



Validation of Investment Cost Per Seat  
for IT Companies  
Checklist of Requirements

Particulars	Submitted
1. Letter-request for validation of ITH entitlement and/or compliance with required machinery and equipment (as indicated in the Registration/Supplemental Agreement)	
2. List of computers (hardware and software), office furniture and fixtures and other equipment acquired for the project certified by two (2) of the company's highest responsible officials and validated/attested to by the Zone Administrator/Manager/OIC in the prescribed format (See Annex A) Attach copies of Invoices and Import Permits	
3. Balance sheet (interim if accounting period does not coincide with the date of start of commercial operation) showing movement of property, plant and equipment account per project as of the 1 <sup>st</sup> year from date of approved actual SCO	
4. Lapsing schedule of machines, equipment, furniture and fixtures, building/leasehold improvement and renovation per project (should match with the property, plant and equipment account in the balance sheet) certified by two (2) of the company's highest responsible officials	
5. Computation of investment cost per seat (See Form ERD.2.F.004)	