



USER GUIDE

ELECTRONIC WORKBENCH & ANALYTICS TECHNICAL COMPUTING HUB (eWATCH)

Company Monitoring System

Version 1.2.2026



sec.gov.ph



linktr.ee/secphilippines

SECURITIES AND EXCHANGE

Electronic Workbench and Analytics Technical Computing Hub - Company Monitoring



eWATCH

URL: <https://ewatch.sec.gov.ph/>

The **Electronic Workbench and Analytics Technical Computing Hub (eWATCH)** is an online platform for submitting company monitoring requests. It automatically tracks compliance with the submission of reportorial requirements such as the General Information Sheet (GIS) and Annual Financial Statement (AFS).

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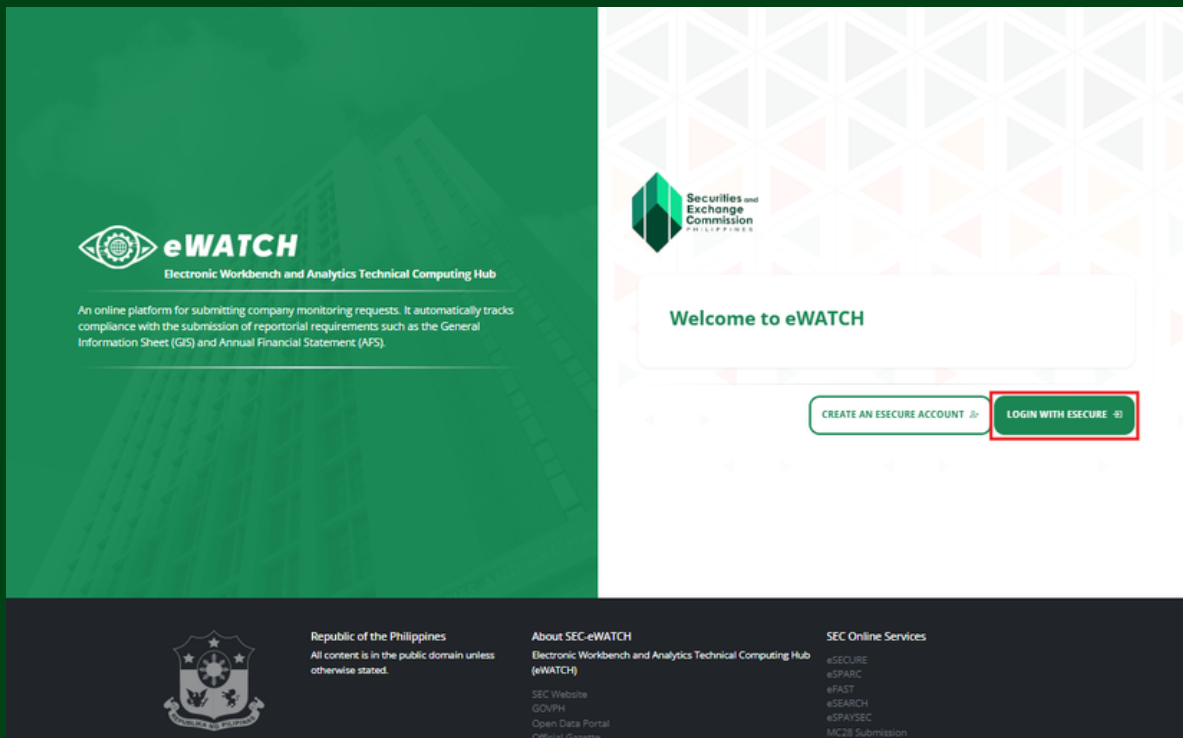
22 Downloading of Monitoring Sheet

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ACCESSING THE eWATCH

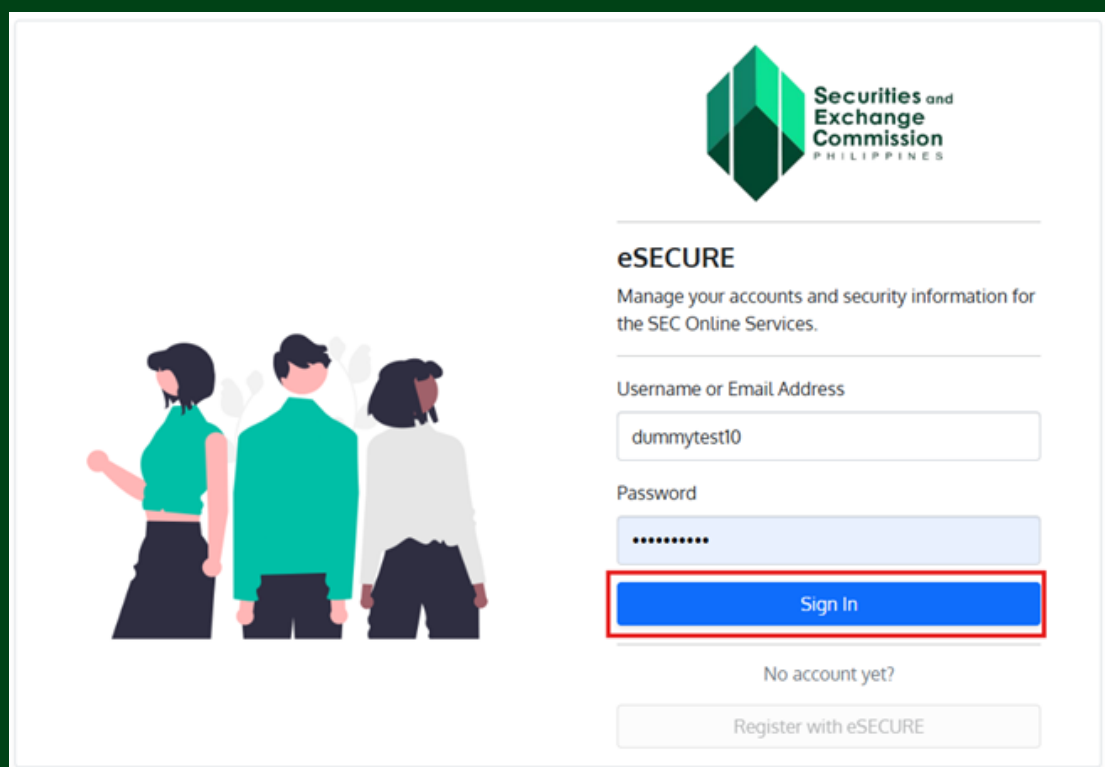
1

To access **eWATCH**, visit <https://ewatch.sec.gov.ph/>. Click the ‘**LOGIN WITH ESECURE**’ button.



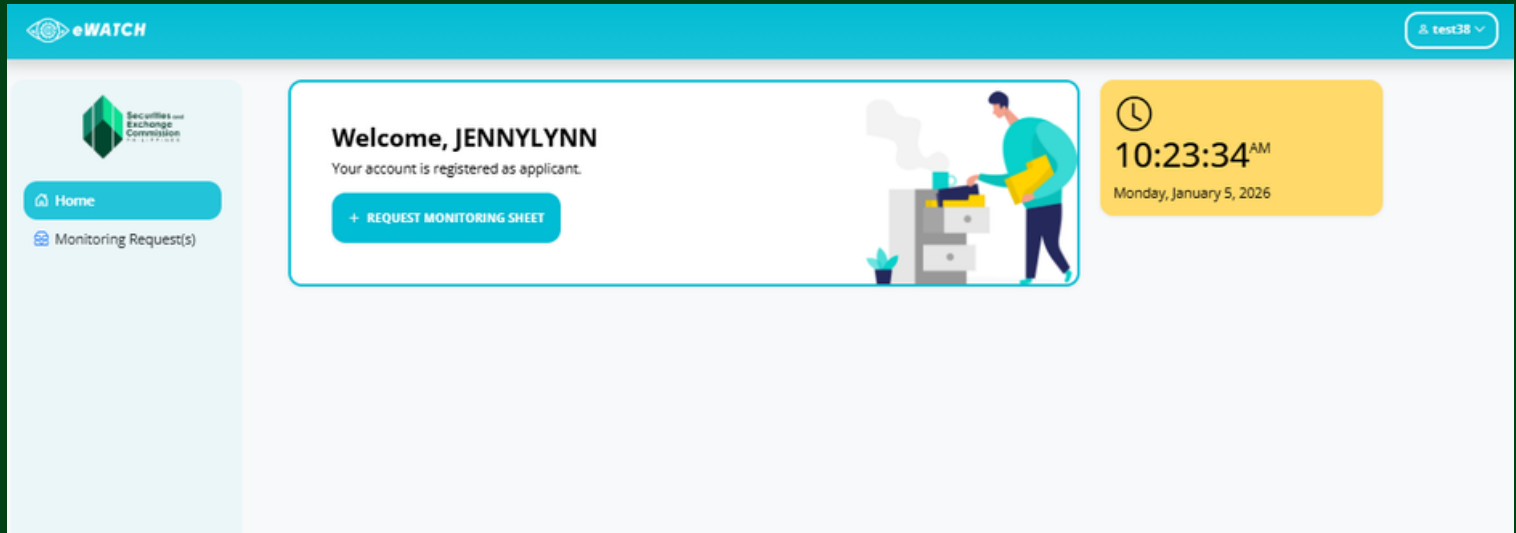
2

The user must have a **credentialed eSECURE** account. Log in the **eSECURE** account and click the “**Sign In**” button.



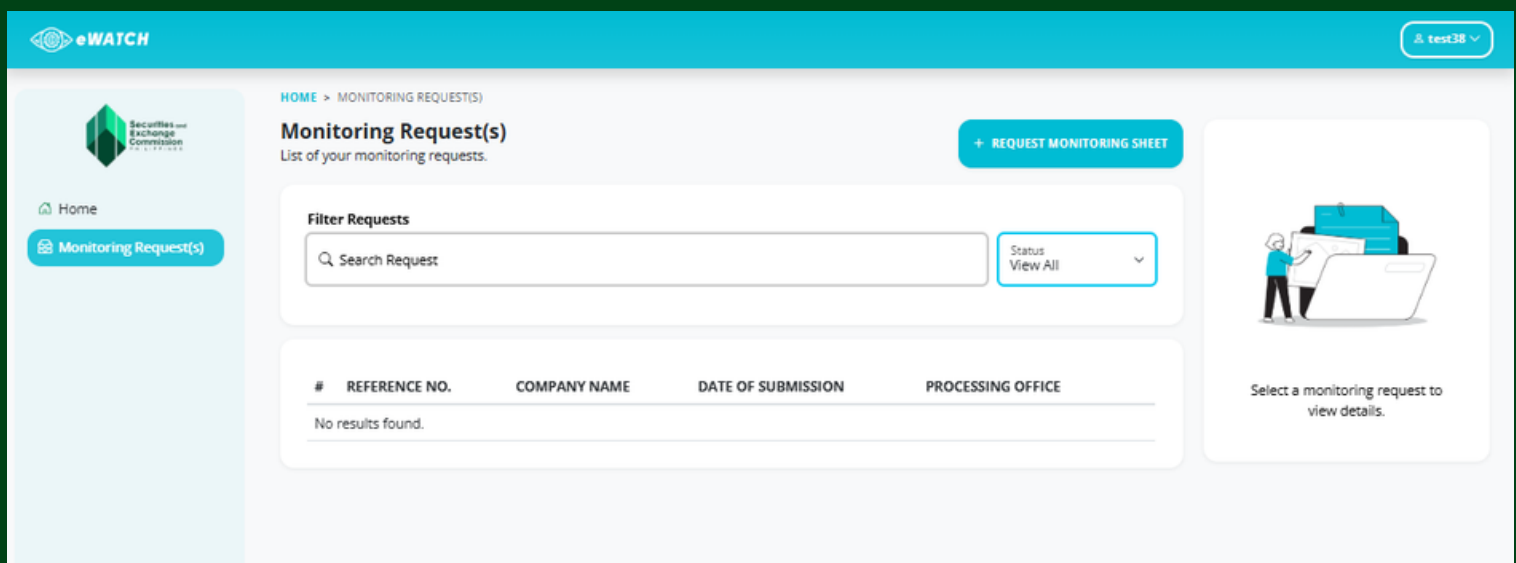
3

After logging with your eSECURE account credentials, the system will redirect you to the **eWATCH Dashboard**.



4

Click “**Monitoring Requests**” in the side panel to view the list ongoing, released, and completed monitoring requests.



