

DOCUMENTARY REQUIREMENTS (ITH Extension)	Submitted	Not Submitted
d. In case of constructive exports		
- Notarized certification issued by the buyers in support of item (a) that they are licensed operators of CBWs or PEZA registered firms and that deliveries included in the summary of export sales were received by them.		
- Notarized certification issued by agency with tax immunity in support of item (a) that deliveries included in the summary of export sales were received by them.		
e. In case of foreign exchange savings criterion		
- Local sales summary report in the prescribed format covering the first three years of commercial operation duly certified by a responsible official of the applicant enterprise and which summary shall indicate the equivalent foreign exchange CIF cost of the registered product had this been imported the basis for which cost should be provided by submitting the appropriate supporting documents.		
f. Summary of Imported Costs duly certified by a responsible officer of the applicant enterprise. Use prescribed format attached to the application form.		
g. For Tourist Accommodation Facilities		
- Foreign currency payments made through banking system or through credit card: Certification from the bank or credit card company that it credited to the account of the registered enterprise foreign currencies remitted into the country		
- Foreign currency payments made in any mode, whether through walk-in, travel agency or online: Photocopy of passport of the non-resident foreigner which should be attached to the file copy of official receipt of the registered enterprise		
4. For Indigenous Raw Material Criterion		
a. Audited Financial Statements with Detailed Manufacturing Cost Statement for all taxable years from start of commercial operation and prior to the extension. The Income Statement should segregate results of operation of registered activity from other activities.		
b. Duly certified Breakdown of Cost of Raw Materials pertaining to the registered activity and indicating what are indigenous.		

Checkedlist by: _____
(Pls. print name)

Action Taken:

For Official Acceptance _____ For Provisional Acceptance _____ Cannot be accepted/filed until completion of documents _____
Date _____ Date _____ Date _____

Note: In order not to be penalized, application for extension must be filed with the BOI **prior** to the filing of the **Income Tax Return (ITR) for the extension year.**