



**APPLICANT MANUAL - EXTERNAL  
ACT 20 ANNUAL REPORT FOR  
EXPORT SERVICES**



# GOVERNMENT OF PUERTO RICO

## Department of Economic Development and Commerce

### Table of Contents

**WHAT IS SBP? ..... 3**

**WHAT IS UNIQUE PROFILE? ..... 3**

**HOW TO ACCESS THE SYSTEM? ..... 3**

**HOW TO EDIT THE UNIQUE PROFILE? ..... 7**

**HOW DOES THE DASHBOARD WORK? ..... 8**

**LEGEND: ..... 9**

**WHAT IS ACT 20 ANNUAL REPORT? ..... 10**

**HOW TO APPLY FOR ACT 20 ANNUAL REPORT? ..... 10**

**HOW TO CREATE A NEW ACT 20 ANNUAL REPORT APPLICATION? ..... 12**

**GENERAL INFORMATION ..... 12**

**ATTACHMENTS ..... 20**

**SUMMARY ..... 21**

**ACKNOWLEDGEMENT ..... 22**

**PAYMENTS ..... 23**

**PAYMENT SUMMARY ..... 24**



## What is SBP?

The Single Business Portal (“SBP”) offers individuals and businesses a single platform where they can request a variety of government products such as permits and incentives. The platform also manages transactions that contribute to the economic development of Puerto Rico. SBP is 100% paperless, saving the customer time and money.

## What is Unique Profile?

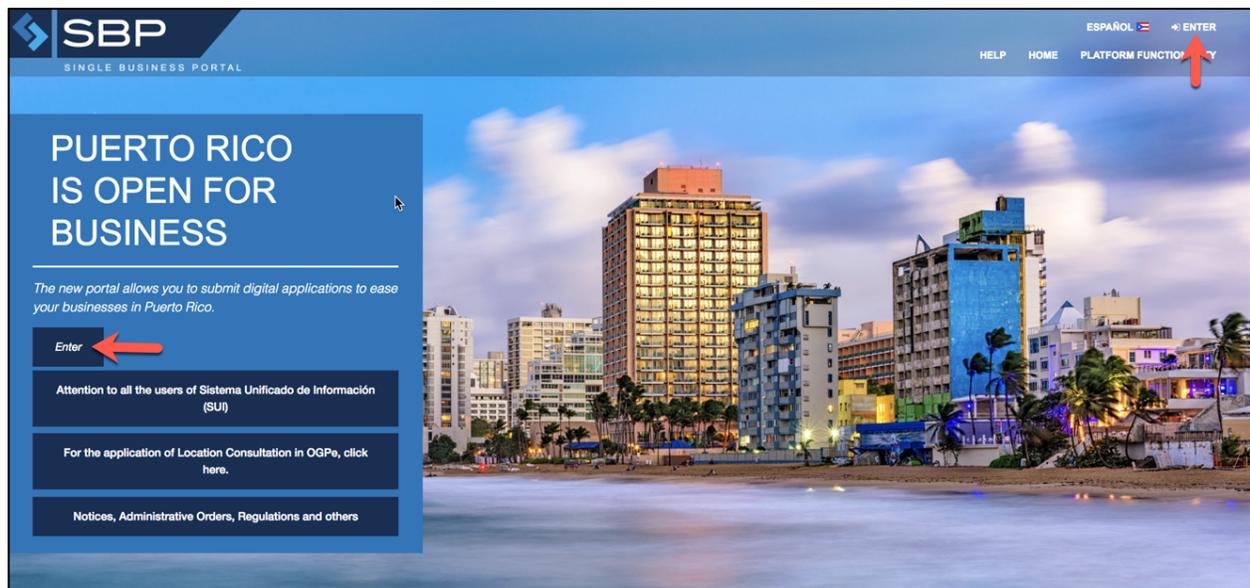
The Unique Profile is a digital tool that, through your Social Security Number, National Identification Number and/or Employer Identification Number (“EIN”), will allow you to create an exclusive profile to perform paperwork in Puerto Rico. Under this profile, it will allow the user to file applications as an individual or company; and all the data of the applicant (“Applicant”) will be captured, whether as an individual, corporation and/or representative. Another benefit of the Unique Profile is the integration of procedures in the Department of Economic Development and Commerce (also known as “DDEC,” Spanish acronym) and the Permit Management Office (also known as “OGPe,” Spanish acronym). This integration allows you to monitor the procedures that have been requested by an entity and/or individual.

## How to access the System?

Use **Google Chrome** to access the portal via the following link:

<https://www.businessinpuertorico.com/sbp/>

Other Internet browsers like: Mozilla Firefox, Safari and Internet Explorer does not work properly with the SBP interface. The link above will direct the user directly to the SBP Homepage.