COMPANY MONITORING APPLICATION

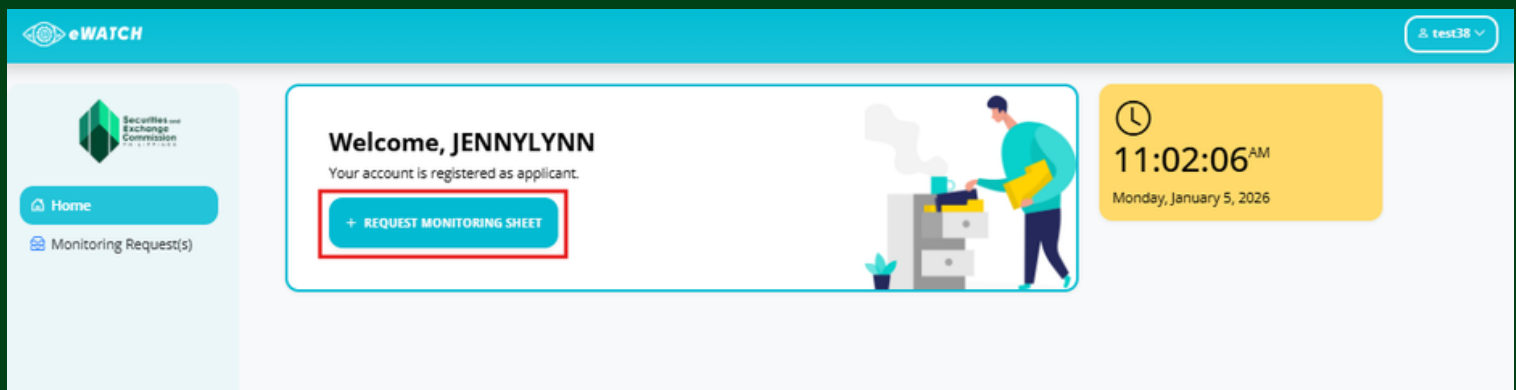
5

You can apply for company monitoring clearance in the system using one of the following methods:

From the Home Page

5.1

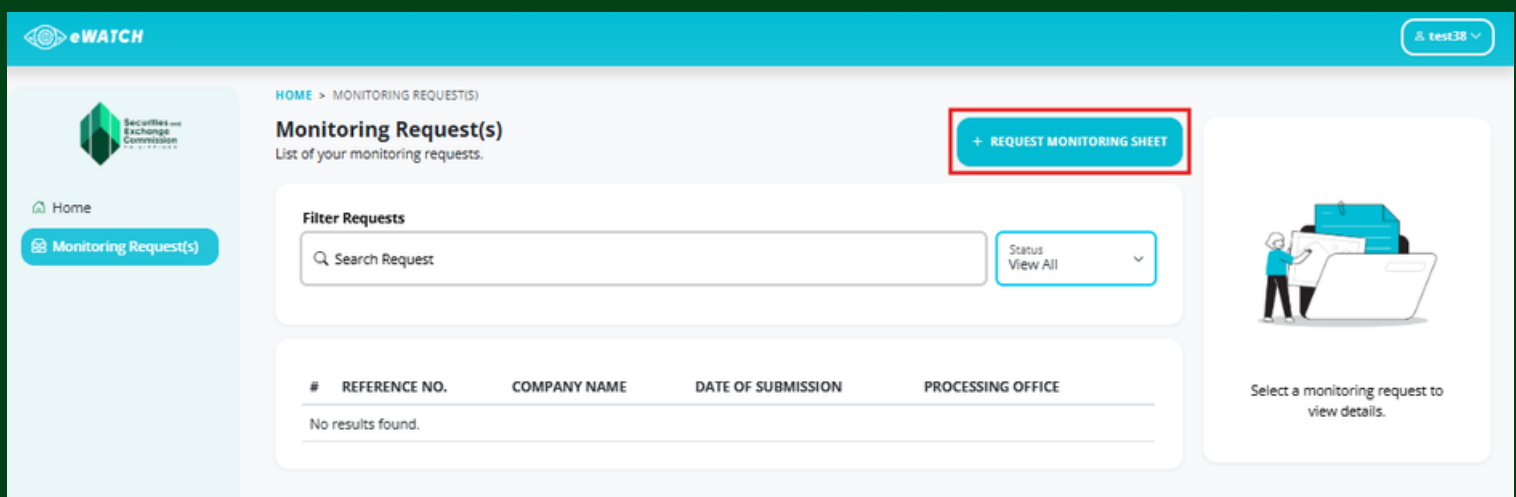
1. Go to the Home Page.
2. Click the “+ Request Monitoring Sheet” button.



From the Monitoring Request(s) Page

5.2

1. Navigate the **Monitoring Request(s)** page.
2. Click the “+ Request Monitoring Sheet” button.



5

Both options will direct you to the **eWATCH – Data Consent Form**.

In the **eWATCH – Data Consent Form**, the following will be displayed:

- User Consent
- Terms and Conditions
- Privacy Notice

6

Once you have reviewed and agreed to all items, tick the **“I agree...”** checkbox, then click the **“Proceed”** button.

eWATCH - Data Consent Form

Consent of the User

By using this facility and by providing your personal data, you hereby authorize the Securities and Exchange Commission (SEC) to collect and store the said data. Data such as but not limited to your full name, email address and mobile number with the use of electronic or automated means, shall be stored within the period allowed under applicable laws, rules and regulations, for the purpose of processing your request for monitoring for either domestic or foreign corporation whether stock or non-stock. By proceeding to the next section of this form, you acknowledge and consent to the collection and processing of your personal data as part of the requirements for application for monitoring clearance.

For more information, suggestion and feedback on this Privacy Notice, you may send your email to our Data Protection Officer at dpo@sec.gov.ph or visit [SEC Privacy Policy](#)

Terms and Conditions

The authorized representative should:

1. Provide valid company registration information.
2. Provide the correct basis of complaints and its corresponding supporting documents.
3. Submit the correct reportorial requirements as needed.
4. Keep their account credentials secure and not share to anyone.

Privacy Notice

In accordance to R.A. 10173 or Data Privacy Act, all collected information will be treated with utmost confidentiality and will not be subjected to public disclosure.



WHAT PERSONAL INFORMATION WE COLLECT

HOW WE COLLECT

WHY WE COLLECT INFORMATION

SECURING YOUR PERSONAL INFORMATION

RIGHTS OF THE DATA SUBJECT

☒ I AGREE that I have read the terms and conditions and privacy policy and understood the value of the information that I am going to provide using the online eWATCH facility.

CANCEL

PROCEED →

After proceeding from the **eWATCH – Data Consent Form**, you will be directed to the **Validate SEC Registration** page.

7

1. Enter your SEC Registration Number in the “**Type your SEC Registration No.**” field.
2. Click the search () icon to verify the encoded SEC registration number.

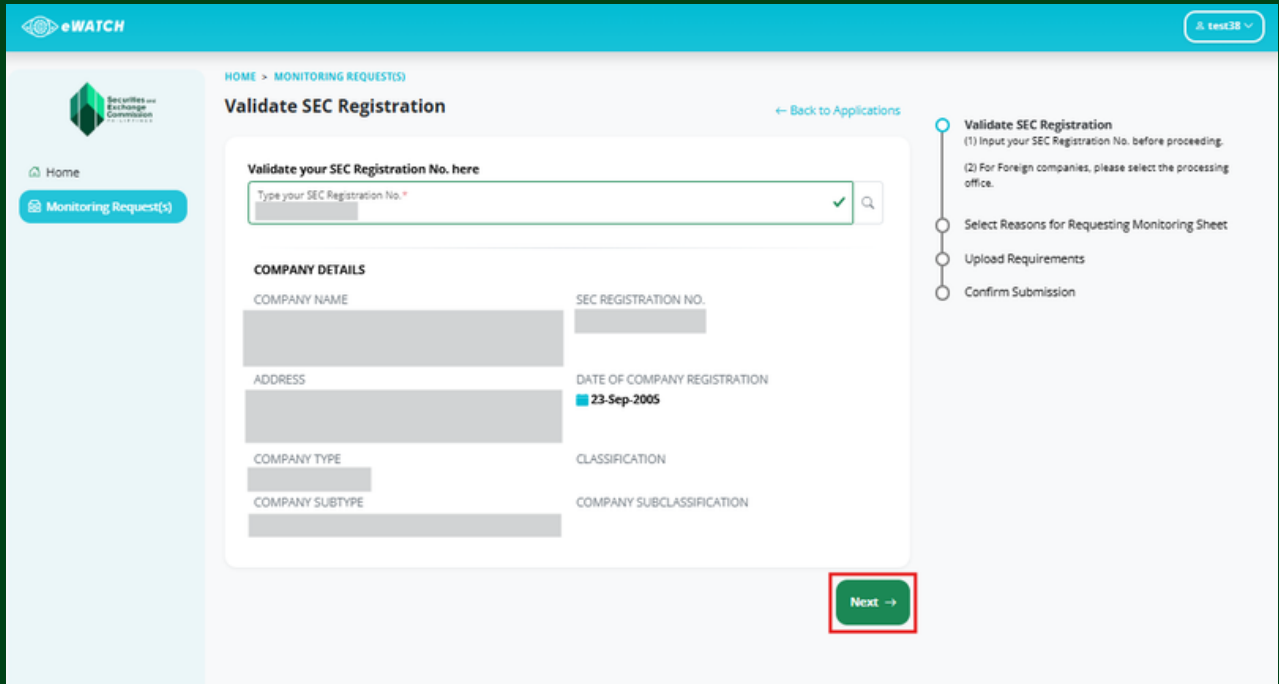
8

Once the SEC Registration Number is successfully validated, a confirmation dialog will be displayed showing the company details. Review the displayed company information to ensure it is correct. Then, click the “**Ok**” button.

Note: Companies that are unable to proceed with the application should create a ticket in the <https://imessage.sec.gov.ph/> and search for eWATCH under Services, and select the appropriate topic.

9

Click **“Next”** button to proceed to the next step of the application.



HOME > MONITORING REQUEST(S)

Validate SEC Registration

← Back to Applications

Validate your SEC Registration No. here

Type your SEC Registration No. *

COMPANY DETAILS

COMPANY NAME

SEC REGISTRATION NO.

ADDRESS

DATE OF COMPANY REGISTRATION

23-Sep-2005

COMPANY TYPE

CLASSIFICATION

COMPANY SUBTYPE

COMPANY SUBCLASSIFICATION

Next →

Validate SEC Registration

(1) Input your SEC Registration No. before proceeding.

(2) For Foreign companies, please select the processing office.

Select Reasons for Requesting Monitoring Sheet

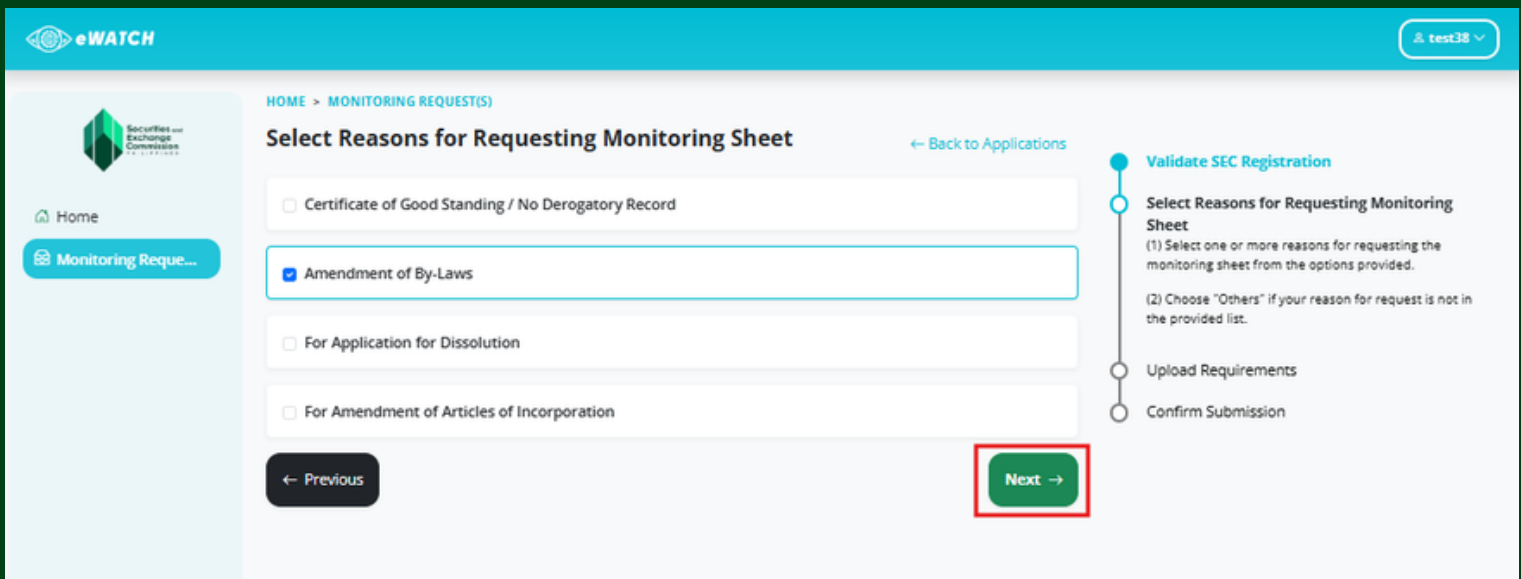
Upload Requirements

Confirm Submission

10

Select reason from the list on the **'Reasons for Requesting a Monitoring'** page, then click the **“Next”** button.

**Note: The dropdown list of reasons for requesting a monitoring sheet may vary depending on the company's subclass or secondary license type.*



HOME > MONITORING REQUEST(S)

Select Reasons for Requesting Monitoring Sheet

← Back to Applications

☐ Certificate of Good Standing / No Derogatory Record

☒ Amendment of By-Laws

☐ For Application for Dissolution

☐ For Amendment of Articles of Incorporation

← Previous

Next →

Validate SEC Registration

Select Reasons for Requesting Monitoring Sheet

(1) Select one or more reasons for requesting the monitoring sheet from the options provided.

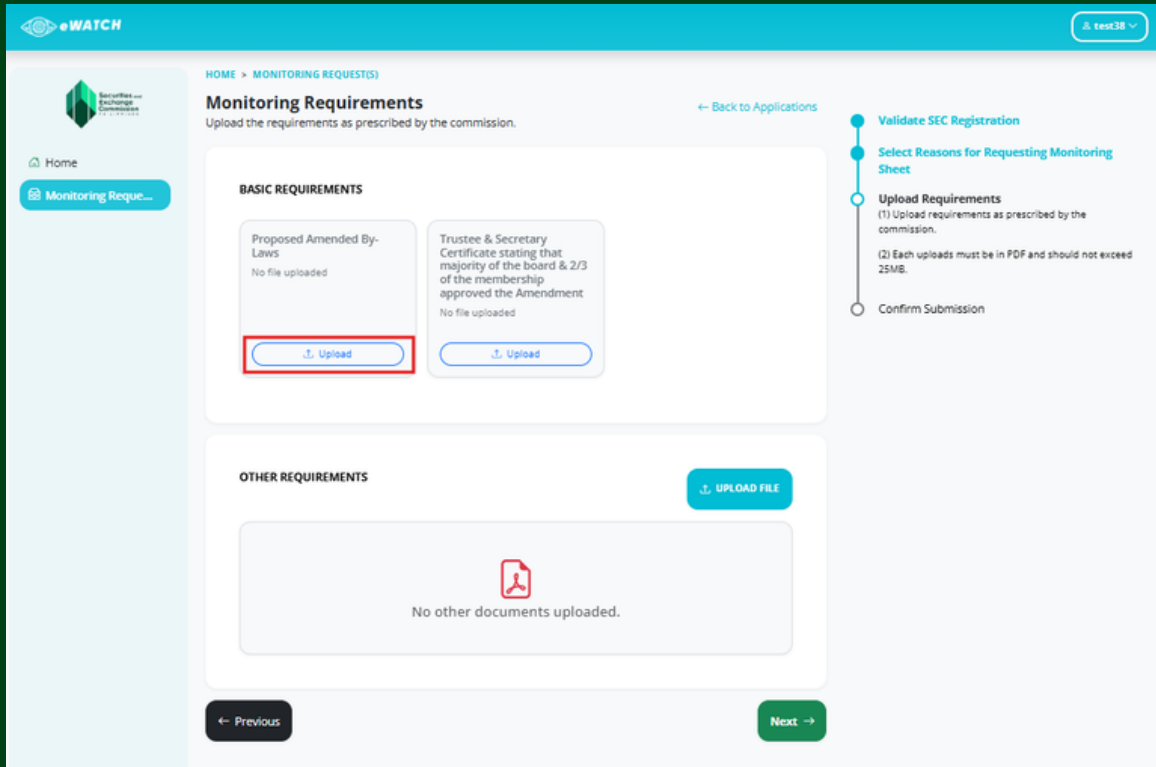
(2) Choose "Others" if your reason for request is not in the provided list.

