




Republic of the Philippines

Philippine Economic Zone Authority

MEMORANDUM CIRCULAR NO. 2024-019

TO : ALL PEZA-REGISTERED BUSINESS ENTERPRISES (RBES)
ALL ZONE ADMINISTRATORS / ZONE MANAGERS / ACTING ZMs

FROM : TERESO O. PANGA 
Director General

DATE : 29 April 2024

SUBJECT : FIRB Memorandum Circular No. 001-2024

Please be informed that the Fiscal Incentives Review Board (FIRB) issued Memorandum Circular (MC) No. 001-2024 dated 27 March 2024 on the Online Submission of Annual Tax Incentives Report (ATIR) and Annual Benefits Report (ABR) through the Fiscal Incentives Registration and Monitoring System (FIRMS).

Said FIRB MC provides for two (2) modes of submission by the RBEs of the ATIR and ABR through FIRMS, thus:

1. **Electronic ATIR and ABR data entry and submission.** The new ATIR and ABR data entry module in FIRMS digitalizes the data input process of RBEs by directly inputting their data within the system.
2. **Submission through the prescribed Excel template (FIRB Form No. 3000AS).** The accomplished FIRB Form No. 3000AS must be uploaded to FIRMS through the "Manual Submission" submodule for purposes of copy furnishing the FIRB.

While there are already options available to the RBEs, we highly recommend that RBEs use **mode 1 or the Electronic ATIR and ABR data entry and submission**, because this is less tedious than the manual submission.

PEZA shall no longer accept submission of ATIR and ABR through the Annual Compliance Monitoring System (ACMS) both for calendar and fiscal year 2023. However, for RBEs that successfully submitted their ATIR and ABR through ACMS prior to the release of this MC, they shall no longer be required to re-submit the same using mode 1.

Attached herewith is a copy of FIRB MC No. 001-2024 for reference. Should you have further questions or clarifications, please coordinate with the Enterprise Services Division (ESD) at esd@peza.gov.ph or at phone nos. (02) 8551-9542 loc. 423, 424, 427, 428 and 429.

For your information and guidance.

VSS/rvss




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FIRB MEMORANDUM CIRCULAR NO. 001-2024

TO : All Investment Promotion Agencies (IPAs), Registered Business Enterprises (RBEs), and all other key stakeholders

SUBJECT : Online submission of Annual Tax Incentives Report (ATIR) and Annual Benefits Report (ABR) through the Fiscal Incentives Registration and Monitoring System (FIRMS)

DATE : 27 March 2024

Section I. Background. The Implementing Rules and Regulations (IRR) of the Corporate Recovery and Tax Incentives for Enterprises (CREATE) Act mandates the following:

1. The Fiscal Incentives Review Board (FIRB) to develop a single database for monitoring and analysis of fiscal incentives granted to RBEs.¹
2. The RBEs availing of tax incentives to submit to the IPAs the ATIR and ABR, furnishing a copy to the FIRB, within thirty (30) calendar days from the statutory deadline for filing of annual income tax returns and payment of taxes.²
3. The heads of the respective IPAs to submit the firm-level and project-level data of RBEs to the FIRB in a machine-readable format.³

Section II. Purpose. This Circular is issued to inform all IPAs, RBEs, and other stakeholders of the availability of the electronic ATIR and ABR data entry and submission module in FIRMS, which allows the RBEs to input their project-level data and the IPAs to validate, consolidate, and transmit to the FIRB the consolidated data through FIRMS. This circular also provides guidelines on the modes of submission of ATIR and ABR to facilitate accurate and timely reporting.

¹ Section 14 of Rule 13 of the IRR of the CREATE Act.

² Section 2 of Rule 11 of the IRR of the CREATE Act.

³ Section 4(a) of Rule 11 of the IRR of the CREATE Act.

Section III. Modes of submission. The RBEs and IPAs are directed to comply with the following modes of submission of the ATIR and ABR:

A. Modes of RBE submission of the ATIR and ABR

- 1. Electronic ATIR and ABR data entry and submission.** The new ATIR and ABR data entry module in FIRMS digitalizes the data input process of RBEs by directly inputting their data within the system. This development ensures that recurring data fields are automatically pulled within the report resulting in as much as a 50%⁴ reduction of data fields to be filled-out. In addition, the digital user interface and embedded data validation are designed to support a more intuitive and user-friendly experience in filling out the ATIR and ABR, as compared to the structural limitations of the Excel/spreadsheet template.
- 2. Submission through the prescribed Excel template (FIRB Form No. 3000AS).** For RBEs using the FIRB Form No. 3000AS, the accomplished template must be uploaded to FIRMS through the “Manual submission” submodule for purposes of copy furnishing the FIRB.

Under both modes of submission, upon successful submission of the ATIR and ABR through FIRMS, a system-generated email will be sent to the submitting RBE. This system-generated email will serve as the preliminary confirmation of submission. It will also act as one of the proof of compliance with the submission requirements, pending the full validation by the relevant IPA. RBEs are advised to retain and archive this email as their original proof of submission. For specific examples of the email notifications that will be received upon successful submissions, **kindly refer to Annex A.**

All RBEs are **strongly encouraged** to utilize the electronic ATIR and ABR submission in FIRMS as this method is designed to enhance efficiency and accuracy in the submission process. Further, the IPAs **are given the discretion to mandate** the use of the electronic ATIR and ABR for the current year’s reporting cycle (covering taxable year 2023), based on the IPAs’ assessment of the readiness of their RBEs.

⁴ Depending on the applicable tax incentive regime of the RBE.

