



Republic of the Philippines
DEPARTMENT OF FINANCE

Roxas Boulevard Corner Pablo Ocampo, Sr. Street
Manila 1004

ONE-STOP SHOP INTER-AGENCY TAX CREDIT AND DUTY DRAWBACK CENTER

OFFICE ORDER 023-2008
04 July 2008

**GUIDELINES ON THE IMPLEMENTATION OF ELECTRONIC VERIFICATION
THROUGH THE VERIFICATION AND BUSINESS INFORMATION LINKAGE
SYSTEM ('VERIBILIS')**

In line with the OSS-Center's continuing efforts to ensure better delivery of service and recognizing the need to improve and strengthen the verification procedures to eliminate the inefficiencies brought about by the current manual system, an online verification system through the Verification and Business Information Linkage System (herein after referred to as 'VERIBILIS') is hereby implemented.

I. Coverage

All claimants under the Investment Incentives Group who are enrolled under the Enrolment Program, whose local suppliers, service providers, banks and local buyers (for brevity, herein after referred to as 'clients') under the constructive exports scheme are also enrolled as discussed in this Order shall undergo verification of claim transactions using the VERIBILIS.

II. Registration to the VERIBILIS

The registration for the VERIBILIS is composed of two (2) phases:

1. Enrolment of the claimant to the Enrolment Program per Office Order No. 034-2007 dated August 16, 2007; and
2. Registration of the claimant's non-claimant clients as follows:
 - a. Accomplishing the VERIBILIS Registration Form online at the OSS-Center website or filling up the Registration Form and sending it via fax to the OSS-Center.
 - b. Submission of the following documents:
 - i. Secretary's Certificate on the Board Resolution Designating the Company Representative to Sign the Agreement for the Use of the VERIBILIS and the VERIBILIS Enrolment Form; and

- ii. Duly signed and notarized Agreement for the Use of VERIBILIS
- c. Upon evaluation of the submitted documents, the claimant and its client/s shall be notified by e-mail about their respective usernames and passwords for the VERIBILIS.

III. In Case of Non-registration

It is understood that non-registration of buyers, suppliers, banks and service providers shall mean that the verification procedure shall be done manually, in which case, processing will take a longer period of time.

IV. Using the VERIBILIS

1. The Verification and Authentication Division (VAD) shall use the VERIBILIS as an advance verification procedure replacing the existing manual system of verification for applicable transactions and entities. The VAD Head is hereby directed to design and implement an internal structure and procedure for using the VERIBILIS.
2. An audit of all affirmed transactions using the VERIBILIS shall be conducted by a designated audit body on a periodic basis.

V. Implementation

The Pre-Evaluation Division (PED) shall include the documents required under the VERIBILIS in their pre-evaluation requirements. The PED and the VAD shall also undertake the information dissemination about the program, making sure that all parties are well informed of the procedures and the benefits of the exercise, as well as providing them the required proforma forms for their guidance.

For implementation.



ERNESTO Q. HIANSEN
Executive Director