Upload Requirements

Confirm Submission

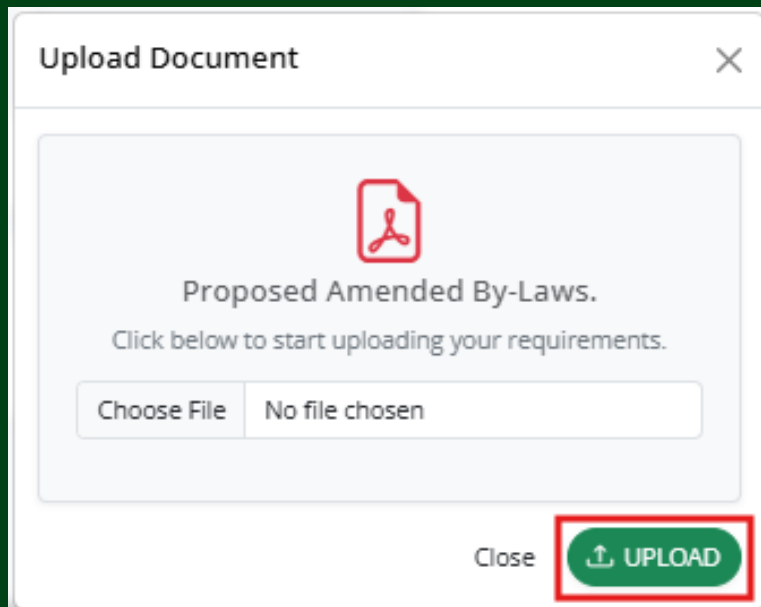
11

On the Monitoring Requirements page, click the **“Upload”** button.



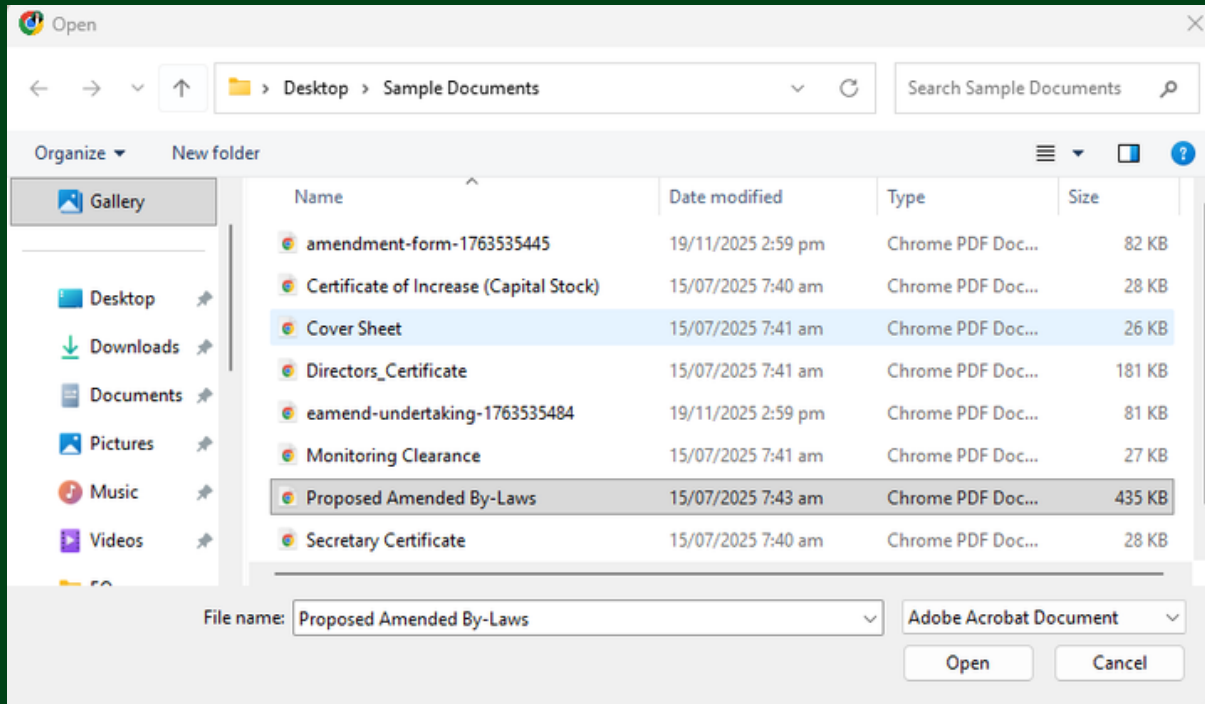
The screenshot shows the eWATCH Monitoring Requirements page. The page has a blue header with the eWATCH logo and a user profile icon. The main content area is divided into two sections: BASIC REQUIREMENTS and OTHER REQUIREMENTS. The BASIC REQUIREMENTS section contains two upload boxes. The first box is for 'Proposed Amended By-Laws' and the second is for 'Trustee & Secretary Certificate stating that majority of the board & 2/3 of the membership approved the Amendment'. Both boxes have an 'Upload' button. The OTHER REQUIREMENTS section has an 'UPLOAD FILE' button and a message 'No other documents uploaded.' A sidebar on the right shows a progress bar with steps: Validate SEC Registration, Select Reasons for Requesting Monitoring Sheet, Upload Requirements, and Confirm Submission. The Upload Requirements step is currently active.

12 On the Upload Document overlay, click the **“Choose File”** button.

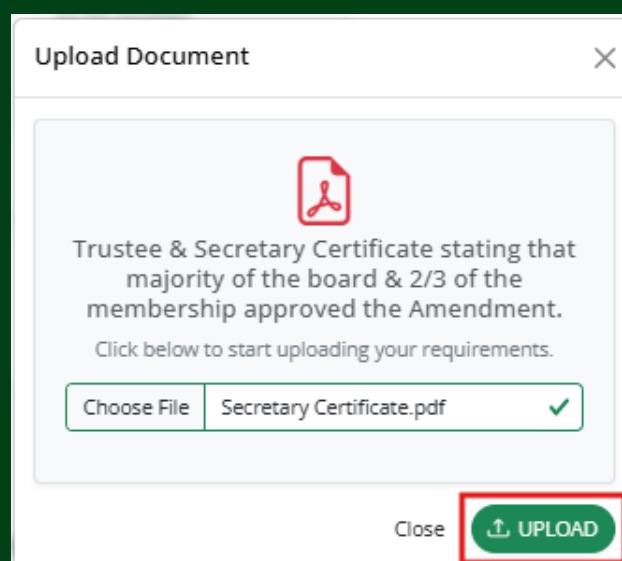


The screenshot shows the Upload Document overlay. It has a title bar with 'Upload Document' and a close button. The main content area features a red document icon and the text 'Proposed Amended By-Laws. Click below to start uploading your requirements.' Below this is a button labeled 'Choose File' and a text field showing 'No file chosen'. At the bottom right, there is a green 'UPLOAD' button with an upward arrow icon, which is highlighted with a red box. A 'Close' button is also visible at the bottom left.

13 Select the file you want to upload, then click the “**Open**” button.

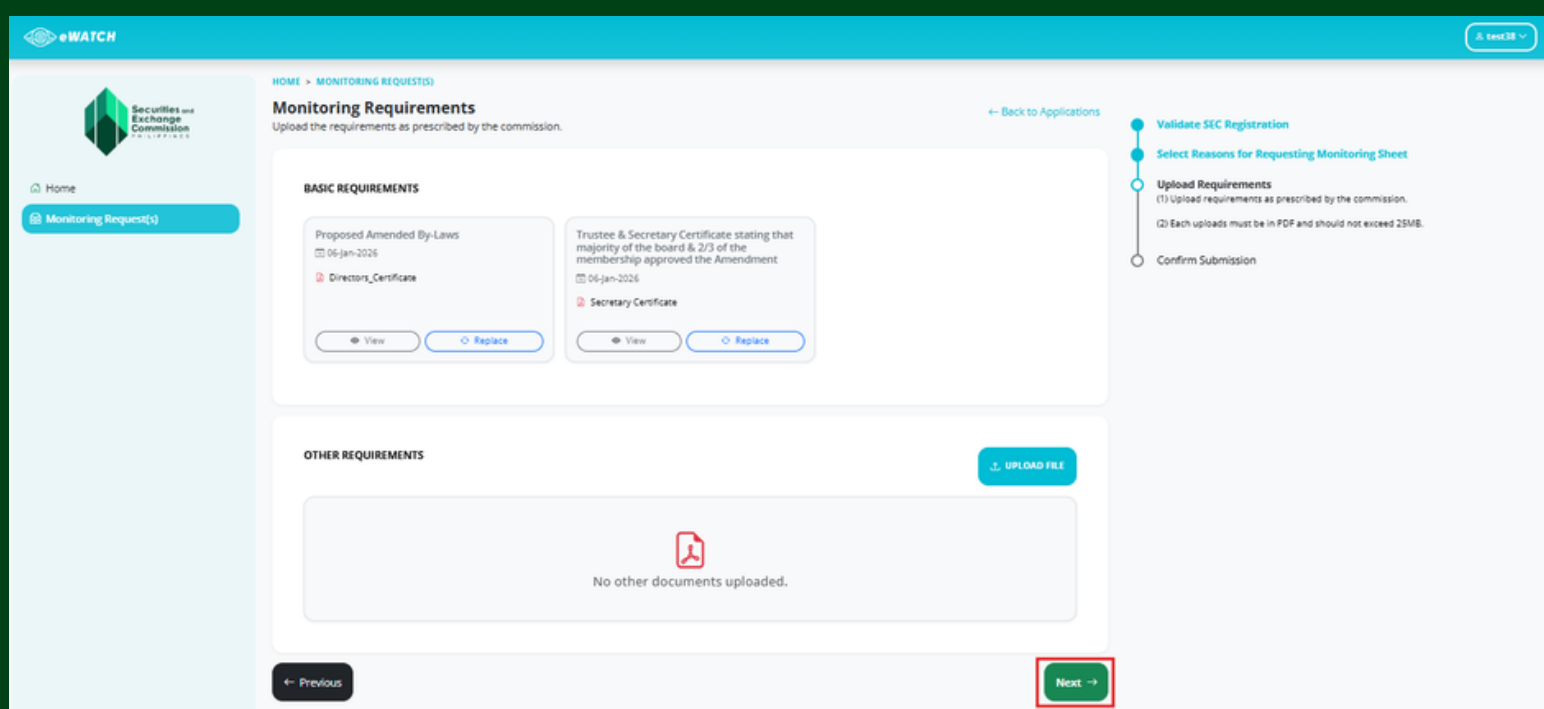


14 Then, click the “**Upload**” button.

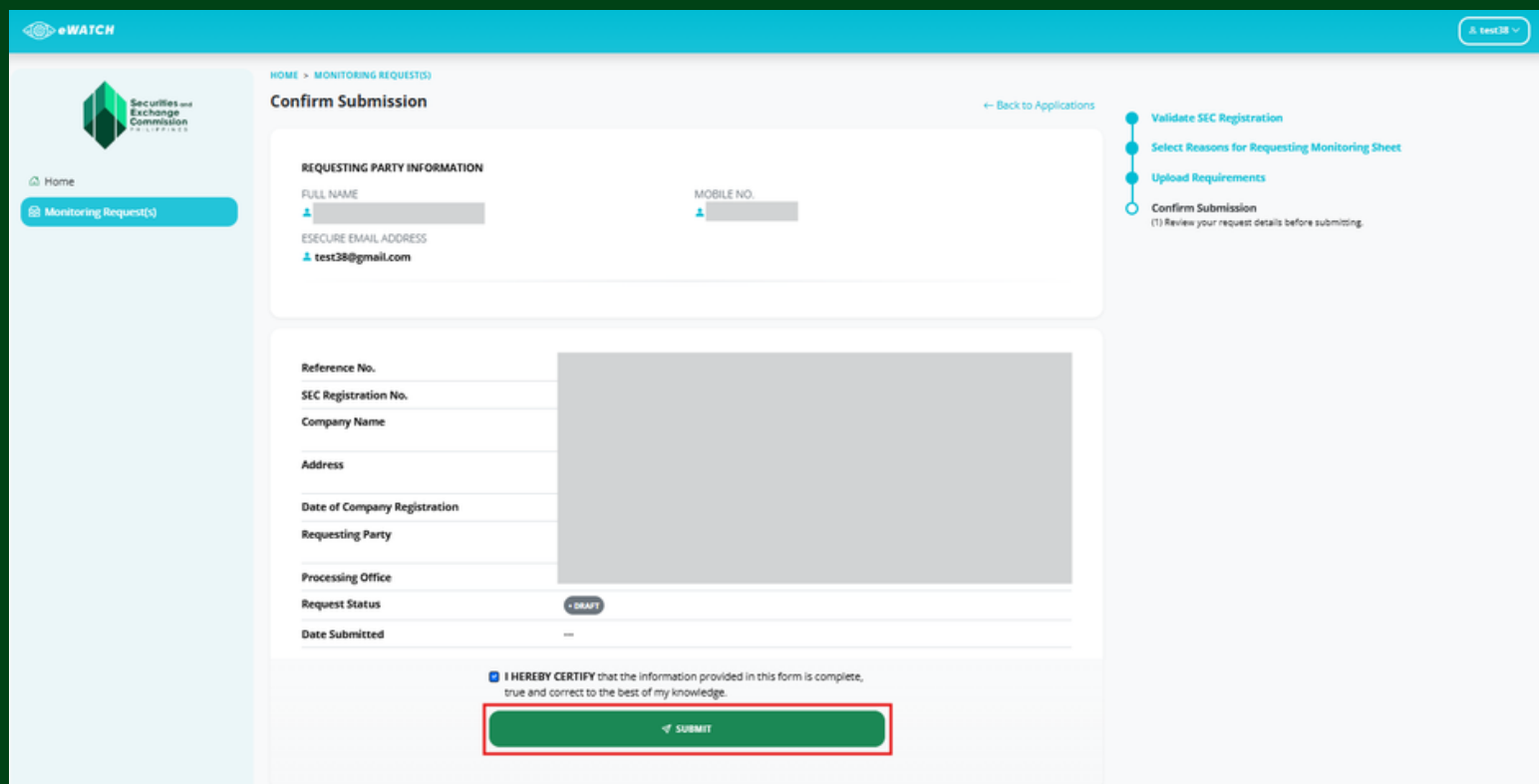


Repeat the above steps for each basic requirement. To upload additional document/s for other requirements, follow the same process.

