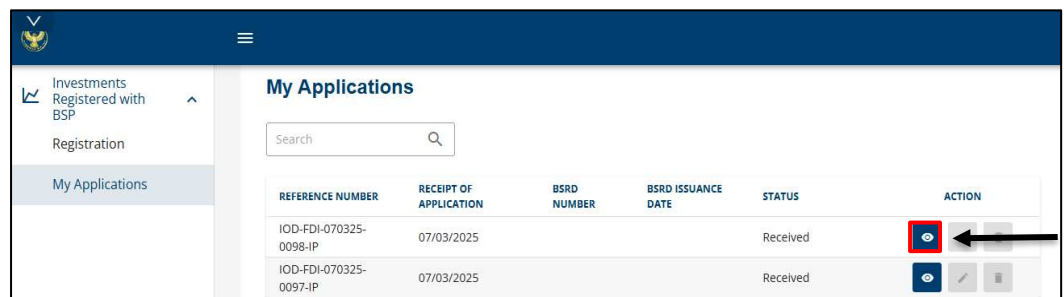
4. Extracting a Submitted Application

This section provides a detailed guide on how to retrieve the PDF version of an application that has been submitted through the system, whether for record-keeping or for review of submission details.

Step 1: Click the “My Applications” sub-module under Investments Registered with BSP in the left side navigation panel.



Step 2: Select the application you wish to view and click the eye icon to view the summary. Then click the “View Application” button at the upper right of the page to view all of the application details.



Step 3: Click the “Extract” button. The system will automatically download and save the application form as a PDF in your computer’s downloads folder.

Application Details

I. Registration Form

Registration Type

Registration of new/additional investments

Investment Type

Corporation

Shares

Type of shares	Units	Shares
Common	Units	1000.000

Extract

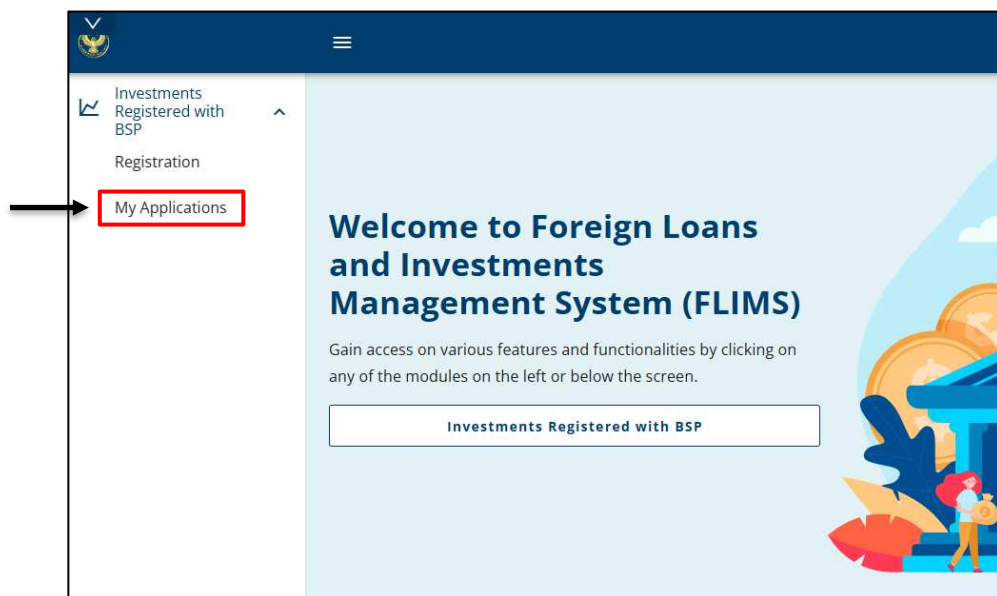
5. Additional Functionalities During Registration Process in FLIMS-IM

This section outlines the various features available to users for managing, editing, and tracking their applications within the system.