The user must press “Log in”, placed in the left center or top right corner of the Homepage to access an existing account or create a new one.

**Log in:** If the user already has an existing SBP account, then he/she must enter the username and password and click “Log in”.

The screenshot shows the SBP Single Business Portal login interface. It includes a logo at the top, a 'User name' field with an envelope icon, a 'Password' field with a lock icon, and two buttons: 'Enter' and 'Create Account'. A yellow arrow points to the 'Create Account' button. Below the buttons are three links: 'Forgot your password?', 'Forgot your username?', and 'Have you not received your confirmation email?'.

**Forgot password?** If the user already has an account created but forgot their password, then he/she must click on the hyperlink titled “Forgot your password?” and provide the email address used to create the account. The user will find the hyperlink at the bottom of the window, just below the “Create Account” button. Once the user submits the request for a password reset, he/she will receive an email asking to click a link to set a new password. After the user clicks the provided link, he/she will be able to enter their email and new password.

**Forgot username?** If the user already has an account created but forgot their username, then he/she must click on the hyperlink titled “Forgot your username?” and provide the email address used to create the account. The user will find the hyperlink at the bottom of the window, below the “Create Account” button. Once the user submits the request for a username reset, he/she will receive an email asking to click a link to set a new password. After the user clicks the provided link, he/she will be able to enter their email and new username.

**Still haven’t received a confirmation email?** Once the user has registered as a new user, he/she will receive an automatic communication asking to confirm the user account. The user must click on the link provided in the communication, so he/she can complete the creation of the user account. After the user confirms the account, he/she can login into the platform to start the process of filling out a tax incentive application or submitting an annual report. If the user has not received a confirmation email, he/she must click “Still haven’t received a confirmation email?” and provide the email address used to create the account. The user will find the hyperlink at the bottom of the window, below the “Create Account” button. It is important that the user add us to their address book, so he/she can receive the platform’s message notifications.



**Create Account:** If the user does not have an existing SBP account, then he/she should create one by clicking “Create Account”. The following window will appear, and the user must fill all the required information (\*). Once completed, the user may click “Create”.

  
SINGLE BUSINESS PORTAL

---

### Account Information

**Email Address: \***

**Password: \***  ✓

**Confirm your password: \***  ✓

**Citizenship: \***  **Identification Type: \***  **Identification Number: \***

---

### Personal Information

**Citizenship: \***  **Identification Type:**  **Identification Number: \***

**First Name: \***  **Initial:**  **Last Name: \***

**Date of Birth: \***  **Gender: \***  M  F **Marital status:**

**Primary Phone: \***  **Driver's License :**

---

### Address

**Address: \***  **Country: \***

**State: \***  **City: \***  **Zip Code: \***

---

### Additional Information:

**Secondary Phone:**  **Fax:**  **Secondary Email:**

---

### > Acknowledgement

Be advised that your registration on the SBP will constitute your unique identification and will also constitute your electronic signature for any transaction within, therefore, please take all safeguards for your username and password. It will be the full duty of the user to keep its username and password confidential and not share it with third parties; the user will also be solely responsible for any transaction made within the SBP with its unique identifier. The Government of Puerto Rico, the Department of Economic Development and Commerce, the Office of Industrial Tax Exemption and the Permit and Management Office will not be responsible for any transaction made with any user identifier within the SBP.



**NOTE:** Password must contain at least 8 characters, including, at least, one of each of the following characters: a letter, a digit and a special character (!@#\$%^&).

Once the unique profile is created, the following screens will appear.

> Congratulations! Go to start

Your account has been created successfully. You will receive an email to confirm the registration.

Account Information

Email Address:  Name:

Company Information

¿Are you a company owner or representative?  Yes  No

Ingress the Company Identification Number:

Associate People

If the user is the owner or a representative of a company, he/she must click “Yes” and provide the Employer Identification Number and click the search button. The following screen will appear in which the user will submit all the information required about the company and click “Create”.

Company

Company Identification Number: \*

Company Name: \*

Relation with company: \*

Primary Phone: \*

Secondary Phone:

Email Address:

Fax:

Address

Address: \*

Country: \*

State: \*\*

City: \*\*

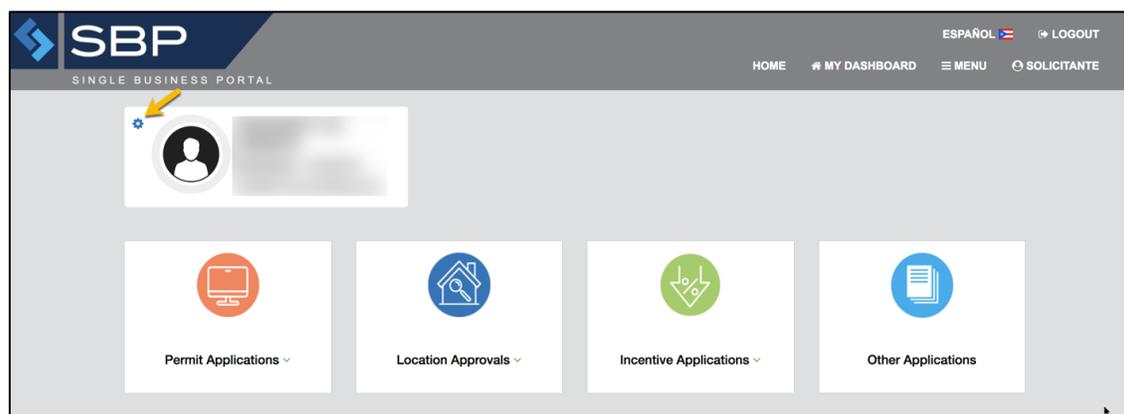
Zip Code: \*



The user can also associate any person he wishes by clicking “Add Specialist”, submitting his information and clicking “Create”. Once the user is done filling all the information, he/she must click “Homepage” to go back to the Homepage.

## How to edit the Unique Profile?

Once the user is logged in and wishes to make changes to his profile, it may go to the home screen and click on the settings icon on the top left corner of the unique profile information box:





On this page, the user will be able to make changes to his profile. The user will be able to modify personal or company related information such as adding specialist. Click “Edit” to make the changes; upon completion press “Update”.

**User Profile:**

**Account Information** Edit

**User name:**  
krish@e-3consulting.com

**Password:**  
.....

**Personal Information**

**Citizenship:** \* Estados Unidos  
**Identification Type:** \* Número de seguro social  
**Identification Number:** \* .....

**First Name:** \* KRISHNETT  
**Initial:** \* M  
**Last Name:** \* CRESPO

**Date of Birth:** \* 02/27/1995  
**Gender:** \*  Male  Female  
**Marital status:** \* Soltero

**Primary Phone:** \* 787 966-3320  
**Driver's License:** \* Driver's License

**Address**

**Address:** \* PO BOX 114  
**Country:** \* Estados Unidos

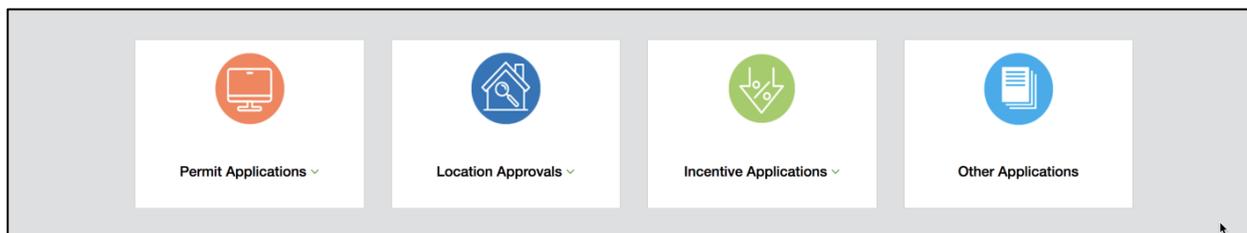
**State:** \* Alabama  
**Municipality:** \* Bayamón  
**Zip Code:** \* 00960

**Additional Information:**

**Secondary Phone:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_  
**Secondary Email:** \_\_\_\_\_

## How does the Dashboard work?

The *My Dashboard* screen allows users to apply for permits, incentives, among other applications. *My Dashboard* will also include a summary of its activities.



Further down, use these 3 boxes function as filters to access the different applications that the user has applied for or have been applied for. In the filters, the applications are separated for the user with the personal information, an identified company (the user's or as a representative), or on behalf of another person.



> Applications Request

My Applications      Company Applications      Third Party Applications

### Legend

|            |              |                 |            |               |          |
|------------|--------------|-----------------|------------|---------------|----------|
|            |              |                 |            |               |          |
| Incomplete | Initiated    | Pending Payment | Inspection | Rectification | Waiting  |
|            |              |                 |            |               |          |
| Manager    | Legal Review | Secretary       | Archived   | Denied        | Approved |

Close

Legend:

1. **Incomplete:** An application was created in the system, but has not been submitted
2. **Manager:** Waiting action of a superior. *Does not apply to incentives.*
3. **Initiated:** An application was started in the system, but has not been completed.
4. **Legal Review:** Application is in the legal division's dashboard. *Does not apply to incentives.*
5. **Pending Payment:** Payment pending in application.
6. **Secretary:** In the Secretary's dashboard. *Does not apply to incentives.*
7. **Inspection:** The application is in currently under a revision process by the government or corresponding agency.
8. **Archived:** The application will pass to this status when the Applicant does not realize a rectification within the established period the application is archived.
9. **Rectification:** The government personnel found an error or needs more information to evaluate, for which a rectification is deemed.
10. **Denied:** The application is rejected.
11. **Waiting:** The application is waiting for more information.
12. **Approved:** The application is approved.