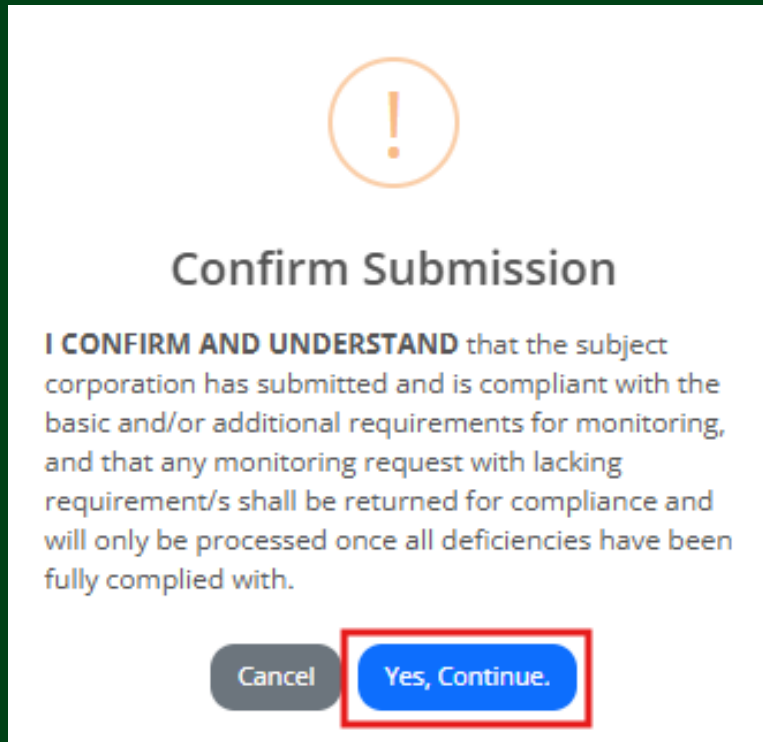
15 Once all basic requirements have been uploaded, click the “**Next**” button.



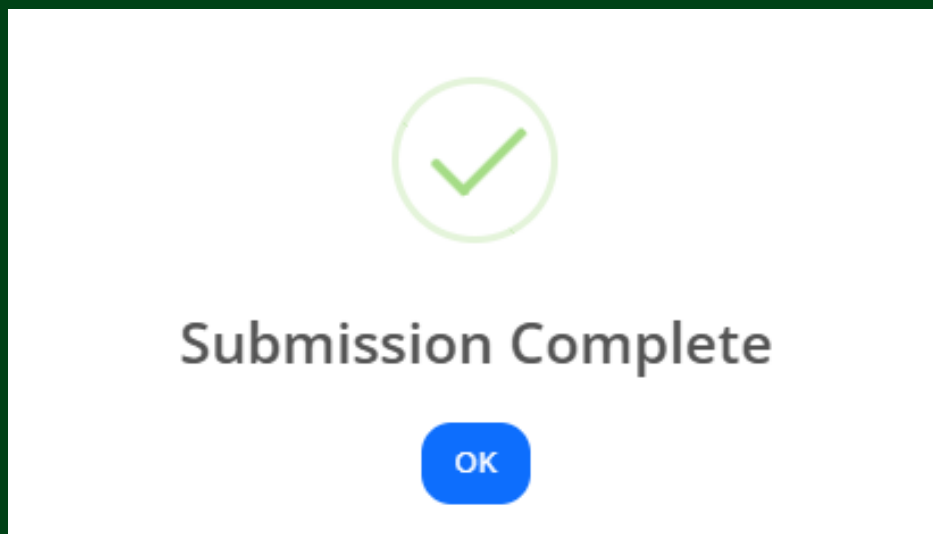
16 After uploading the basic requirements, the application summary is displayed. Review all the details for accuracy, then **tick the checkbox** for “**I hereby certify...**”, and click the “**Submit**” button.



- 17 Click the “**Yes, Continue**” button to confirm the submission.



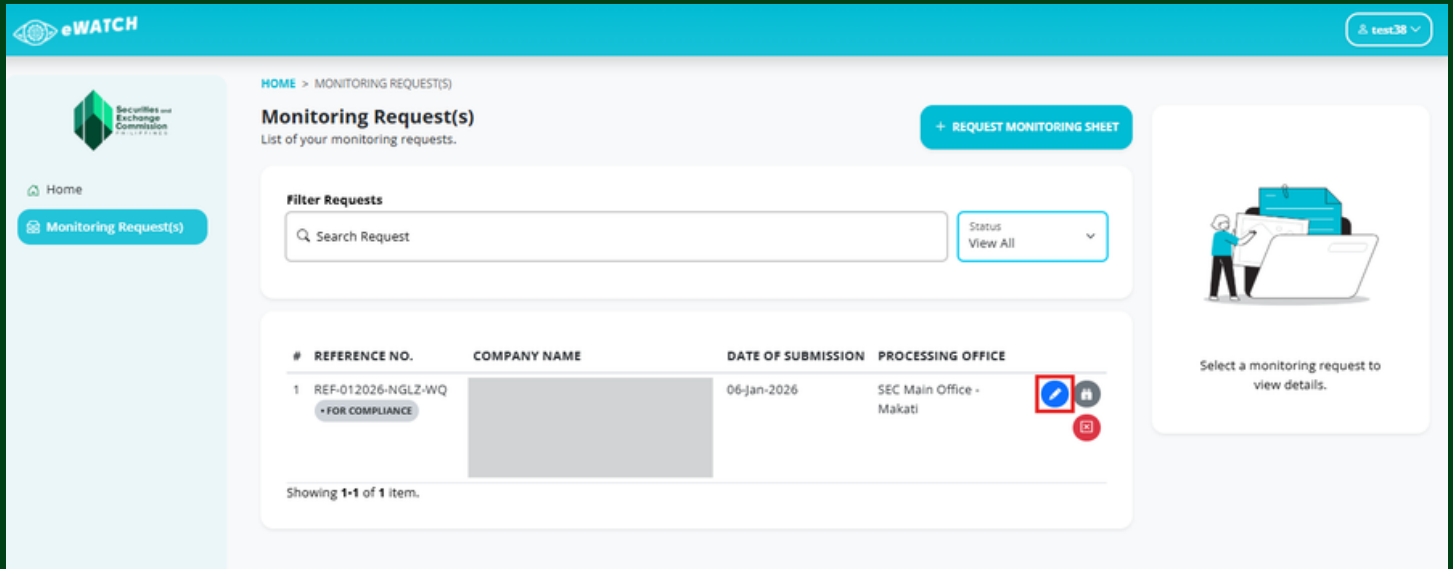
- 18 An overlay will appear indicating that the submission is complete. Click the “**OK**” button.



COMPLIANCE SUBMISSION

19

For applications with **FOR COMPLIANCE** status, click the Pencil icon to view or complete compliance requirements.



eWATCH test38

HOME > MONITORING REQUEST(S)

Monitoring Request(s)
List of your monitoring requests.

[+ REQUEST MONITORING SHEET](#)

Filter Requests

Search Request Status View All

#	REFERENCE NO.	COMPANY NAME	DATE OF SUBMISSION	PROCESSING OFFICE
1	REF-012026-NGLZ-WQ • FOR COMPLIANCE		06-Jan-2026	SEC Main Office - Makati

Showing 1-1 of 1 item.

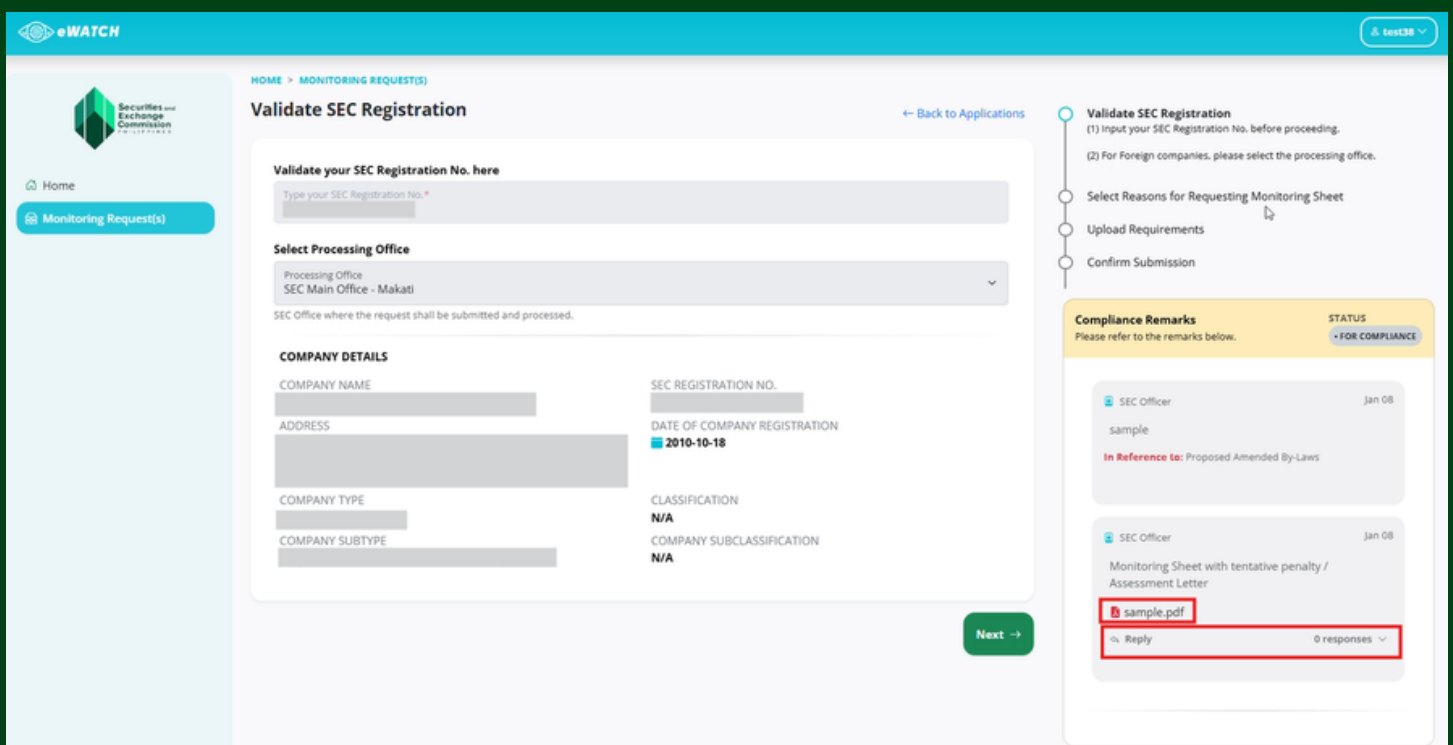
Select a monitoring request to view details.

Once clicked, the **Validate SEC Registration** page will appear, with the Compliance Remarks section displayed on the right side of the screen.

20

- To view the attached file/s, click the attachment.
- To add remarks regarding the compliance remarks or the attached file, click the Reply button and enter your response.

Then, click the **“Next”** button.



eWATCH test38

HOME > MONITORING REQUEST(S)

Validate SEC Registration [← Back to Applications](#)

Validate your SEC Registration No. here

Type your SEC Registration No. *

Select Processing Office

Processing Office
SEC Main Office - Makati

SEC Office where the request shall be submitted and processed.

COMPANY DETAILS

COMPANY NAME	SEC REGISTRATION NO.
ADDRESS	DATE OF COMPANY REGISTRATION
COMPANY TYPE	CLASSIFICATION
COMPANY SUBTYPE	COMPANY SUBCLASSIFICATION

Compliance Remarks STATUS **• FOR COMPLIANCE**

Please refer to the remarks below.

