




**FIRB Administrative Order No. 001-2024**

**FOR** : All heads of investment promotion agencies (IPAs), all registered business enterprises (RBEs) in the information technology — business process management (IT-BPM) sector registered with the Board of Investments (BOI), Bureau of Customs (BOC), Bureau of Internal Revenue (BIR), and the Department of Finance - Revenue Office (DOF-RO)

**FROM** :   
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Assistant Secretary of Finance  
Head of the FIRB Secretariat



**SUBJECT** : Amending Section E of FIRB Administrative Order (AO) No. 001-2023, as Amended by FIRB AO No. 003-2023, on the Deadline to Secure the Blanket TEI for RBEs in the IT-BPM Sector that Registered with the Board of Investments (BOI) for Purposes of Adopting up to 100% Work-from-Home (WFH) Arrangements

**DATE** : 27 May 2024

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FIRB AO No. 001-2023, as amended by FIRB AO No. 003-2023, was issued as a supplemental guideline to facilitate and operationalize the registration of RBEs in the IT-BPM sector with the BOI for purposes of adopting up to 100% WFH arrangements. FIRB AO No. 001-2023, as amended, provides that capital equipment and other assets that are used in the registered project or activity of the covered RBEs shall be covered by a TEI issued by the DOF-RO. Moreover, for assets that are currently outside the economic zones and/or freeport zones, the TEI should have been secured by the RBEs within one (1) year from the issuance of FIRB AO No. 003-2023, or on 18 March 2024.<sup>1</sup>

As the FIRB continues to support the competitiveness of the IT-BPM sector by establishing the mechanism that allows the adoption of alternative work

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<sup>1</sup> FIRB AO No. 001-2023 was published on 16 March 2023. However, as 17 March 2024 falls on a Sunday, the deadline was moved to 18 March 2024.

arrangements, it is deemed necessary to further amend FIRB AO No. 001-2023, insofar as to extend the compliance for securing the TEI.

**As such, Section E of FIRB AO No. 001-2023 is hereby further amended to read as follows:**

“E. Movement of capital equipment and other assets from the economic zones and/or freeport zones

As proof of entitlement to import VAT and/or customs duties exemption and to facilitate the free movement of capital equipment and other assets from the economic zones and/or freeport zones, the covered RBEs shall secure, prior to the actual movement of assets, a TEI from the DOF-RO for assets that are intended to be moved out of the economic zones and/or freeport zones. For assets that are outside the economic zones and/or freeport zones **AS OF 16 MARCH 2023, THE DEADLINE TO SECURE THE TEI FROM THE DOF-RO SHALL BE EXTENDED FROM 18 MARCH 2024 TO UNTIL 18 SEPTEMBER 2024.**

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***Repealing clause.*** Section E of FIRB AO No. 001-2023 is hereby amended accordingly, and all existing rules or guidelines or parts thereof that are not affected by this AO shall remain in full force and effect.

***Effectivity clause.*** This order shall take effect immediately.

For strict compliance.