View Submitted Applications

This functionality enables users to monitor the status of applications filed in the system, review updates, and identify any required actions.

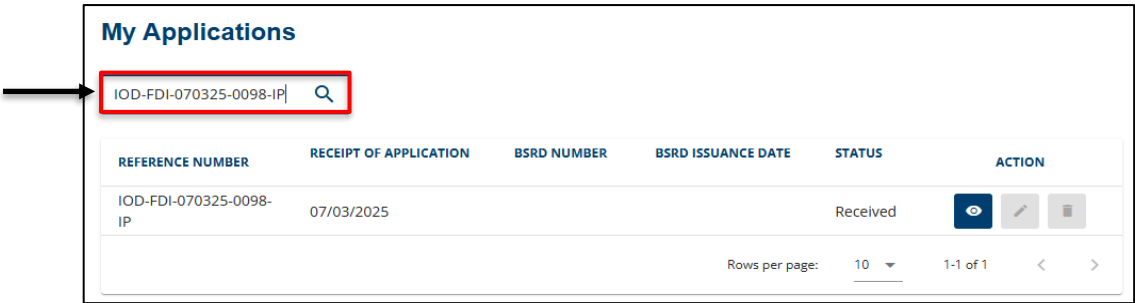
Step 1: Click the “My Applications” sub-module under Investments Registered with BSP in the left side navigation panel.



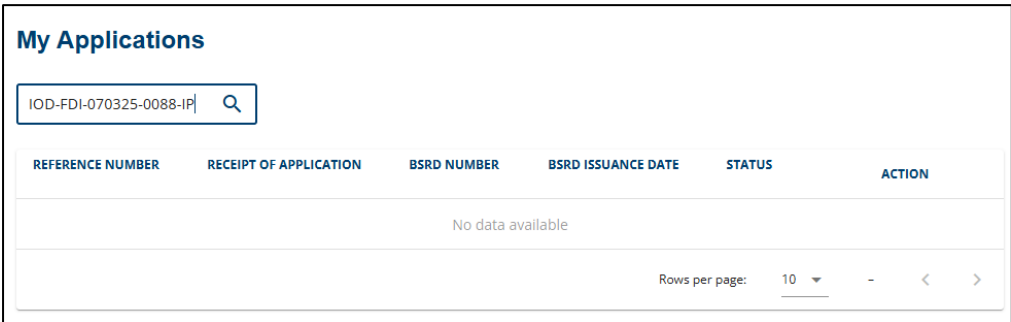
Under the “My Applications” sub-module, all of the submitted and draft applications are listed.

Step 2: Find the submitted application from the list or use the search bar to find the application. In the search bar, enter the reference number of the application to quickly locate it. The list will be filtered to show only the application matching the reference number. Select the relevant entry to

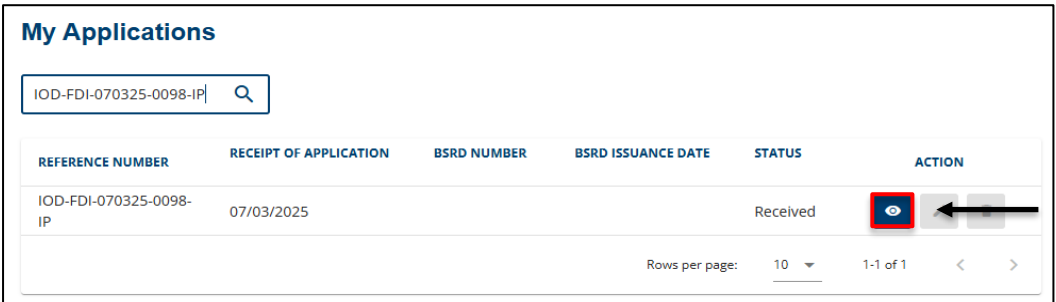
view its details.



If no matching results are found, the page will display “No data available.”