SEC Officer Jan 08
sample
In Reference to: Proposed Amended By-Laws

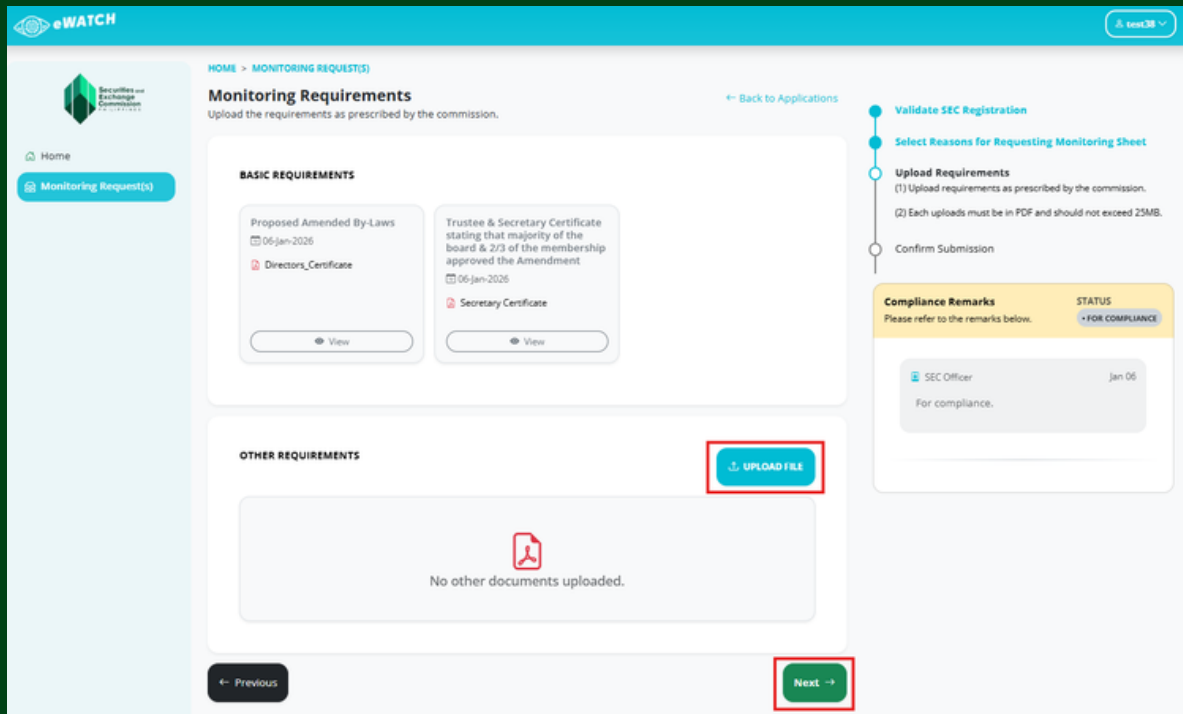
SEC Officer Jan 08
Monitoring Sheet with tentative penalty / Assessment Letter
sample.pdf
Reply 0 responses

Next →

Electronic Workbench and Analytics Technical Computing Hub - Company Monitoring System

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To upload additional required document/s, click the “**Next**” button until you reach the Monitoring Requirements page. Click the “**Upload File**” button and upload the necessary document. Once completed, click the “**Next**” button.



eWATCH

HOME > MONITORING REQUEST(S)

Monitoring Requirements
Upload the requirements as prescribed by the commission.

← Back to Applications

BASIC REQUIREMENTS

Proposed Amended By-Laws
06-Jan-2026
Directors_Certificate
View

Trustee & Secretary Certificate stating that majority of the board & 2/3 of the membership approved the Amendment
06-Jan-2026
Secretary Certificate
View

OTHER REQUIREMENTS

Upload File

No other documents uploaded.

← Previous

Next →

Validate SEC Registration

Select Reasons for Requesting Monitoring Sheet

Upload Requirements
(1) Upload requirements as prescribed by the commission.
(2) Each uploads must be in PDF and should not exceed 25MB.

Confirm Submission

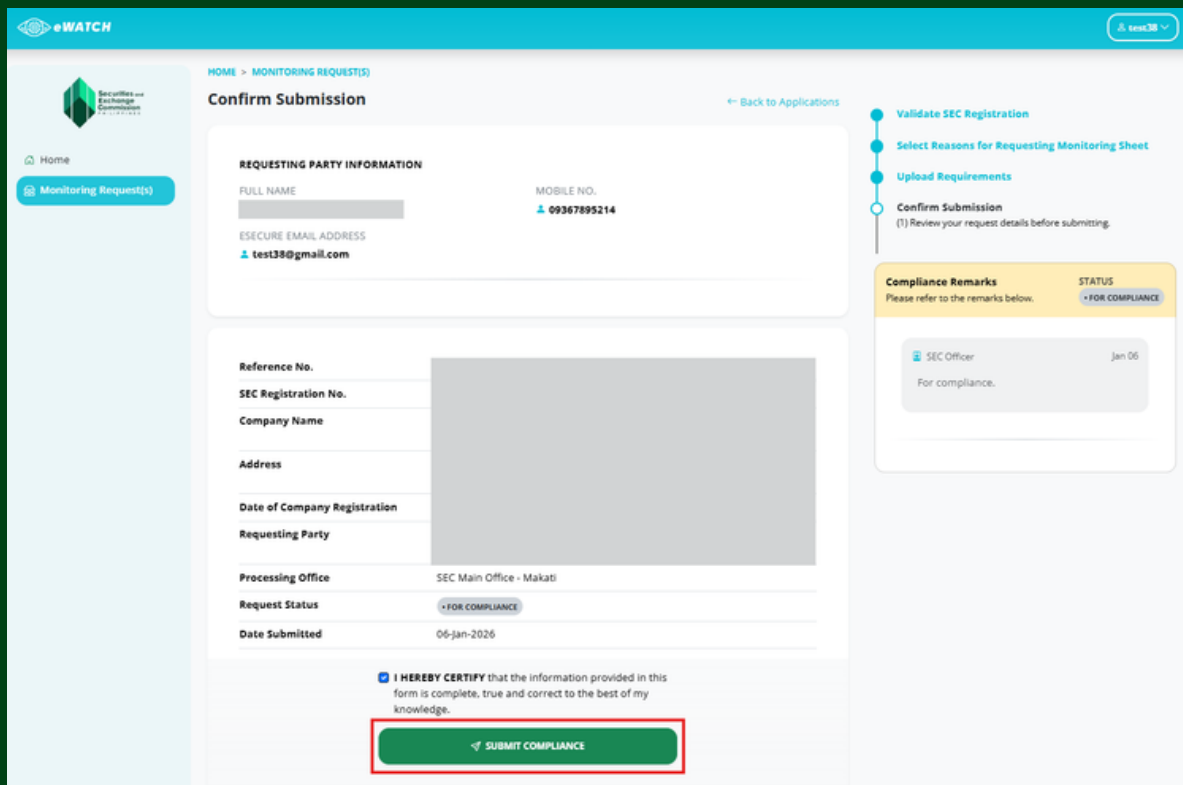
Compliance Remarks
Please refer to the remarks below.

STATUS
FOR COMPLIANCE

SEC Officer
Jan 06
For compliance.

22

In the **Confirmationn Submission Page**, tick the checkbox for “**I hereby certify...**”, and click the “**Submit Compliance**” button.



eWATCH

HOME > MONITORING REQUEST(S)

Confirm Submission
← Back to Applications

REQUESTING PARTY INFORMATION

FULL NAME
MOBILE NO.
09367895214

ESECURE EMAIL ADDRESS
test38@gmail.com

Reference No.
SEC Registration No.
Company Name
Address
Date of Company Registration
Requesting Party
Processing Office
SEC Main Office - Makati
Request Status
FOR COMPLIANCE
Date Submitted
06-Jan-2026

☒ I HEREBY CERTIFY that the information provided in this form is complete, true and correct to the best of my knowledge.

SUBMIT COMPLIANCE

Validate SEC Registration

Select Reasons for Requesting Monitoring Sheet

Upload Requirements

Confirm Submission
(1) Review your request details before submitting.

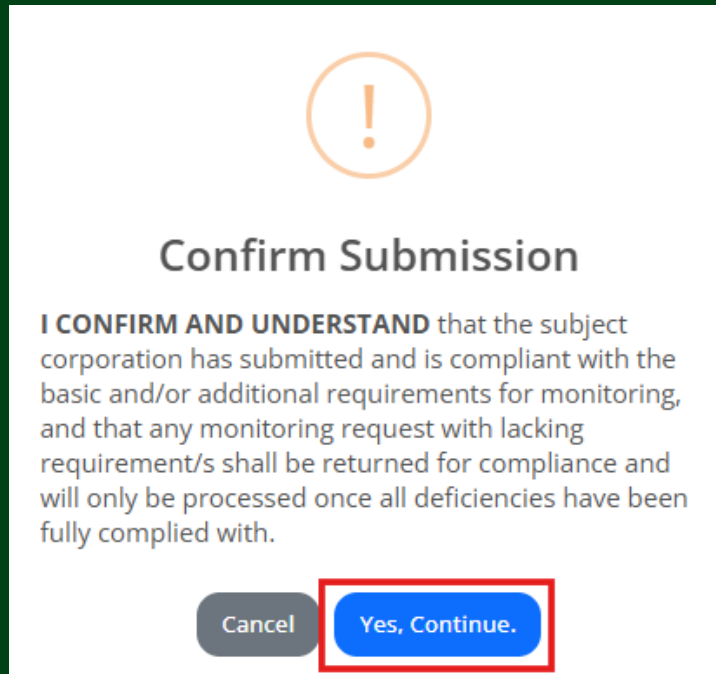
Compliance Remarks
Please refer to the remarks below.

STATUS
FOR COMPLIANCE

SEC Officer
Jan 06
For compliance.

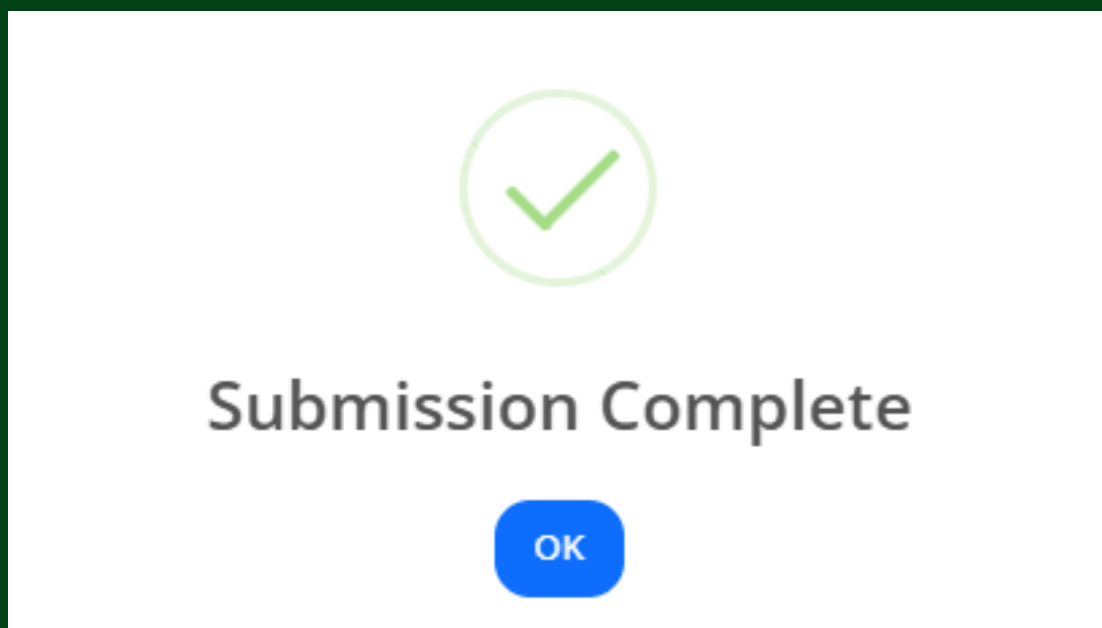
23

Click “Yes, Continue” button to confirm the submission.



24

An overlay will appear indicating that the submission is complete. Click the “OK” button.

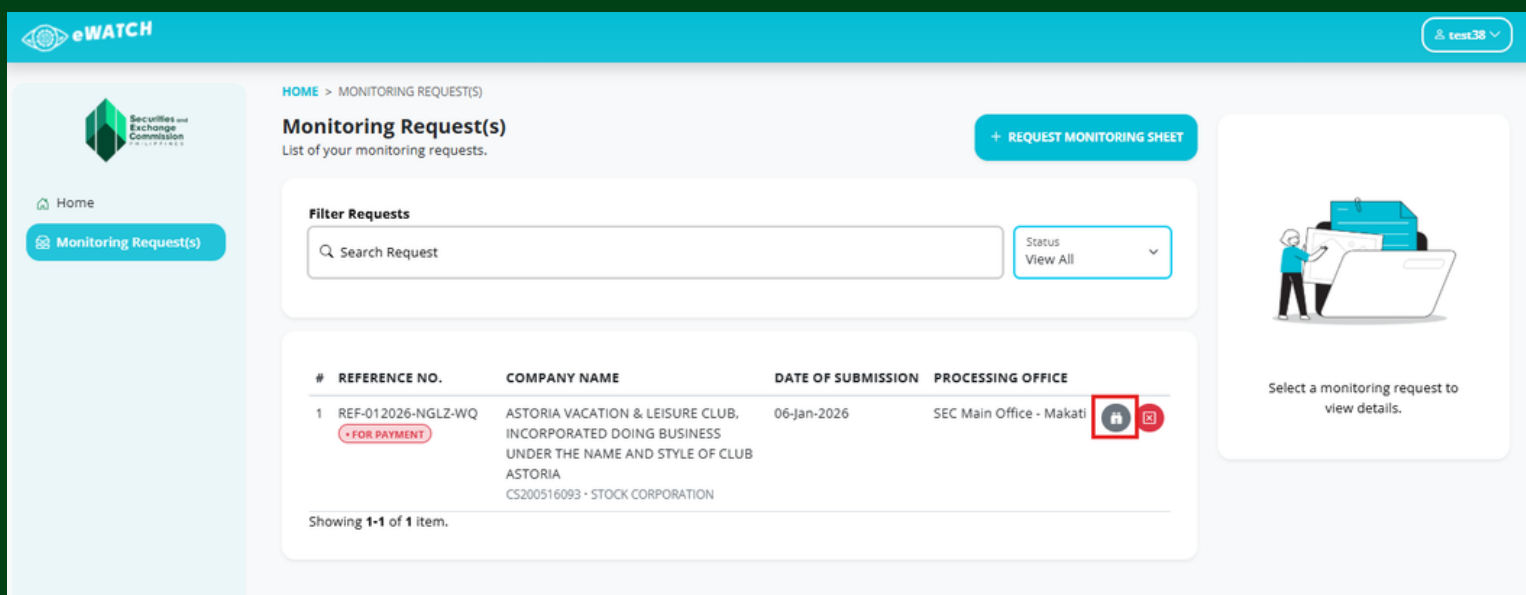


Note: Applications with a status of “**For Compliance**” must complete all compliance requirements within **seven (7) calendar days**. Failure to do so will result in the automatic cancellation of the application.