## What is Act 20 Annual Report?

Every decree holder (“Grantee”) under the Act No. 20-2012, as amended (“Act 20”), must file annually with the Department of Economic Development and Commerce a sworn report, which shall include an account of data ascertaining Grantee’s compliance with the conditions established in the decree (“Decree”) and the Act 20, for the taxable year immediately preceding the filing date thereof. The Act 20 annual report (“Annual Report”) must be filed not later than thirty (30) days after filing Grantee’s corresponding income tax return, including any extensions for said purposes. In the event of the granting of an extension, the mentioned thirty (30) days will begin to elapse at the expiration date of the alluded extension. The Annual Report carries a filing fee of three hundred dollars (\$300.00).

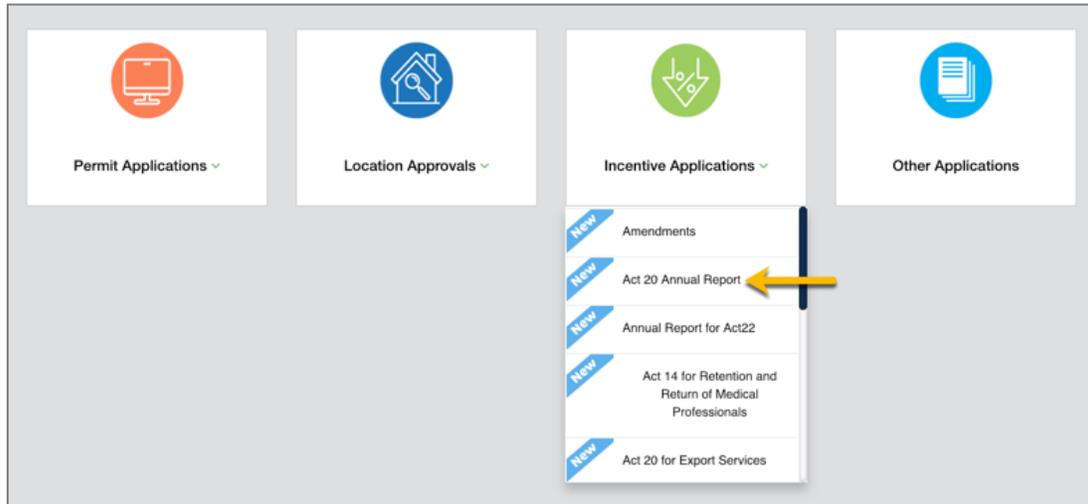
The following documents must be uploaded to the platform as part of the submittal process of an Act 20 Annual Report:

- Financial Statements for the reporting taxable year (audited, as applicable)
- Puerto Rico Income Tax Returns submitted at the Department of Treasury for the reporting taxable year
- Real and Personal Property Tax Returns (CRIM, by its Spanish acronym) for the reporting taxable year
- Business Volume Declaration for the reporting taxable year
- Any other document(s) requested by the concerned agency

## How to start an Act 20 Annual Report?

To apply for the Annual Report, select the “Incentive Applications” tab and then click on the “Annual Report for” option.





Once the user selects the “Act 20 Annual Report” option, the subsequent page will display two drop-down lists and a brief description of *Act 20 Annual Report*.

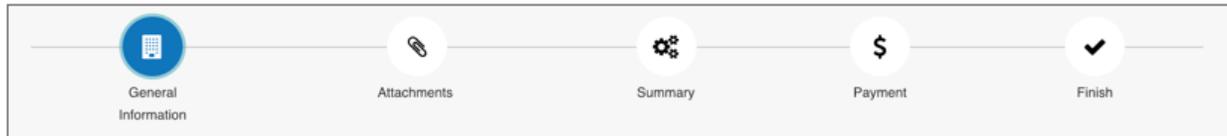
The screenshot displays the application form for the 'Act 20 Annual Report for Export Services'. It features two dropdown menus: 'Application Type' set to 'Act' and 'Application' set to 'Act20-Annual Report'. Below these is a section for 'Application Information' with a description of the report and a 'Price' section listing a '\$300 Annual Report Fee'. A yellow arrow points to a blue 'Create' button at the bottom right.

The user must make sure all the information is correct and then click “Create” to continue.



## How to complete an Act 20 Annual Report?

In the Act 20 Annual Report, the user will find a navigation bar that consists of the following steps:



### General Information

On the “General Information” section, the user will find the majority of the annual report divided into sections. The user will be asked if he or she filed the Act 20 Application through the Single Business Portal and if the Annual Report is for one of the companies associated to his/her profile. The user will have the option of submitting the Annual Report for a company that is already associated to his/her Unique Profile. The other option is to create a new company.