Step 3: Click the eye icon to directly view the application details.



Note: Generally, applications that have already been submitted can no longer be edited. However, modifications can be made if the application status of the application is changed to “In Abeyance”.

Step 4: Click the “View Application” button to view the detailed application.

← Application Details
View Application

Reference Number

IOD-FDI-070325-0098-IP

Status

Received

Last Action Taken

Status Changed; Initial Evaluation to In Abeyance

Applicant Identification

Title	Name	Designation
Mr	Juan Dela Cruz	Authorized Representative

Note: The “View Application” screen is in view-only mode. The form can be navigated by clicking the “Back” button (except on the first page) or the “Proceed” button at the bottom of each page. To return to the Application Details page, click the “View Summary” button.

← Application Details

Extract
View Summary

←
II. Investment Details

Details of Previous BSP Registration, if any

BSRD No.	Date of Registration	No. of Shares	Amount Registered
A009876-E	09-Jun-2022 📅	No. of Shares	12,000,000.000

Please provide details

none

4 / 1000

Proceed to Funding Details - InCash

Continuing a Draft Application

This section outlines the process for continuing a draft application that has been saved but not yet submitted through the system. Through this function, draft applications can be accessed and modified, ensuring that all required information are properly filled out before submission.

Please note that the information retained in draft applications are those that were saved before leaving the system. It is important to click the “Save as Draft” button located in the upper right portion of any page of the application form before leaving the system to save all the information entered.

Application for Registration of Foreign Investments ⓘ

Please fill-out all the information required:

Registration Type *

Registration of new/additional investments

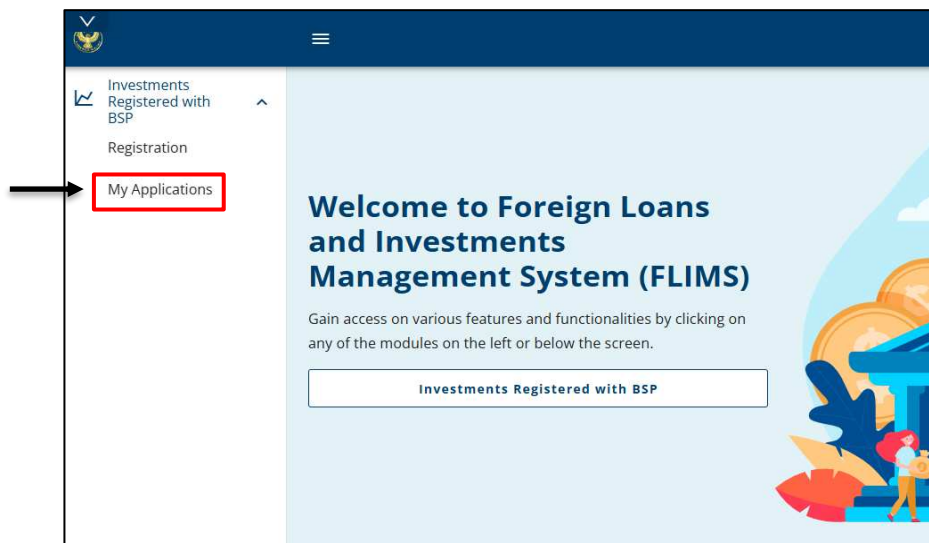
Type *

Corporation

Shares

Save as Draft

Step 1: Click the “My Applications” sub-module under Investments Registered with BSP in the left side navigation panel. Under this sub-module, all draft and submitted applications are listed.



Step 2: Click the pen icon to access the application with editable fields.

My Applications

Search

REFERENCE NUMBER	RECEIPT OF APPLICATION	BSRD NUMBER	BSRD ISSUANCE DATE	STATUS	ACTION
IOD-FDI-070325-0098-IP	07/03/2025			Received	
IOD-FDI-070325-0097-IP	07/03/2025			Received	
IOD-FDI-070225-0095-IP	07/02/2025			Received	
DRAFT-26062025082618	06/26/2025			Draft	
IOD-FDI-062625-0093-IP	06/26/2025			Under Commencement	

Step 3: Fill out the applicable fields in the form and either save the application as draft or complete all fields and submit it.