PAYMENT PROCESSING

Note: These steps are not applicable to **Investment Companies, Issuers of Proprietary and Non-Proprietary Securities, and Non-Listed Public Companies.** Any administrative action(s) arising from noted findings (e.g., SCL, AL, etc.) related to these entities are processed outside the eWATCH system.

25 For applications with a status of **FOR PAYMENT**, click the **view icon**.



eWATCH test38

HOME > MONITORING REQUEST(S)

Monitoring Request(s)
List of your monitoring requests.

[+ REQUEST MONITORING SHEET](#)

Filter Requests

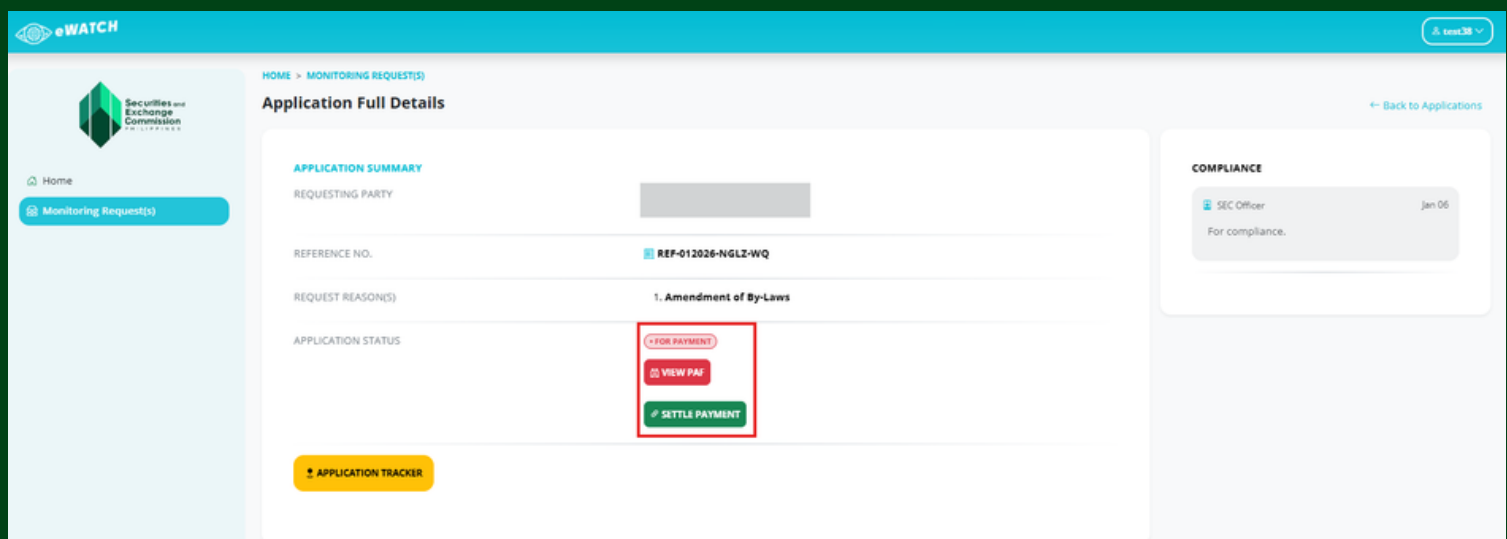
Search Request Status View All

#	REFERENCE NO.	COMPANY NAME	DATE OF SUBMISSION	PROCESSING OFFICE
1	REF-012026-NG LZ-WQ FOR PAYMENT	ASTORIA VACATION & LEISURE CLUB, INCORPORATED DOING BUSINESS UNDER THE NAME AND STYLE OF CLUB ASTORIA CS200516093 - STOCK CORPORATION	06-Jan-2026	SEC Main Office - Makati 

Showing 1-1 of 1 item.

Select a monitoring request to view details.

26 In the **Application Full Details**, in the row Application Status, two buttons are available: **View PAF** and **Settle Payment**.



eWATCH test38

HOME > MONITORING REQUEST(S)

Application Full Details [← Back to Applications](#)

APPLICATION SUMMARY

REQUESTING PARTY

REFERENCE NO. REF-012026-NG LZ-WQ

REQUEST REASON(S) 1. Amendment of By-Laws

APPLICATION STATUS **FOR PAYMENT**
[VIEW PAF](#) [SETTLE PAYMENT](#)

[APPLICATION TRACKER](#)

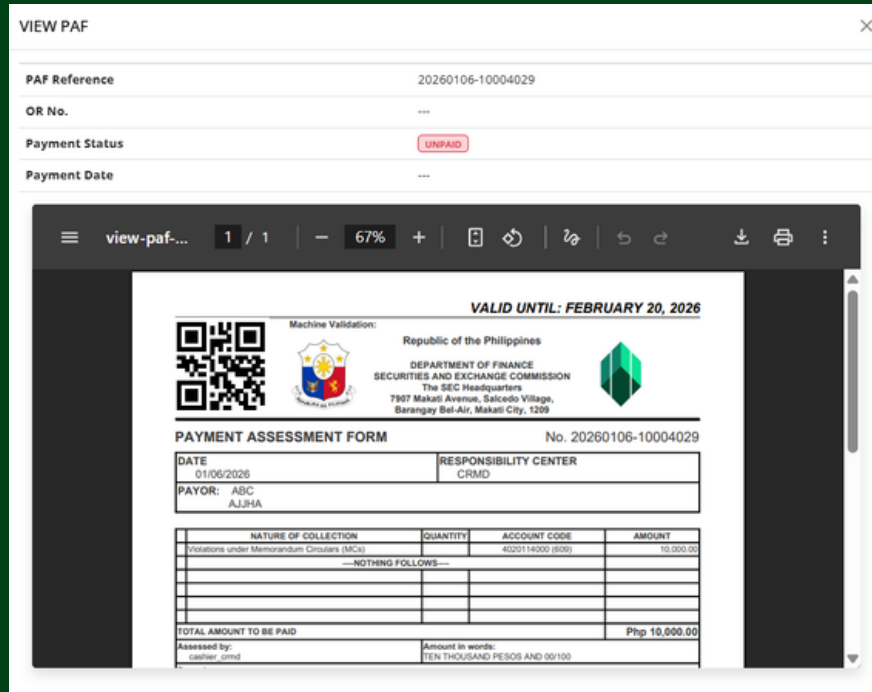
COMPLIANCE

SEC Officer Jan 06
For compliance.

Electronic Workbench and Analytics Technical Computing Hub - Company Monitoring System

27

View PAF: Shows a summary of fees to be settled with reference number and validity period.



VIEW PAF

PAF Reference: 20260106-10004029

OR No.: ---

Payment Status: **UNPAID**

Payment Date: ---

Machine Validation:

VALID UNTIL: **FEBRUARY 20, 2026**

Republic of the Philippines
DEPARTMENT OF FINANCE
SECURITIES AND EXCHANGE COMMISSION
The SEC Headquarters
7907 Makati Avenue, Salcedo Village,
Barangay Bel-Air, Makati City, 1209

PAYMENT ASSESSMENT FORM No. 20260106-10004029

DATE 01/06/2026	RESPONSIBILITY CENTER CRMD
PAYOR: ABC AJJHA	

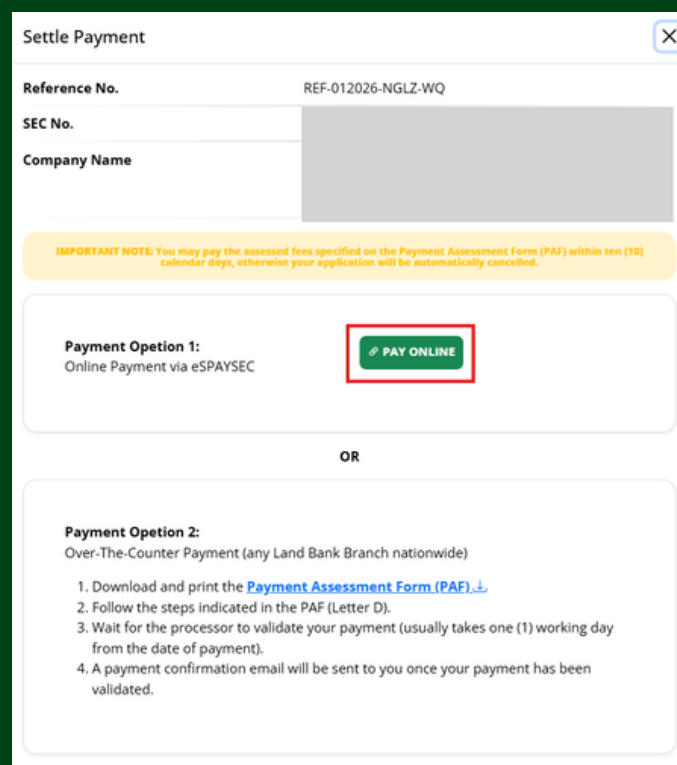
NATURE OF COLLECTION	QUANTITY	ACCOUNT CODE	AMOUNT
Violations under Memorandum Circulars (MCs)		4020114000 (B056)	10,000.00
---NOTHING FOLLOWS---			
TOTAL AMOUNT TO BE PAID			Php 10,000.00

Assessed by:
cashier_crm

Amount in words: **TEN THOUSAND PESOS AND 00/100**

28

Settle Payment: Provides options for online payment through **eSPAYSEC** and instructions for **Landbank over-the-counter payment**. For online payment, click the **“PAY ONLINE”** button.



Settle Payment

Reference No.: REF-012026-NGLZ-WQ

SEC No.: [REDACTED]

Company Name: [REDACTED]

IMPORTANT NOTE: You may pay the assessed fees specified on the Payment Assessment Form (PAF) within ten (10) calendar days, otherwise your application will be automatically cancelled.

Payment Option 1:
Online Payment via eSPAYSEC

PAY ONLINE

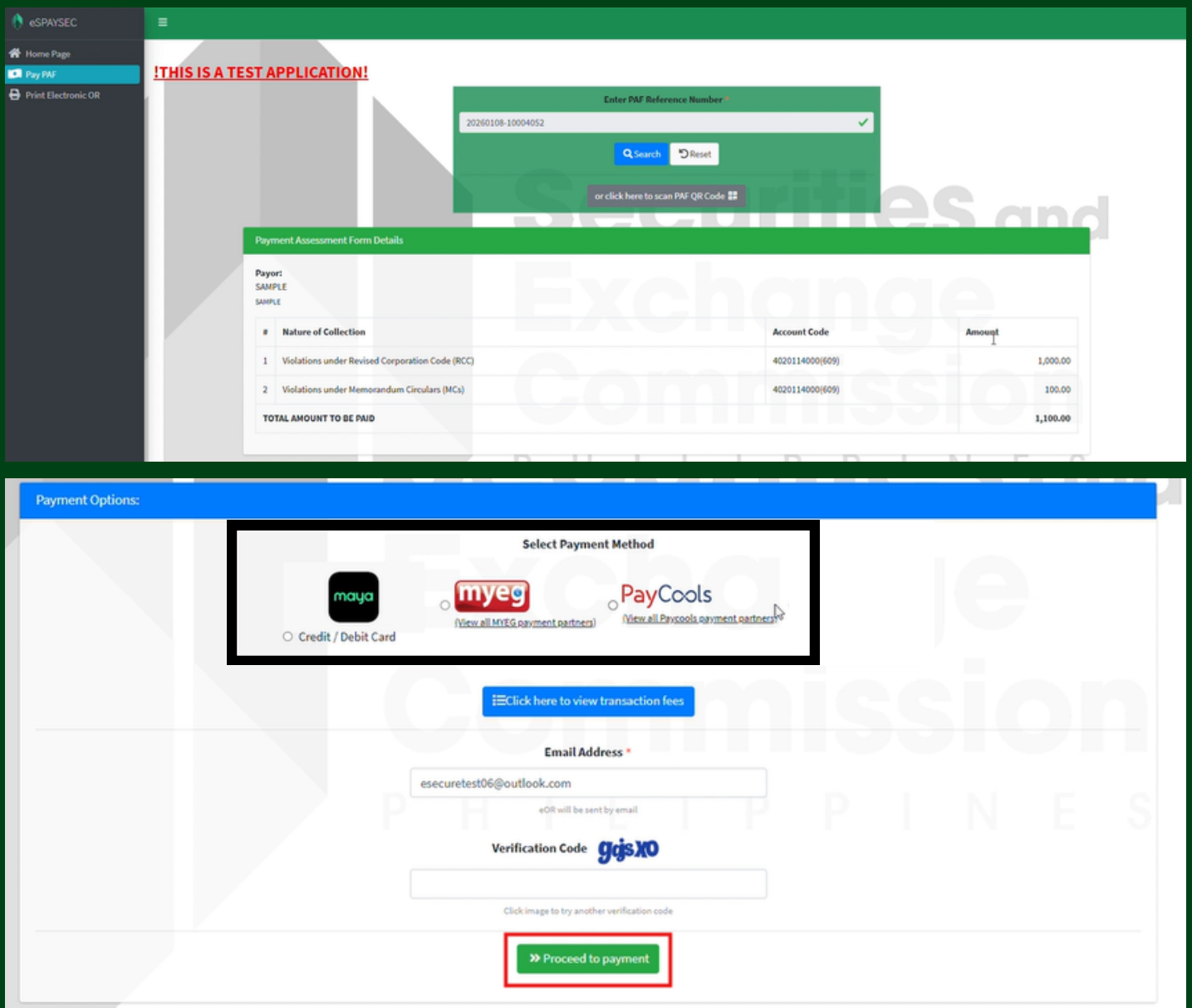
OR

Payment Option 2:
Over-The-Counter Payment (any Land Bank Branch nationwide)

- Download and print the [Payment Assessment Form \(PAF\)](#).
- Follow the steps indicated in the PAF (Letter D).
- Wait for the processor to validate your payment (usually takes one (1) working day from the date of payment).
- A payment confirmation email will be sent to you once your payment has been validated.