If the user’s company is associated with his/her profile, he/she must answer “Yes” to the second toggle question “Are you applying for this incentive for one of the companies associated to your profile?” A dropdown will appear, and user must select the desired company.

The screenshot shows the 'General Information' section of the form. It contains the following elements:

- A toggle question: "Did Grantee file the Act 20 Application through the Single Business Portal?" with "Yes" selected.
- A toggle question: "Are you applying for this incentive for one of the companies associated to your profile?" with "Yes" selected.
- A dropdown menu labeled "Legal Name of Entity" with "Company A" selected. A yellow arrow points to this dropdown.
- A button labeled "+ Create Company".



If the user is creating a new company, he/she must click “Create Company”, enter the Employer Identification Number and click the search button. The following fields will appear; the user must fill the required information and click “Done”.

>General Information

Did Grantee file the Act 20 Application through the Single Business Portal? No  Yes

Are you applying for this incentive for one of the companies associated to your profile? No  Yes

+ Create Company

Please type in the Identification Number:  
✓ 76-8594839

Company Information

Identification Number \*  
76-8594839

Company Name \*  
Company A

Company Relation \*  
Representative

Primary Phone \*  
787 123-1234

Email \*  
companya@gmail.com

Website  
companya.com

Fax  
Fax

Address

Postal Address

Address \*  
Dirección 123

Country \*  
Estados Unidos

State \*  
Puerto Rico

City \*  
San Juan

Zip Code \*  
00926

Physical Address

Address \*  
Dirección 123

Country \*  
Estados Unidos

State \*  
Puerto Rico

City \*  
San Juan

Zip Code \*  
00926

Done

After user finishes either associating a company or creating a new company, the user must enter a Decree Number and validate it.

Decree Number: \* 2018-Act20-000111

Confirm Decree Number: \* 2018-Act20-000111 ✓

The first section of the Annual Report contains company information already provided in the screens above. This information will be auto filled in the fields below. However, there will be remaining fields the user must complete.



## >Section I: Grantee's Information

**Legal Name of Entity:** \*

Company A

**Type of Entity:** \*

Domestic Corporation

**Business Phone:** \*

787 123-4567

**Mobile Phone:** \*

787 123-1234

**Email:** \*

companya@gmail.com

**Company Website:**

companya.com

**Effective Date of the Decree:** \*

2019-01-08

**Commencement of Operations:** \*

2019-01-08

**Taxable Year End:** \*

2019-01-08

**Merchant's Registration Number:** \*

1234567-1234

**Real Property Tax Identification Number:** \*

123-456-789-12

Has the Grantee filed its annual report previously?

No



Yes

**Postal Address**

**Address:** \*

Dirección 123

**Country:** \*

Estados Unidos

**State:** \*

Puerto Rico

**City:** \*

San Juan

**Zip Code:** \*

00926

**Physical Address**

**Address:** \*

Dirección 123

**Country:** \*

Estados Unidos

**State:** \*

Puerto Rico

**City:** \*

San Juan

**Zip Code:** \*

00926

[Please continue to the next page]



For this section, the user must select the company's eligible service(s). If user chooses for example, Consulting Services, there will be a dropdown next to it, where the user must select the specific consulting service Grantee is providing in accordance to the Grant. Distribution of percentages cannot be greater than 100%.

**Section II: Type of Service and Percentage for Grantee's Taxable Year**

A. Select the type(s) of Eligible Service(s) under the Act for which the tax incentives are requested. Select all that apply and provide a detailed description of the service(s) in Section B. In addition, indicate, in the space provided beside each activity and in terms of percentage (%), how much of the business will be dedicated to the specific activity.

| Eligible Service   | Service Type    | Percent (%)                      |
|--|-----------------|----------------------------------|
| Voice and data telecommunications between persons located outside of Puerto Rico                                     |                 | <input type="text"/>             |
| Call Centers   |                 | <input type="text"/>             |
| Shared services center   |                 | <input type="text"/>             |
| Storage and distribution centers   |                 | <input type="text"/>             |
| Educational and Training   |                 | <input type="text"/>             |
| Hospital and Laboratory  |                 | <input type="text"/>             |
| Investment Banking and Other Financial Services  | Select One... ▾ | <input type="text"/>             |
| Commercial and mercantile distribution of products manufactured in Puerto Rico for jurisdiction outside Puerto Rico. |                 | <input type="text"/>             |
| Assembly, bottling and packaging operations of products for export   |                 | <input type="text"/>             |
| Marketing centers  |                 | <input type="text"/>             |
| Trading companies  |                 | <input type="text"/>             |
| Research and development   |                 | <input type="text"/>             |
| Advertising and public relations services  |                 | <input type="text"/>             |
| Consulting services  | Select One... ▾ | <input type="text"/>             |
| Advice on Matters Related to Any Trade or Business   |                 | <input type="text"/>             |
| Creative Industries  |                 | <input type="text"/>             |
| Production of blueprints, architectural and engineering services, and project management                             |                 | <input type="text"/>             |
| Professional services  | Accounting ▾    | <input type="text" value="70"/>  |
| Centralized Management Services (Headquarters)   |                 | <input type="text" value="10"/>  |
| Centers for electronic data processing   |                 | <input type="text" value="10"/>  |
| Development of computer programs   |                 | <input type="text" value="10"/>  |
| Other service  |                 | <input type="text"/>             |
| <b>Total Percent: *</b>  |                 | <input type="text" value="100"/> |

