COMMONWEALTH OF PUERTO RICO

DEPARTMENT OF
ECONOMIC DEVELOPMENT
& COMMERCE
DDEC

www.ddec.pr.gov

OFFICIAL COMMUNICATION

TO: **APPLICANTS, GRANTEES AND REPRESENTATIVES OF APPLICANTS AND GRANTEES OF ACT 20, ACT 22, ACT 73 AND ACT 83 TAX EXEMPTION DECREES**

RE: **OFFICIAL LAUNCHING OF ONLINE PLATFORM FOR THE SUBMITTAL AND MANAGEMENT OF TAX INCENTIVES APPLICATIONS AND ANNUAL REPORTS**

The Department of Economic Development and Commerce ("DDEC") and the Office of Industrial Tax Exemption ("OITE") are proud to announce the launching of the DDEC Online Applications Platform ("Platform") this Friday, May 1, 2015. This web-based application portal will provide many functionalities to facilitate both the application and the compliance processes.

In its initial stage, the Platform will allow businesses and individuals to create and manage applications (including uploading and storing corporate documents) under Act 20-2012, Act 22-2012, Act 73-2008, and Act 83-2010 ("Acts"), track the status of applications, communicate with DDEC/OITE and comply with the annual report filing requirement under the aforementioned laws. Starting on May 1, 2015, individuals and businesses will be required to file applications and annual reports using the Platform.

Annual Report Compliance

As stated in our previous communication of April 22, 2015, the OITE will not impose penalties in connection to the annual report of the last taxable year, on any Act 20, Act 73 or Act 83 company that had an obligation to file an annual report before the launching of the Platform. A 30-day grace period starting on May 1, 2015 will be granted to said businesses.

As for individuals with the obligation to file an Annual Report under Act 22, pursuant to the provisions of the Act 22 Decree, the date of filing of the Annual Report is within thirty (30) days after the date provided by law to submit income tax returns, including any extensions. A 30-day period starting on May 1, 2015 will be granted to all Act 22 grantees for calendar year 2014.

User Registration

Registration is easy! If you appear as the "Primary Contact" or as the "Authorized Representative" of an Applicant or Grantee in our records, you will be able to register and manage the Applicant's or Grantee's Account using these three simple steps:

- ✓ Go to www.oeci.pr.gov
- ✓ Click on "Login" (you will be redirected to the Platform)
- ✓ Click "Register as a new user"

Once you have registered yourself as a new user, you will receive an automatic communication asking you to confirm your user account. After you confirm your user account, you can login into the Platform in order to start the process of filling out a tax incentive application or submitting an annual report. You will have to add us to your address book in order to continue receiving the Platform's message notifications.

If you do not appear as the "Primary Contact" or "Authorized Representative" of the Applicant or Grantee for which you are accessing the Platform, either because you are submitting a new application or because you do not figure or no longer figure in our records as the "Primary Contact" or "Authorized Representative" of such Applicant or Grantee, you will need to request access to the Applicant's or Grantee's account by going to the Access' tab at the upper part of the Platform's Home Page and clicking "Individual Access" or "Company Access", depending on which option applies. If there has been a change in the "Primary Contact" or "Authorized Representative" and such change has not been notified to the OITE, you will need to email us at applications@ddec.pr.gov or call us at (787) 764-6363, so we can update your records and protect your privacy.

Specific instructions regarding this and others matters related to the user experience through the Platform, will be available on or before May 1, 2015 at www.oeci.pr.gov.

Minimum System Requirements

If you have a PC, you will be able to access the Platform using Internet Explorer (Version 11), Firefox (Latest version), Chrome (Latest version). If you use Apple OS X, you will be able to access the Platform using Safari (Latest version).

We have worked arduously to implement this important tool and trust you will find it easy to use. However, if you have questions, comments or suggestions, please address them to applications@ddec.pr.gov. We would love to hear your feedback.

If you are receiving this communication as a service provider, we ask you to please forward this communication to your clients.

We thank you again for your patience and for your business in Puerto Rico.

The Department of Economic Development and Commerce