29

A detailed summary of payment will be shown once redirected to **eSPAYSEC**. Select your preferred payment gateway and enter the verification code. Click the **“Proceed to Payment”** button and follow the necessary steps/process of your chosen payment gateway.



eSPAYSEC

Home Page
Pay PAF
Print Electronic OR

!THIS IS A TEST APPLICATION!

Enter PAF Reference Number
20260108-10004052
Search Reset
or click here to scan PAF QR Code

Payment Assessment Form Details

Payor:
SAMPLE
SAMPLE

#	Nature of Collection	Account Code	Amount
1	Violations under Revised Corporation Code (RCC)	4020114000(609)	1,000.00
2	Violations under Memorandum Circulars (MCs)	4020114000(609)	100.00
TOTAL AMOUNT TO BE PAID			1,100.00

Payment Options:

Select Payment Method

☐ Credit / Debit Card
 ☒ **maya**
☒ **myeg** [\(View all MYEG payment partners\)](#)
☒ **PayCools** [\(View all PayCools payment partners\)](#)

[Click here to view transaction fees](#)

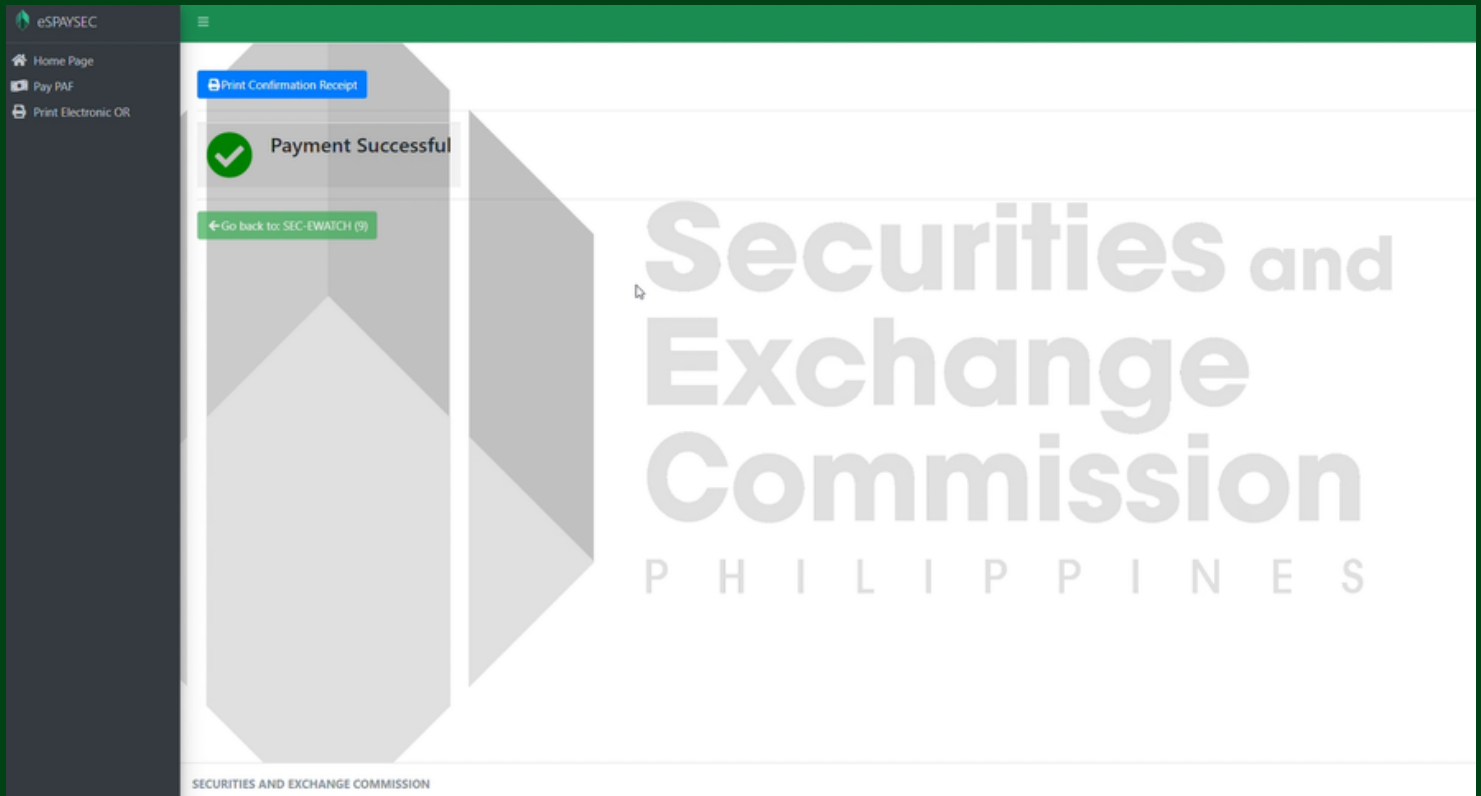
Email Address *
esecuretest06@outlook.com
eOR will be sent by email

Verification Code **gqjsxo**
Click image to try another verification code

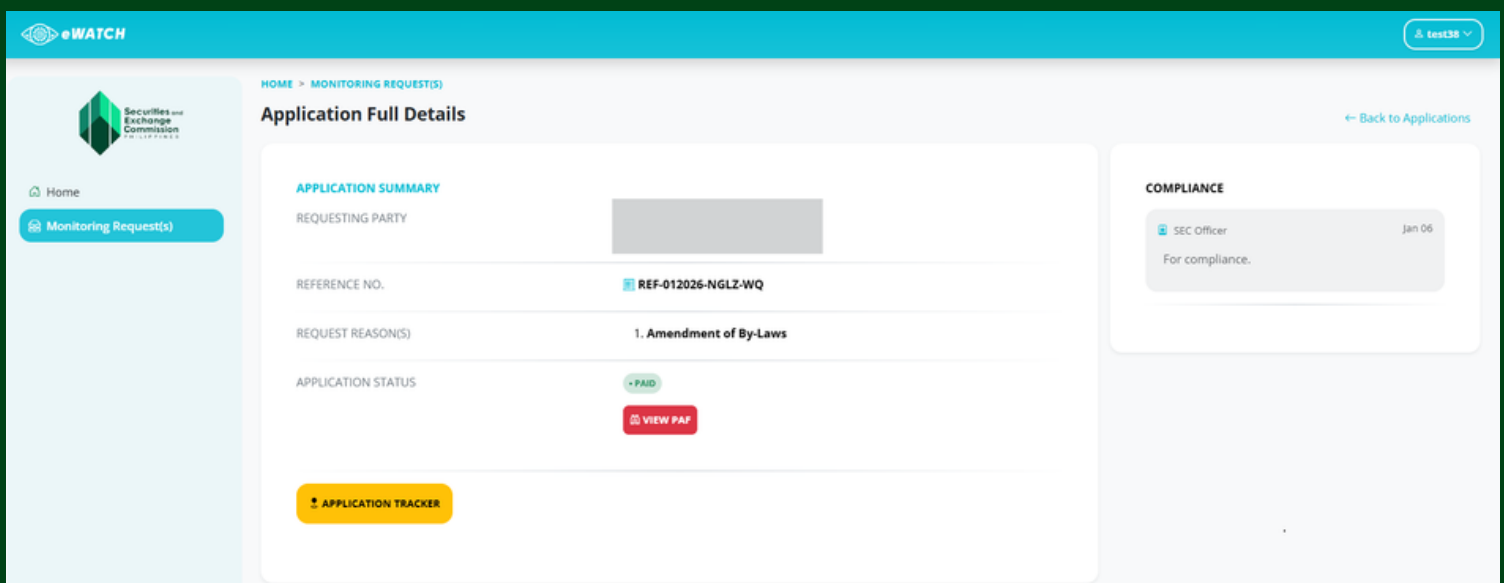
» Proceed to payment

30

Once payment is successfully paid, click the **“Go back to SEC-EWATCH”** button.
(Payment confirmation and Electronic Official receipt will be sent to the email address of the authorized representative.)



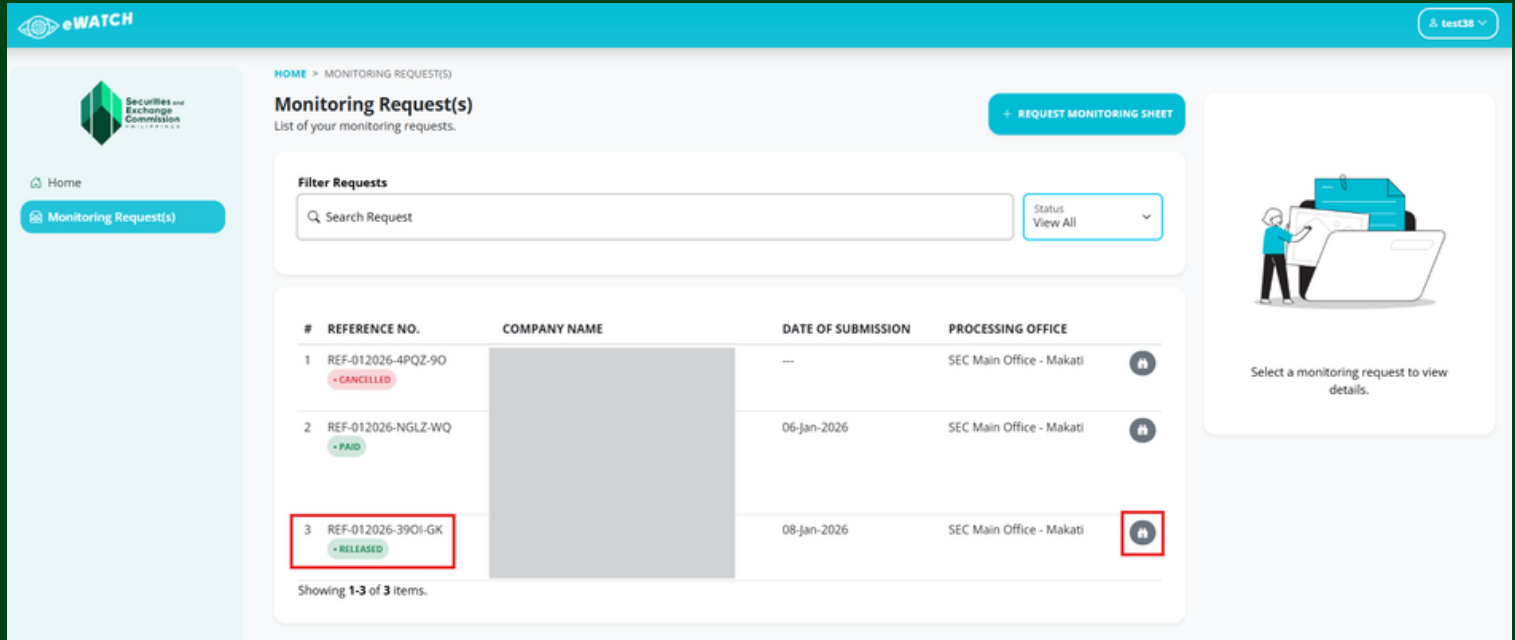
31 Once redirected to the eWATCH System, the status appears as **“Paid.”**



DOWNLOADING OF MONITORING SHEET

32

On the **Monitoring Request(s)** page, once the Monitoring Sheet status is **“Released”**, click the **“View”** icon.



eWATCH test38

HOME > MONITORING REQUEST(S)

Monitoring Request(s)
List of your monitoring requests.

+ REQUEST MONITORING SHEET

Filter Requests

Search Request Status: View All

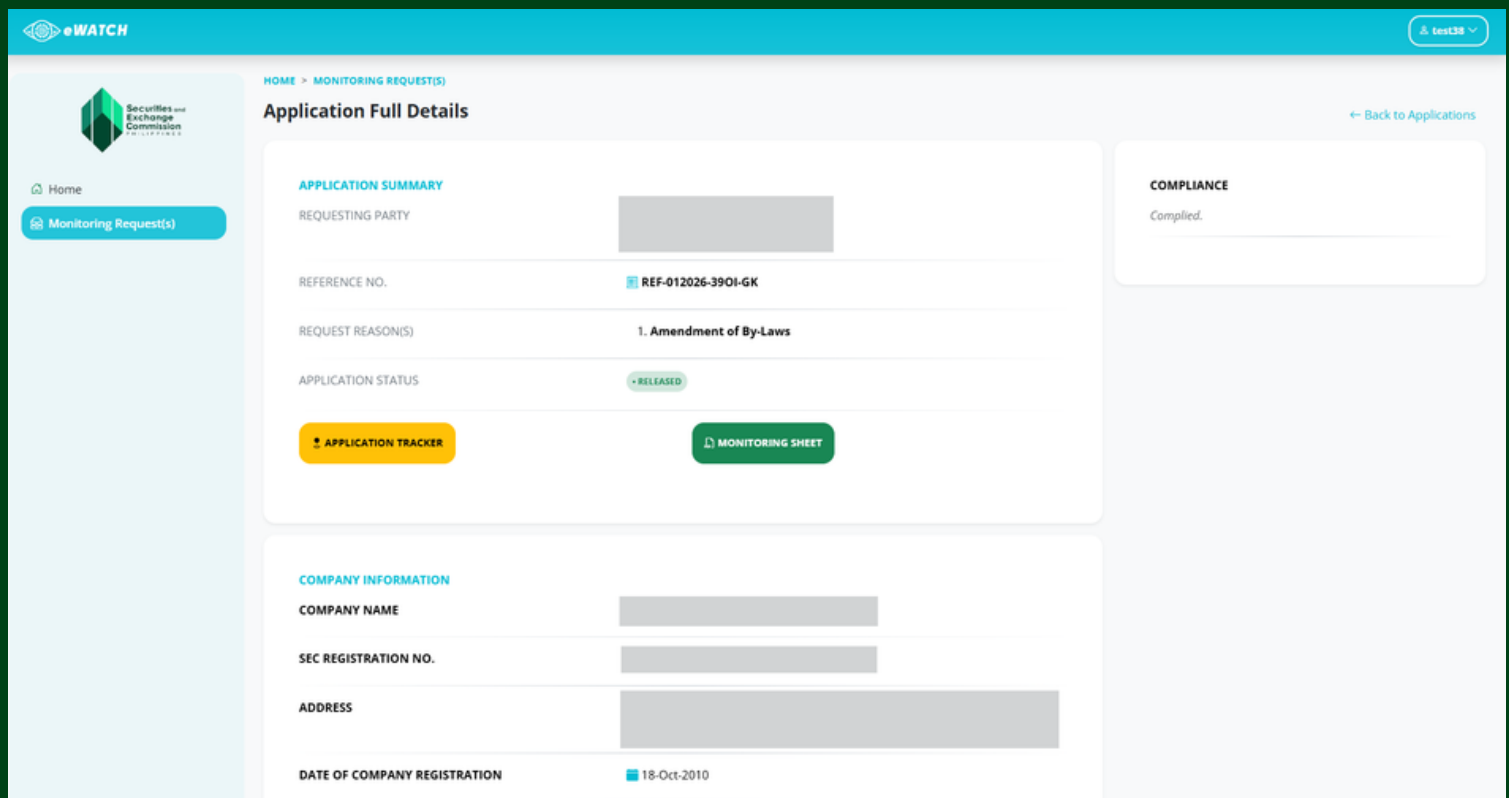
#	REFERENCE NO.	COMPANY NAME	DATE OF SUBMISSION	PROCESSING OFFICE	
1	REF-012026-4PQZ-90 → CANCELLED		---	SEC Main Office - Makati	
2	REF-012026-NGIZ-WQ → PAID		06-Jan-2026	SEC Main Office - Makati	
3	REF-012026-39OI-GK → RELEASED		08-Jan-2026	SEC Main Office - Makati	

Showing 1-3 of 3 items.