\*An exempted business under Act 20 is required to comply with all laws, regulations and ordinances promulgated by the Commonwealth of Puerto Rico, its agencies and municipalities which are applicable to its operations. As an example, some of the eligible services listed above may be subject to licensing requirements or authorizations to do business required under laws or regulations administered by the Office of the Commissioner of Financial Institutions or the Department of Consumer Affairs, among others. Provide copy of license or any other permit required for rendering the services.

Under this section, the user must provide information regarding Grantee's employment. All filed must be filled out accurately. If user answers "Yes" to the question "Are any of these employees also shareholders of the Act 20 Company?" user must answer the two questions it follows.



### >Section III: Employment Information

Provide employee information corresponding to Grantee's taxable year.

Employment Requirement under the Decree: \*

Eligible Activities

Number of Full Time Equivalent Employees Engaged in Eligible Activities: \*

Non-Eligible Activities

Number of Full Time Equivalent Employees Engaged in Non-Eligible Activities: \*

Total:

Are any of these employees also shareholders of the Act 20 Company?  No  Yes

How many?

How many of Grantee's shareholders have Act 22 grants?

[Please continue to the next page]



For the Financial Information section, user must enter numeric values regarding the applicable taxable year of the Annual Report for both eligible and non-eligible activities. Additionally, user must enter values regarding income taxes, municipal taxes and property taxes.

| <b>&gt;Section IV: Financial Information</b>                                    |  |  |
|---|--|--|
| Provide the following financial information, as of the last filed Tax Return. * |  |  |
|   | End of Taxable Year<br>Eligible Activities | End of Taxable Year<br>Non-Eligible Activities |
| Total Sales   | <input type="text" value="1000"/>          | <input type="text" value="1000"/>              |
| Salaries & Employee Benefits  | <input type="text" value="1000"/>          | <input type="text" value="1000"/>              |
| Municipal Taxes   | <input type="text" value="1000"/>          | <input type="text" value="1000"/>              |
| Other Operating Costs & Expenses  | <input type="text" value="1000"/>          | <input type="text" value="1000"/>              |
| Other Income  | <input type="text" value="1000"/>          | <input type="text" value="1000"/>              |
| Income Before Income Taxes  | <input type="text" value="1000"/>          | <input type="text" value="1000"/>              |
| Income Taxes  | <input type="text" value="1000"/>          | <input type="text" value="1000"/>              |
| Net Income  | <input type="text" value="1000"/>          | <input type="text" value="1000"/>              |
| Securities & Other Financial Instruments  | <input type="text" value="1000"/>          | <input type="text" value="1000"/>              |
| Real Estate   | <input type="text" value="1000"/>          | <input type="text" value="1000"/>              |
| Machinery and Equipment   | <input type="text" value="1000"/>          | <input type="text" value="1000"/>              |
| Other Assets  | <input type="text" value="1000"/>          | <input type="text" value="1000"/>              |
| Total Assets  | <input type="text" value="1000"/>          | <input type="text" value="1000"/>              |
| Total Liabilities   | <input type="text" value="1000"/>          | <input type="text" value="1000"/>              |
| Equity  | <input type="text" value="1000"/>          | <input type="text" value="1000"/>              |

| Provide the following financial information, as of the last filed Tax Return. |                                   |
|---|-----------------------------------|
| Grantee's savings in consideration of the Decree                              | Amount                            |
| Income Taxes *  | <input type="text" value="1000"/> |
| Municipal Taxes *   | <input type="text" value="1000"/> |
| Property Taxes *  | <input type="text" value="1000"/> |



For “Exports and Other Information”, user must fill out the information for all the companies it exports it services to. Once the first company is filled, user can click on “Add” button to add additional companies.