Application for Registration of Foreign Investments ⓘ

Please fill-out all the information required:

Registration Type *

Registration of new/additional investments

Type *

Corporation

Shares

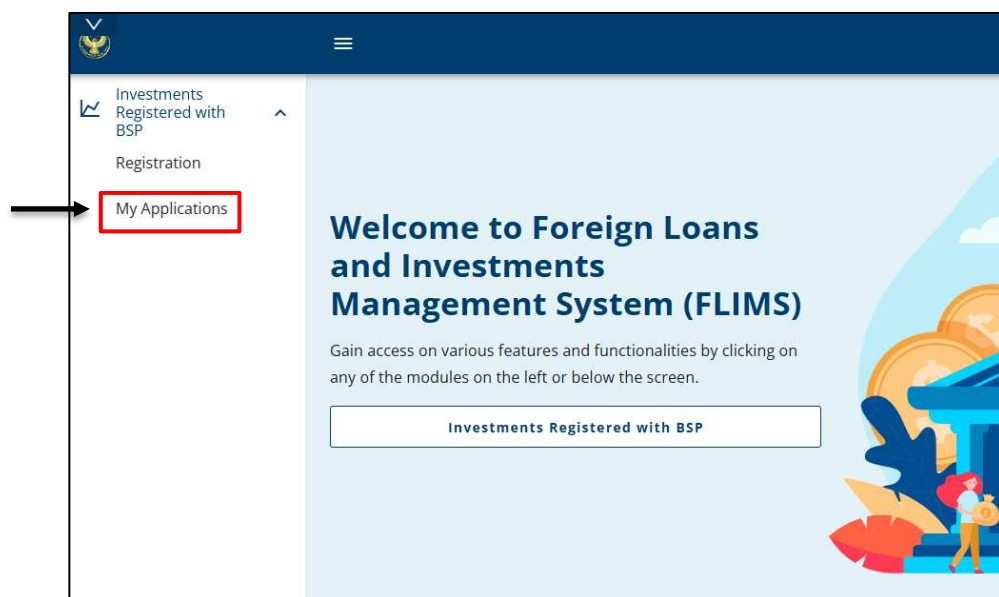
Type of shares	Units	Shares
Select Type of Shares	Units	1,000,000

+ Add more

Edit Applications

Through this feature, applications under “In Abeyance” status can be edited and resubmitted in the system.

Step 1: Click the “My Applications” sub-module under Investments Registered with BSP in the left side navigation panel.



Step 2: Select the application under “In Abeyance” status and click the pen icon to access the application with editable fields.

My Applications

REFERENCE NUMBER	RECEIPT OF APPLICATION	BSRD NUMBER	BSRD ISSUANCE DATE	STATUS	ACTION
IOD-FDI-070325-0098-IP	07/03/2025			In Abeyance	  
IOD-FDI-070325-0097-IP	07/03/2025			Received	  

Recommendation: Click the “Save as Draft” button (located at the upper right portion of each page) regularly to avoid any work loss due to unforeseen events (e.g., internet or power interruptions).

Application for Registration of Foreign Investments

Save and Extract

Save as Draft

Please fill-out all the information required:

Registration Type *

Registration of new/additional investments

Type *

Corporation

Shares

Type of shares

Common

Units

Units

Shares

1,000,000

+ Add more

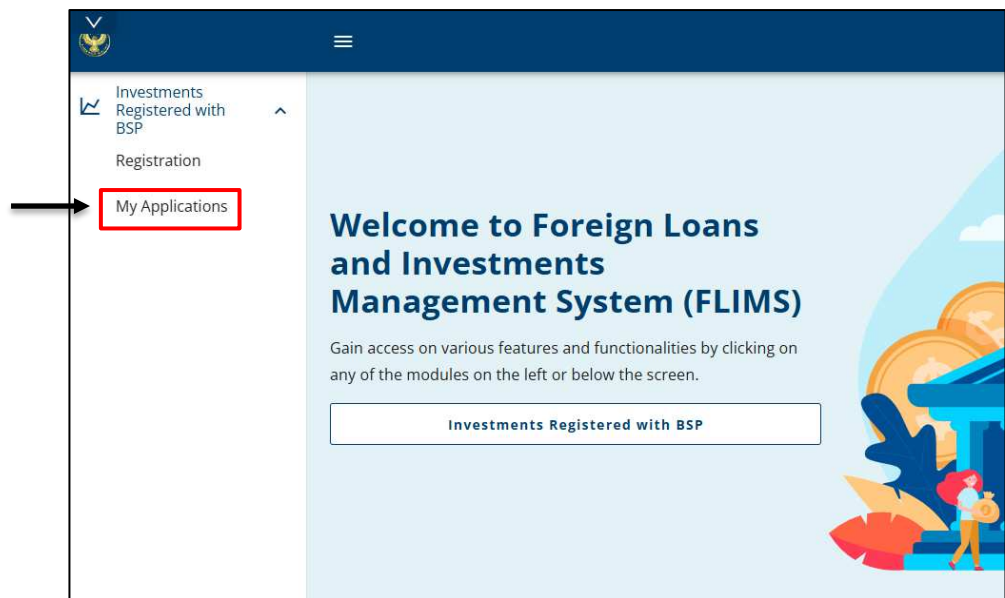
Step 3: After all necessary edits to the application have been made, the application can be saved as draft or resubmitted in the system.

Save and Extract Applications (Edit mode during In Abeyance only)

This feature allows users to save the edits made in the application and extract it as PDF while under “In Abeyance” status. This ensures that any changes made in the application can be saved should the updating need be paused and will be continued later. This can also help in the review of information in the application to ensure accuracy before resubmission.

Please note that if a new version of the application is saved, the previous version will no longer be accessible. Review all changes made carefully before saving to ensure that any critical information will not be lost.

Step 1: Click the “My Applications” sub-module under Investments Registered with BSP in the left side navigation panel and select the application under “In Abeyance” status.



Note: The search bar can be used to find a specific application within the summary table of submitted applications. Enter the reference number from the initial email into the search bar to quickly locate the specific application in the summary table. The list of submitted applications will be filtered to show only the application matching the reference number. Click on the relevant entry to view the details.

My Applications					
Search					
REFERENCE NUMBER	RECEIPT OF APPLICATION	BSRD NUMBER	BSRD ISSUANCE DATE	STATUS	ACTION
IOD-FDI-070325-0098-IP	07/03/2025			In Abeyance	
IOD-FDI-070325-0097-IP	07/03/2025			Received	
IOD-FDI-070225-0095-IP	07/02/2025			Received	

My Applications

IOD-FDI-070325-0098-IP

REFERENCE NUMBER	RECEIPT OF APPLICATION	BSRD NUMBER	BSRD ISSUANCE DATE	STATUS	ACTION
IOD-FDI-070325-0098-IP	07/03/2025			In Abyeance	  

Rows per page: 10 1-1 of 1

Step 2: Click the pen icon to access the application with editable fields.

My Applications

Search

REFERENCE NUMBER	RECEIPT OF APPLICATION	BSRD NUMBER	BSRD ISSUANCE DATE	STATUS	ACTION
IOD-FDI-070325-0098-IP	07/03/2025			In Abyeance	  
IOD-FDI-070325-0097-IP	07/03/2025			Received	  
IOD-FDI-070225-0095-IP	07/02/2025			Received	  

Step 3: After incorporating all necessary edits to the application, click the “Save and Extract” button which will appear if the application status is “In Abyeance”.

