

## INVESTMENT IN NEW CORPORATION

DATE: \_\_\_\_\_

**SIRV CENTER**

Board of Investments  
 3<sup>rd</sup> Floor Industry & Investments Bldg.  
 385 Sen. Gil J. Puyat Avenue  
 Makati City

Dear Sir/Madam:

I would like to request for the **conversion of my Probationary to Indefinite Special Investor Resident’s Visa (SIRV)**. Attached are the following proofs of my investment/s for your evaluation. I certify under penalty of perjury under the laws of the Philippines that the following information supplied, and documentary evidences submitted in connection with my application are true and correct.

\_\_\_\_\_  
 Name & Signature of SIRV Holder  
 SIRV Control No.  
 \_\_\_\_\_

### CHECKLIST OF REQUIREMENTS

(2 copies each; to present original documents for comparison)	OK	Not Submitted
Securities and Exchange Commission (SEC) Certificate of Registration with the Articles of Incorporation and By-Laws		
Sworn certification of Corporate Secretary as to proposed start of commercial operation of the Corporation.		
Treasurer’s affidavit as to the amount of investment of the applicant		
Certified true copy of official receipt issued by the treasurer-in-trust		
Business/mayor’s permit valid for one (1) year and the corresponding Official Receipt (O.R.)		
Bureau of Internal Revenue (BIR) certificate of registration (TIN/VAT)		
BIR approved authority to print official receipts and invoices and copies of the company’s official receipts (if available)		
Lease contract or proof of ownership of office or factory/plant sites and its location plan.		
Current NBI/Police Clearance (valid within 6 months)		
Payment of P2,000.00 each person – OR No./Date:		
Payment for late investment (if applicable)		
Payment of Bureau of Immigration Fees of P1,010.00 each person		
FOR OFFICIAL ACCEPTANCE	SIRV Staff: _____ Date: _____	Due Date: _____
Name of Representative: _____	Address/Tel. No. _____	

## INVESTMENT IN EXISTING CORPORATION

DATE: \_\_\_\_\_

**SIRV CENTER**

Board of Investments  
 3<sup>rd</sup> Floor Industry & Investments Bldg.  
 385 Sen. Gil J. Puyat Avenue  
 Makati City

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\_\_\_\_\_  
 Name & Signature of SIRV Holder  
 SIRV Control No.

### CHECKLIST OF REQUIREMENTS

<b>(2 copies each; to present original documents for comparison)</b>	<b>OK</b>	<b>Not Submitted</b>
Business/Mayor’s permit valid for one (1) year and the corresponding Official Receipt (O.R.)		
Securities and Exchange Commission (SEC) Certificate of Registration with the Articles of Incorporation and By-Laws		
Certificate of Registration with the Board of Investments , if any		
Bureau of Internal Revenue (BIR) certificate of registration (TIN/VAT)		
Latest BIR approved authority to print official receipts and invoices and copies of the company’s used official receipts		
Latest Audited Financial Statements/Income Tax Returns (ITR) filed with the BIR		
Latest General Information Sheet (GIS) filed with the SEC reflecting the name of the SIRV holder as one of the stockholders		
Resolution from the SEC authorizing the issuance of shares from the unsubscribed portion and exempting said shares from the registration required by the Revised Securities Act, if the shares acquired came from the unsubscribed portion of the corporation’s authorized capital stock		
Deed of Assignment between the buyer and the seller of the shares of stock, if the shares acquired were purchased from existing stockholders (the purchase price per share shall not exceed 10% of its current book value)		
Lease contract or proof of ownership of office or factory/plant sites and its location plan.		
Current NBI/Police Clearance (valid within 6 months)		
Payment of P2,000.00 each person – OR No./Date:		
Payment for late investment (if applicable)		
Payment of Bureau of Immigration Fees of P1,010.00 each person		
<b>FOR OFFICIAL ACCEPTANCE</b>	SIRV Staff: _____	Date: _____
Name of Representative: _____		Due Date: _____
Address/Tel. No. _____		

## INVESTMENT IN SHARES IN PUBLICLY LISTED CORPORATIONS

DATE: \_\_\_\_\_

**SIRV CENTER**

Board of Investments  
 3<sup>rd</sup> Floor Industry & Investments Bldg.  
 385 Sen. Gil J. Puyat Avenue  
 Makati City

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\_\_\_\_\_  
 Name & Signature of SIRV Holder  
 SIRV Control No.  
 \_\_\_\_\_

### CHECKLIST OF REQUIREMENTS

<b>(2 copies each; to present original documents for comparison)</b>	<b>OK</b>	<b>Not Submitted</b>
Certified true copy (by the stock broker) of official receipts and buy invoice.		
Certification from stock transfer office that the SIRV holder is a stock holder on record of the company where the investment was made		
Certified true copy (by the stock transfer office) of the Stock Certificate issued in the name of the SIRV holder which must bear the following annotation on the face thereof:  <p style="text-align: center;"><b>“The shares of stock covered by this certificate shall not be sold, transferred, conveyed and/or encumbered without prior written consent of the Board of Investments”</b></p> below which must appear the signature of the Corporate Secretary		
Current NBI/Police Clearance (valid within 6 months)		
Payment of P2,000.00 each person – OR No./Date:		
Payment for late investment (if applicable)		
Payment of Bureau of Immigration Fees of P1,010.00 each person		
FOR OFFICIAL ACCEPTANCE	SIRV Staff: _____	Date: _____
		Due Date: _____
Name of Representative: _____	Address/Tel. No. _____	