**>Section V: Exports and Other Information**

Information corresponding to the main companies to which Grantee exports its services.

| Company * | Country *        | Type of Service *        | Specify Other | Percent (%) * |  |
|-----------|------------------|--------------------------|---------------|---------------|--|
| Company A | Estados Unidos ▾ | Research and Development |               | 10            |  |
| Company B | Alemania ▾       | Other                    | Technology    | 10            |  |

 [+Add](#)

[Please continue to the next page]



If user selects “Yes” to question “Has the Grantee transferred or sold the decree, the stocks or the propriety interest during the taxable year?” user must indicate who the recipient of such is. Depending on who the recipient is, an individual or a company, a pop up with the corresponding information will surface. Pictures below show option 1, for an individual, and option 2, for a company.

#### Option 1: Individual

### >Section VI: Transfer of Decree, Stocks or Proprietary Interest (if applicable)

Has the Grantee transferred or sold the decree, the stocks or other propriety interest during the taxable year? No  Yes

Who is the recipient of the Decree, the stocks or other propriety interest?

Recipient's Name:

Social Security Number:

Physical Address:

Mailing Address:

[Save](#) [Next >](#)

#### Option 2: Company

### >Section VI: Transfer of Decree, Stocks or Proprietary Interest (if applicable)

Has the Grantee transferred or sold the decree, the stocks or other propriety interest during the taxable year? No  Yes

Who is the recipient of the Decree, the stocks or other propriety interest?

Recipient's Name:

Employer Identification Number:

Decree Number:

Physical Address:

Mailing Address:

[Save](#) [Next >](#)



## Attachments

The user must attach the files required in the table below by clicking “Upload”. The user must upload all the required document to be able to continue with the Annual Report filing process. Once this is done, the user shall click on the “Next” button located on the lower right corner of the page to continue. To return to the previous section click the “Back” button.

### > Application Attachments

Attach all the required documents that are shown in the table. You will not be able to continue until **you attach all** required documents.

**Actual Application:**  
**2019-RepAct20-000048**

**Attachments Required by this Permit** | Other Application Attachments

| Attachment Name   | Action                          |
|---|---------------------------------|
| Financial Statements for the reporting taxable year ⓘ   | ✓ <a href="#">Upload</a>        |
| Puerto Rico Income Tax Returns submitted at the Department of Treasury for the reporting taxable year ⓘ | ✓ <a href="#">Upload</a>        |
| Real and Personal Property Tax Returns (CRIM, by its Spanish acronym) for the reporting taxable year ⓘ  | ✓ <a href="#">Upload</a>        |
| Business Volume Declaration for the reporting taxable year ⓘ  | ✓ <a href="#">Upload</a>        |
| Other ⓘ   | Optional <a href="#">Upload</a> |

### Application Attachments

| Attachment Name | Attachment Type   | Eliminate |
|-----------------|---|-----------|
| e3_416289.png   | Business Volume Declaration for the reporting taxable year  |           |
| e3_416289.png   | Real and Personal Property Tax Returns (CRIM, by its Spanish acronym) for the reporting taxable year  |           |
| e3_416289.png   | Puerto Rico Income Tax Returns submitted at the Department of Treasury for the reporting taxable year |           |
| e3_416289.png   | Financial Statements for the reporting taxable year   |           |

[← Back](#) [Next >](#)

If the user wants to delete an attached file, it may do so by clicking on the trash icon, located on the right side of the page.



## Summary

The Annual Report summary is a general overview of all the information provided by the user. The user must verify that the information is correct. If an error is detected, the user may go back and change it. Once information is verified, scroll down to view the Acknowledgement.

### > Act 20 Annual Report for Export Services

General Information Attachments **Summary** Payment Finish

#### > Application Type: RepAct20-Act 20 Annual Report for Export Services

| Grantee General Information  |  |
|--|--|
| Case Number  | 2019-RepAct20-000048   |
| Did Grantee file the Act 20 Application through the Single Business Portal?              | No   |
| Are you applying for this incentive for one of the companies associated to your profile? | No   |
| Decree Number  | 2018-Act20-000111  |
| Legal Name of Entity   | Company A  |
| Type of Entity   | Domestic Corporation   |
| Merchant's Registration Number   | 1234567-8912   |
| Real Property Tax Identification Number  | 123-456-789-12   |
| Has the Grantee filed its annual report previously?                                      | Yes  |
| Effective Date of the Decree:  | 2019-01-09   |
| Commencement of Operations:  | 2019-01-09   |
| Taxable Year End:  | 2019-01-09   |
| Company Website  | companya.com   |
| Email  | companya@gmail.com   |
| Business Phone   | 787 123-1234   |
| Mobile Phone   | 787 123-1234   |
| Fax Number   |  |
| Postal Address   | Dirección 123<br>San Juan, Puerto Rico, Estados Unidos 00926 |
| Physical Address   | Dirección 123<br>San Juan, Puerto Rico, Estados Unidos 00926 |



## Acknowledgement

The Annual Report acknowledgement is an acceptance the user must agree to in order to proceed. After agreeing, user must click the “Next” button.