Application for Registration of Foreign Investments

Save and ExtractSave as Draft

Please fill-out all the information required:

Registration Type *
Registration of new/additional investments

Type *
Corporation

Shares
Type of sharesUnitsShares
CommonUnits1,000,000
[+ Add more](#)

Step 4: A pop-up message will appear requesting confirmation to save and extract the application as draft. Click the “OK” button to proceed, or “Cancel” button to go back.

Application for Registration of Foreign Investments

Please fill-out all the information required:

Registration Type *
Registration of new/additional investment

Type *
Corporation

Shares

Type of shares	Units	Shares
Common	Units	1,000.000

+ Add more

Save and Extract

Are you sure you want to save and extract this application as draft?

Ok Cancel

Step 5: The “Save As” form will pop-up and users may select the folder in which the draft application will be saved.

Save As

File name: frj-JOD-FDI-062124-0029-IP (7)

Save as type: Adobe Acrobat Document

Save Cancel

Application for Registration of Foreign Investments

Shares

Type of shares *	Units	Shares *
Common	Units	1,000

Amount of Investment Applied/Involved

Original Currency: ACU Amount in Original Currency: 1,000

Amount in USD: 1,000 Amount in PHP: 1,000

I. Applicant Identification

Title

Note: A green toast notification will appear indicating that the draft has been successfully saved.

Application for Registration of Foreign Investments

Please fill-out all the information required:

Registration Type *
Registration of new/additional investments

Type *
Corporation

Shares
Type of shares * Units Shares *
Common Units 1,000

Amount of Investment Applied/Involved
Original Currency * Amount in Original Currency *
ACU 1,000
Amount in USD * Amount in PHP *
USD 1,000 PHP 1,000

I. Applicant Identification
Title

Save and Extract Save as Draft

Draft has been successful CLOSE

Once you have made and saved your changes, you can now view the application in PDF form. This allows you to review a finalized version of your application and ensure that all details are accurate and complete.

Delete My Applications (for Draft Applications only)

This feature allows deletion of draft applications that have been started but not yet submitted in the system. Drafts that are no longer needed can be deleted to keep the list of applications under the “My Applications” sub-module organized.

Step 1: Click the “My Applications” sub-module under Investments Registered with BSP in the left side navigation panel.

My Applications

Search

REFERENCE NUMBER	RECEIPT OF APPLICATION	BSRD NUMBER	BSRD ISSUANCE DATE	STATUS	ACTION
IOD-FDI-070325-0098-IP	07/03/2025			In Abeyance	
IOD-FDI-070325-0097-IP	07/03/2025			Received	
IOD-FDI-070225-0095-IP	07/02/2025			Received	
DRAFT-26062025082618	06/26/2025			Draft	

Step 2: Click the trash bin icon to delete the draft application.

My Applications

Search

REFERENCE NUMBER	RECEIPT OF APPLICATION	BSRD NUMBER	BSRD ISSUANCE DATE	STATUS	ACTION
IOD-FDI-070325-0098-IP	07/03/2025			In Abeyance	  
IOD-FDI-070325-0097-IP	07/03/2025			Received	  
IOD-FDI-070225-0095-IP	07/02/2025			Received	  
DRAFT-26062025082618	06/26/2025			Draft	  

Upon clicking the trash bin icon, a pop-up message will appear requesting confirmation to delete the draft application. Click the “Delete” button to proceed.

My Applications

Search

REFERENCE NUMBER	RECEIPT OF APPLICATION	BSRD NUMBER	BSRD ISSUANCE DATE	STATUS	ACTION
IOD-FDI-070325-0098-IP	07/03/2025			In Abeyance	  
IOD-FDI-070325-0097-IP	07/03/2025			Received	  
IOD-FDI-070225-0095-IP	07/02/2025			Received	  
DRAFT-26062025082618	06/26/2025			Draft	  
IOD-FDI-062625-0093-IP	06/26/2025			Under Commencement	  

Delete Draft

Are you sure you want to delete the draft for this application?