B. Modes of IPA submission of the consolidated ATIR and ABR

1. **For RBE submissions received through the electronic ATIR and ABR in FIRMS**, the respective IPAs shall consolidate the submissions through the new module within FIRMS. As this module is designed to provide the IPAs with more time to validate the data submitted by removing the mechanical aspect of consolidation, this mode is expected to improve data quality and reinforce efficiency.
2. **For RBE submissions received through the Excel ATIR and ABR template (FIRB Form No. 3000AS)**, the respective IPAs are responsible for manually consolidating the reports in the prescribed Excel template (FIRM Form No. 3001AS). Once consolidated, the consolidated report must be emailed directly to the FIRB Secretariat at firbsecretariat@ntrc.gov.ph.

Section IV. *Period of submission.* All RBEs availing of tax incentives shall submit to their respective IPAs the ATIR and ABR for the taxable year 2023 **no later than 15 May 2024**.⁵ Further, the IPAs shall submit to the FIRB the consolidated reports **no later than 14 June 2024**.⁶

For RBEs that have submitted their ATIR and ABR to their respective IPAs using the previously circulated modes of submission⁷, such RBEs shall be considered compliant with the ATIR and ABR requirement. Nonetheless, the respective IPAs may opt to direct their RBEs to input or upload their ATIR and ABR data in FIRMS in order to facilitate a more efficient consolidation and review process. However, the original date of submission for these RBEs shall remain unchanged, provided that the mode of submission is aligned with FIRB Memorandum Circular No. 001-2023.

⁵ Thirty (30) calendar days from the statutory deadline for filing of tax returns and payment of taxes for RBEs observing the calendar year (i.e., 15 April 2024 for the taxable year 2023) pursuant to Rule 11 Section 2 of the CREATE IRR. The deadline is without prejudice to the IPAs and OGAs imposing stricter deadlines in order to validate submissions.

⁶ Sixty (60) days from the statutory deadline for filing of tax returns and payment of taxes for RBEs observing the calendar year (i.e., 14 June 2024).

⁷ As outlined in FIRB Memorandum Circular No. 001-2023, i.e., submission to the dedicated emails, or uploading in FIRMS.

Additionally, the initial submission date of the ATIR and ABR by an RBE will be recognized as the actual date of submission for establishing compliance timelines, which must be thirty (30) calendar days from the statutory deadline for filing of tax returns. However, the submitted reports must be complete and accurate.

Please note that the submission of incomplete and inaccurate ATIR and ABR within the prescribed deadline may still be considered non-compliance, subjecting the entity to penalties under Section 308 of the Tax Code, and may serve as a ground for the cancellation/suspension/withdrawal of incentives under FIRB Administrative Order No. 004-2023.

Section V. Contingency submission procedure. In the event that the electronic ATIR and ABR module in FIRMS becomes temporarily inaccessible, the FIRB secretariat shall issue a separate advisory stating such fact.

In this regard, the mode of submission shall be in accordance with the FIRB Memorandum Circular No. 001-2023. Nonetheless, the advisory will detail the steps to be taken, informing both the IPAs and RBEs of the alternative submission procedures to ensure compliance and continuity in the reporting process.

All concerned stakeholders are encouraged to monitor the FIRB website and official IPA and FIRB correspondences for any updates or advisories regarding the operational status of the FIRMS, including frequently asked questions (FAQs) on the ATIR and ABR.

The FIRB secretariat is committed to providing up-to-date information and assistance to ensure full compliance with the reportorial requirements.

You may reach out to your designated IPAs for any questions or clarifications. Alternatively, the FIRB Secretariat's Monitoring and Evaluation Group can assist you with any inquiries or clarifications. They may be contacted at (02) 5317-6363 loc. 8854 or through email at firbmeg@ntrc.gov.ph.

All IPAs, RBEs, and other concerned stakeholders are hereby enjoined to disseminate this Circular to all concerned parties.

For strict compliance.

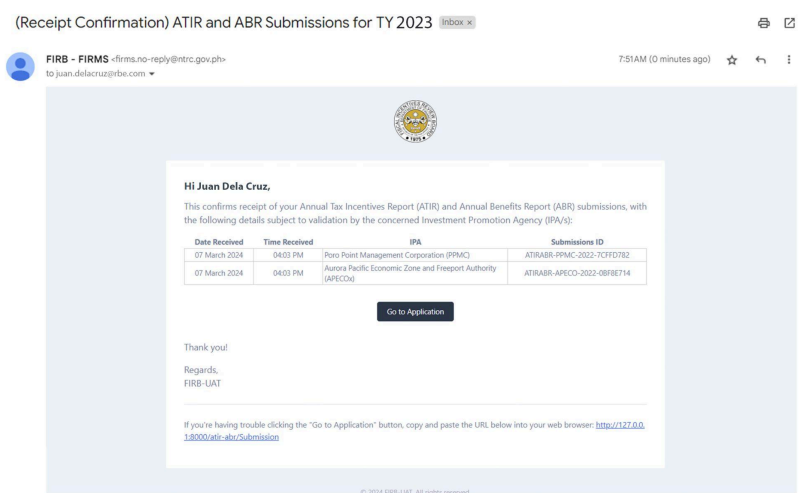
JUVY C. DANOFRATA
Assistant Secretary of Finance
Head of FIRB Secretariat

Annex A

RBE email notification upon successful submission

Electronic submission notification

Please see a sample screenshot below showing the confirmation email which will be received after successfully submitting the electronic ATIR and ABR through FIRMS. This shall serve as the RBE's initial confirmation of submission, pending full validation by the relevant IPA.



Manual submission notification

Please see a sample screenshot below showing the confirmation email which will be received after the successful manual submission using the prescribed Excel template (FIRB Form No. 3000AS), as uploaded to FIRMS. This shall serve as the RBE's initial confirmation of submission, pending full validation by the relevant IPA.