### ›Annual Report Acknowledgement

This Annual Report must be completed and submitted by an authorized officer, or an authorized representative of the Grantee. By submitting this Annual Report, you certify that you have been duly authorized by the Grantee to complete and submit this form. All the information submitted in this Annual Report is subject to verification, and additional information may be requested as needed for its consideration. By submitting this form, you declare that you have filled out this Annual Report and that the statements and representations contained herein are true to the best of your personal knowledge and belief, and you agree and acknowledge that the submission of false, misleading, inaccurate or incomplete information on this Annual Report will be grounds for penalties, fines and/or other administrative sanctions, as well as the revocation of the grant and you may be civil and criminally liable in accordance with applicable statutes. By submitting this Annual Report, you acknowledge that the Department of Economic Development and Commerce and the Office of Industrial Tax Exemption may communicate with other governmental agencies or instrumentalities in order to verify information submitted in this Annual Report. The information contained in this Annual Report shall be considered confidential, and may only be disclosed to third parties: (i) for statistical or compliance purposes, (ii) as part of any investigation, audit, review or other action as determined by the Department of Economic Development and Commerce of Puerto Rico or (iii) as otherwise ordered by a court or administrative agency of competent jurisdiction. Confidential information shall include, but shall not be limited to, Grantee's name, employer identification number, social security number or national identification number, address, contact information, education, financial information, trade and commercial secrets, medical, criminal or employment history, and any other identifying particular assigned to the Grantee and its stockholders, members, partners, officers or directors. Information contained herein, or which is obtained as part of a Grant Compliance Review will be confidential and not made available to third parties outside the pertinent government agencies and/or external contractors in the exercise of said compliance review responsibility. The submittal of this form represents Grantee's electronic signature of this Annual Report for the applicable taxable year, pursuant to the applicable statutes under Puerto Rican law, and any other applicable federal statute. It is hereby acknowledged that with the submittal of the Annual Report, I (the signee), under penalty of perjury, fraud and tax evasion as such terms are defined in the Puerto Rico Penal Code of 2012, as amended, and its successor acts, and in the Internal Revenue Code for a New Puerto Rico of 2011, as amended, and its successor acts, respectively, declare that the information and documents provided with this Annual Report have been examined, and to the best of my knowledge and belief, they are true, correct, and accurately reflect the information regarding the Grantee for the particular taxable year.

I agree with acknowledgement above. \*

I hereby certify all information and documents in this Annual Report are true. \*

Date of Acknowledgement: \*

[◀ Back](#) [Next ▶](#)



## Payments

The user must select a payment method, either credit card or ACH, and fill out the required information.

> **Payment Breakdown**

| Application          | Application Type              | Description           | Price           |
|----------------------|-------------------------------|-----------------------|-----------------|
| 2019-RepAct20-000048 | RepAct20-Act 20 Annual Report | RepAct20 - Filing Fee | \$300.00        |
| <b>Total:</b>        |                               |                       | <b>\$300.00</b> |

To initiate the payment process, choose a payment method. Only Mastercard, Visa and ACH are accepted.

Payment Form  
Credit Card

> **Credit card payment - Security Details**

**Auto CC Info**

Credit Card:  
 VISA  MasterCard

Name On The Card

Direction:

City:

State:

Country:

Zip:

Telephone:

Card Number:  
 -  -  -

Expiration Date:  
 /

Security Code (CVV):  
 [¿What is it?](#)

Verification:  
 I affirm and acknowledge the consequences of including and committing incomplete, inconclusive or false information in this filing.

[Back](#) [Next](#)

**NOTE:** The Annual Report carries a \$300.00 fee.



## Payment Summary

Applicant must verify payment summary and click “Complete” to file the Annual Report.

### > Payment Summary

---

#### Owner Information

**Card Name:** Juan Del Pueblo  
**Address:** Direccion 123  
San Juan, NULL, USA 00123  
**Telephone:** 787 000-0000  
**Card:** VISA  
**Card Number:** 4548 4000 0000 0136  
**Expiration Date:** 12/2020  
**Security Code:** 009

#### Payment Authorization

Check the payment summary on this page before processing it. If you agree with the figures that appear on the screen, press the **“Complete”** button once and **Do not press any other button** until the process is complete. If there is any error in the information press **“Back”** to modify it.

*When processing the payment you authorize the Permit Management Office to withdraw the payment from your bank account or credit card. This transaction is final. For reimbursement requests, you should consult directly with the Department of Treasury.*

### > Payment Breakdown

---

| Application          | Application Type              | Description             | Price           |
|----------------------|-------------------------------|-------------------------|-----------------|
| 2019-RepAct20-000048 | RepAct20-Act 20 Annual Report | RepAct20 - Filing Fee ⓘ | \$300.00        |
| <b>Total:</b>        |                               |                         | <b>\$300.00</b> |

◀ Back Complete ▶