CANCELDELETE

Upon clicking, a pop-up message will appear indicating that the draft application has been successfully deleted.

Draft has been successfully deleted. CLOSE

My Applications

Search

REFERENCE NUMBER	RECEIPT OF APPLICATION	BSRD NUMBER	BSRD ISSUANCE DATE	STATUS	ACTION
IOD-FDI-070325-0098-IP	07/03/2025			In Abeyance	  
IOD-FDI-070325-0097-IP	07/03/2025			Received	  
IOD-FDI-070225-0095-IP	07/02/2025			Received	  

6. Tracking of Registration Status

To facilitate effective monitoring of the progress of registration applications in FLIMS, users are encouraged to utilize the system's tracking features. The registration process in FLIMS involves various stages, each with a distinct status. The table below enumerates the various statuses that may be assigned to an application, which can be accessed in the "My Applications" sub-module:

Status	Definition
Received	The application has been received by the BSP-IOD.
Initial Evaluation	The application has been assigned to an Account Officer (AO) and is currently under evaluation. The applicant will receive an acknowledgement email from the BSP-IOD signifying that the application is being evaluated.
In Abeyance	The application is held in abeyance pending submission of additional documents or information requested by the BSP-IOD. Applicants will receive an abeyance email notifying of the application status and specifying additional required documents or information.
In Process	The application is under review by the AO to determine the completeness and sufficiency of the submitted information and documents.
Under Commencement	The required documents and information have been deemed complete and sufficient. The applicant will receive a commencement email indicating that the application is being processed. The standard processing time for applications for registration of foreign investments is twenty (20) working days¹ upon receipt of complete and sufficient documents/information.
Completed	The application has been approved, and the Bangko Sentral Registration Document (BSRD) has been issued. The applicant will receive two (2) emails: (i) transmittal of the encrypted BSRD; and (ii) transmittal of the password for the encrypted BSRD.
Closed	The application has been closed, typically due to the user's failure to meet compliance requirements or has been non-responsive to requests for additional information.

¹ While filed applications for registration with the BSP are acted upon on a "first come first serve basis", the BSP adheres to Republic Act No. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018. This law provides, among others, the prescribed processing time for all applications/requests submitted to government offices and agencies. In particular, for applications for registration of foreign investments, the timeline is 20 working days upon receipt of complete and sufficient documents/information. For this purpose, the BSP sends an acknowledgement letter to the client informing the commencement of the processing of the application.

Detailed Process Flows for Application Statuses

A. Receipt of Application

Once the application has been submitted, the status of the application will be tagged as “Received” under the “My Applications” sub-module.

My Applications					
IOD-FDI-070325-0098-IP					
REFERENCE NUMBER	RECEIPT OF APPLICATION	BSRD NUMBER	BSRD ISSUANCE DATE	STATUS	ACTION
IOD-FDI-070325-0098-IP	07/03/2025			Received	  

B. Initial Acknowledgement of Application

B.1. Initial Acknowledgement by the AO - Once the application has been assigned to an AO, the applicant will receive an email indicating, among others, the assigned AO for the application.

B.2. Updated Status of Application - After receipt of the initial acknowledgement email, under the “My Applications” sub-module, the status of the application will be tagged as “Initial Evaluation”.

My Applications					
IOD-FDI-070325-0097-IP					
REFERENCE NUMBER	RECEIPT OF APPLICATION	BSRD NUMBER	BSRD ISSUANCE DATE	STATUS	ACTION
IOD-FDI-070325-0097-IP	07/03/2025			Initial Evaluation	  

C. Application is In Abeyance (Incomplete Requirements)

C.1. Request for Additional Documents/Information - If there are lacking documents/information, or inconsistencies in the submitted application, the applicant will receive an abeyance email indicating the additional requirements that must be submitted.

