GUIDELINES

1 Each "inventory list" sheet must only contain import information from one project.

2 Simply add new sheets for inventory lists of other projects. Insert as many sheets as you have projects.

3 Expansions shall be construed as separate projects for the purpose of reporting the inventory list. (i.e., separate sheet)

2 Do not merge rows. Repeat enterprise names and project information per imported item.

3 Please follow the prescribed format for the TIN (i.e., 000-000-000-000)

4 Submit the report as an excel file. Do not protect sheets with passwords inaccessible to the BOC and the IPA.

5 As a guide in filling-out the template, sample data is provided

Column	Header Name	Description	Source
(B)	**TIN**	12-digit tax identification number. (i.e., 000-000-000-000)	BIR Form 2303
(C)	**Enterprise Name**	The name of the registered business enterprise as specified in the BIR registration.	BIR Form 2303
(D)	**IPA**	Investment Promotion Agency where the RBE's projects are registered.	
(E)	**Project ID**	Unique identifier of the project as provided by the BOI in the annotated Certificate of Registration. (e.g., TR-PEZA-2022-00)	BOI
(F)	**Registered Activity**	Project description of the registered project	IPA Registration
(G)	**TSAD Reference Number**	Transit Single Administrative Document (TSAD) supporting the importation	TSAD
(H)	**Item Description**	Description of the items imported	TSAD
(I)	**Brand, if applicable**	Brand of the item imported, if applicable	TSAD
(J)	**Quantity**	The amount or number of imported units	TSAD
(K)	**Unit**	Unit or SI Unit of imported items (e.g., pieces, gram, liters)	TSAD

Inventory list of Importations
[PROJECT ID - IPA]
As of Decemeber 31, 2022
This inventory list shall be submitted to the BOC **(insert specific office)** to secure the staging/dummy bill of lading.
This same list shall also be provided to the concerned IPA. The Concerned IPA shall validate the list and shall endorse to the BOI.

	RBE data		Project Data			Import Data				
No	TIN	Enterprise Name	IPA	Project ID	Registered Activity	TSAD Reference Number	Item Description	Brand, if applicable	Quantity	Unit
	Fill in	*Fill in*	*Dropdown*	*Fill in*	*Fill in*	*Fill in*	*Fill in*	*Fill in*	*Fill in*	*Fill in*
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
	000-000-000-000	ABC Corp	AFAB	TR-AFAB-2022-00	To engage in, operate, conduct and maintain the business of Business Process Outsourcing and Knowledge Process Outsourcing focused on but not limited to information technology outsourcing services, business processing solutions, document and data management, data monitoring, digital storage work flow and record management compliance, inbound and outbound voice and data services and other related services subject to all applicable laws	6DFP8110704	ACLE TravelMate LaptopTMP215-00192-29381	ACLE	30	pieces
1										
2										
3										
4										
5										
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9										
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11										