C.2. Updated Status of Application - After the receipt of the abeyance email, under the “My Applications” sub-module, the status of the application will be tagged as “In Abeyance”.

My Applications					
IOD-FDI-070325-0097-IP					
REFERENCE NUMBER	RECEIPT OF APPLICATION	BSRD NUMBER	BSRD ISSUANCE DATE	STATUS	ACTION
IOD-FDI-070325-0097-IP	07/03/2025			In Abeyance	  

➤ Refer to [Edit Applications](#) for the steps on how to edit an application.

D. Application is In Process

D.1. Acknowledgement of Full Compliance to the Requirements - Upon submission of all required documents/information, the applicant will receive an email acknowledging receipt of the full compliance of the submission with the documentary requirements and indicating that the application is under evaluation.

D.2. Updated Status of Application - After the receipt of the acknowledgement email of full compliance to the requirements, the status under the “My Applications” sub-module of the application will be tagged as “In Process”.

My Applications

IOD-FDI-070325-0097-IP

REFERENCE NUMBER	RECEIPT OF APPLICATION	BSRD NUMBER	BSRD ISSUANCE DATE	STATUS	ACTION
IOD-FDI-070325-0097-IP	07/03/2025			In Process	

E. Application is Under Commencement

E.1. Commencement - This stage signifies that the application’s preliminary details have been reviewed and is moving forward with the necessary steps to process the registration. During this phase, the AOs will diligently assess the information provided to ensure that all requirements are met. Additional information or clarification may be requested as needed.

E.2. Updated Status of Application - After receipt of the acknowledgement email indicating the commencement of processing of the application, under the “My Applications” sub-module, the status of the application will be tagged as “Under Commencement”.

My Applications

IOD-FDI-070325-0097-IP

REFERENCE NUMBER	RECEIPT OF APPLICATION	BSRD NUMBER	BSRD ISSUANCE DATE	STATUS	ACTION
IOD-FDI-070325-0097-IP	07/03/2025			Under Commencement	

F. Issuance/Release of the Bangko Sentral Registration Document (BSRD)

F.1 Issuance of BSRD - This document signifies the official registration with the BSP of the foreign investment.

The BSRD allows the non-resident investor (or its authorized representative) to purchase FX from AABs/AAB forex corps to service the repatriation of capital and remittance of earnings on duly registered investments. It is attached to the email transmittal and may be downloaded for a limited period for the applicant’s records.

The issuance of the BSRD is intended for abovementioned purpose only and should not be construed as an endorsement/clearance/approval from the BSP for any specific transactions or purpose.

- F.2 Updated Status of Application** – After receipt of the email indicating the release of BSRD, under the “My Applications” sub-module, the status of the application will be tagged as “Completed”.

My Applications					
IOD-FDI-070325-0097-IP 					
REFERENCE NUMBER	RECEIPT OF APPLICATION	BSRD NUMBER	BSRD ISSUANCE DATE	STATUS	ACTION
IOD-FDI-070325-0097-IP	07/03/2025	A000044-F	07/11/2025	Completed	  

G. Application is Closed (Non-Compliance or Non-Response)

- G.1 In case of non-compliance with the required documentation or a lack of response**, within 30 calendar days, the applicant will be notified that the application for the registration has been closed. The closure of application signifies the end of the registration process. To address outstanding issues or reinstate the registration process, the applicant shall reapply through the system and may seek guidance with the BSP-IOD for any required further actions. The succeeding application will be assigned a new Reference Number.
- G.2 Updated Status of Application** – After the receipt of the email indicating the Closure of the application, under the “My Applications” sub-module, the status of the application will be tagged as “Closed”.

My Applications					
IOD-FDI-070825-0100-IP 					
REFERENCE NUMBER	RECEIPT OF APPLICATION	BSRD NUMBER	BSRD ISSUANCE DATE	STATUS	ACTION
IOD-FDI-070825-0100-IP	07/08/2025			Closed	  