Select a monitoring request to view details.

33

On the **Application Full Details** page, click the **“Monitoring Sheet”** button to view the Monitoring Sheet.



eWATCH test38

HOME > MONITORING REQUEST(S)

Application Full Details ← Back to Applications

APPLICATION SUMMARY

REQUESTING PARTY

REFERENCE NO. REF-012026-39OI-GK

REQUEST REASON(S) 1. Amendment of By-Laws

APPLICATION STATUS → RELEASED

APPLICATION TRACKER **MONITORING SHEET**

COMPANY INFORMATION

COMPANY NAME

SEC REGISTRATION NO.

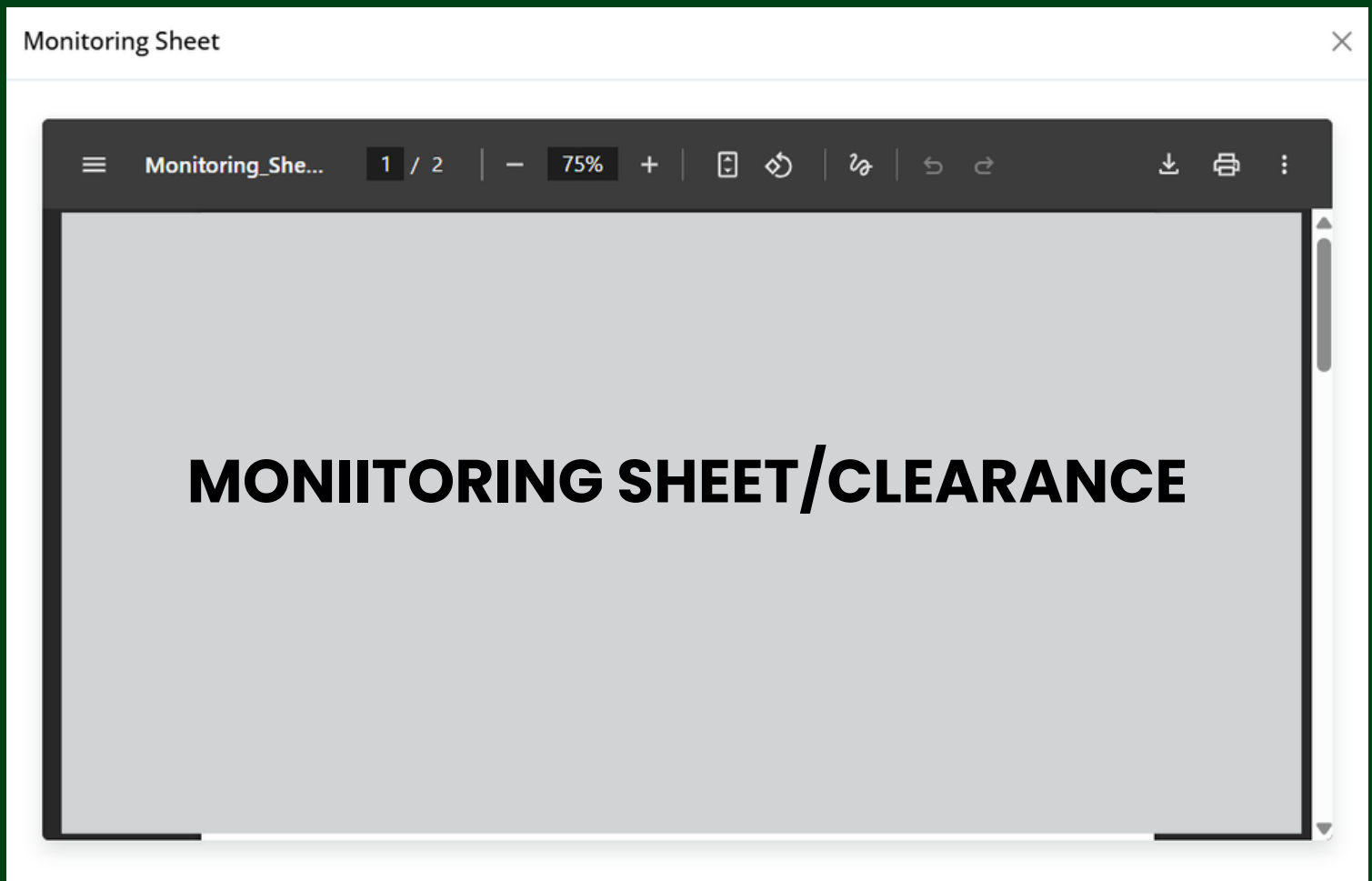
ADDRESS

DATE OF COMPANY REGISTRATION 18-Oct-2010

COMPLIANCE
Complied.

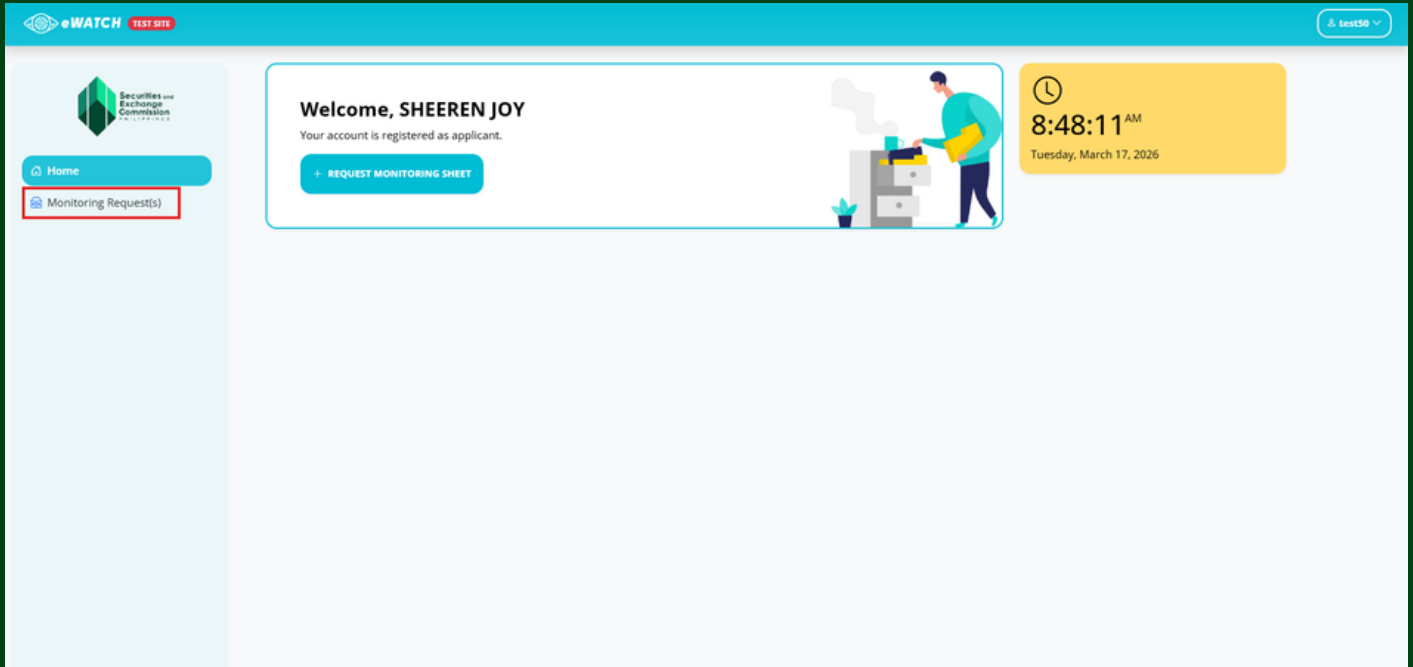
34

Click the download icon button to download the monitoring sheet. The sheet will be downloaded automatically.

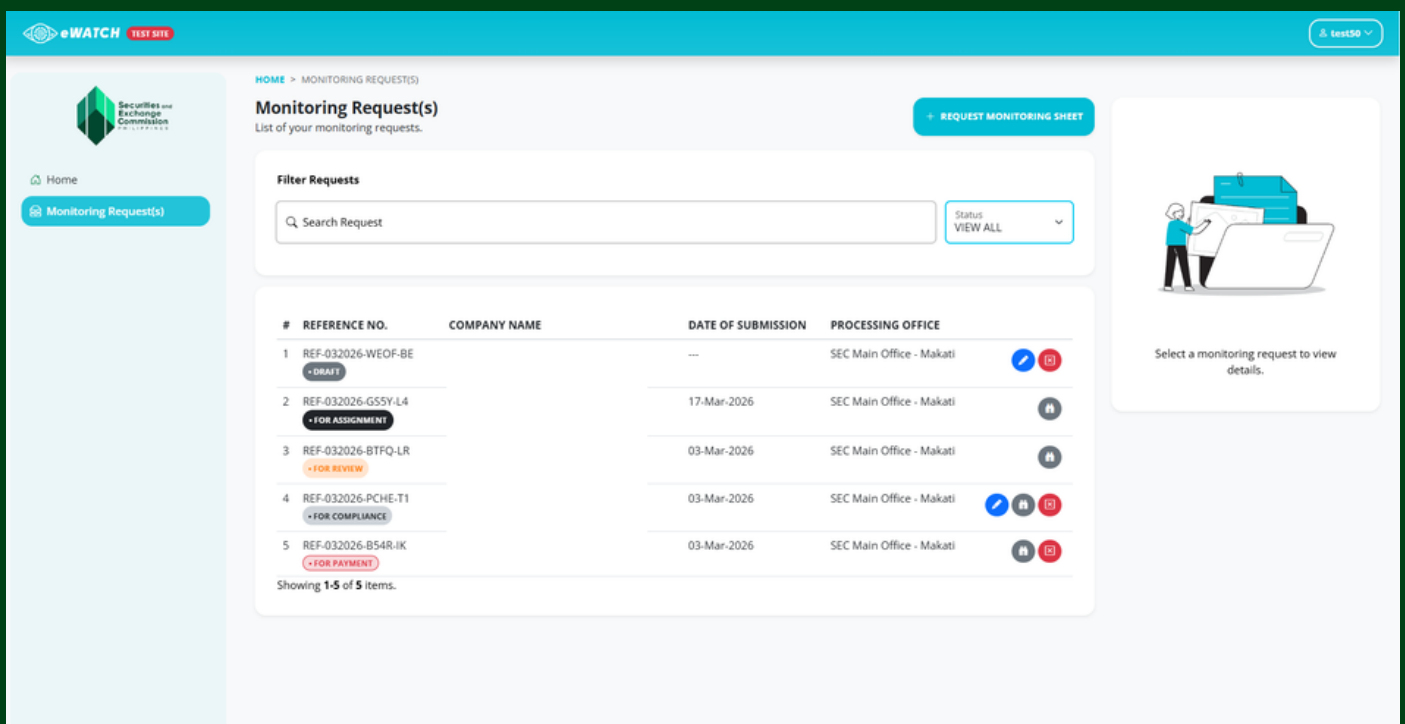


CANCELLATION OF APPLICATION

35 Navigate to the Monitoring Request(s) module to cancel an ongoing application.



36 In the Monitoring Request(s) page, the list of applications is displayed. Click the Cancel button () for the application you want to cancel.
(**Note:** Only applications with the statuses Draft, For Compliance, and For Payment can be cancelled.)



37

Once clicked, enter the **reason for cancellation**, then click the **Cancel Request** button.

Cancel Request

Reason*

Enter Reason Here...

Close

CANCEL REQUEST

38

The application status will then change to Cancelled.





Securities and
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HOME > MONITORING REQUEST(S)

Monitoring Request(s)

List of your monitoring requests.

Filter Requests

Status
VIEW ALL

#	REFERENCE NO.	COMPANY NAME	DATE OF SUBMISSION	PROCESSING OFFICE	
1	REF-032026-G55Y-L4		17-Mar-2026	SEC Main Office - Makati	
		FOR ASSIGNMENT			
2	REF-032026-BTFQ-LR		03-Mar-2026	SEC Main Office - Makati	
		FOR REVIEW			
3	REF-032026-PCHE-T1		03-Mar-2026	SEC Main Office - Makati	
		FOR COMPLIANCE			
4	REF-032026-BS4R-IK		03-Mar-2026	SEC Main Office - Makati	
		FOR PAYMENT			
5	REF-032026-WEOF-BE		---	SEC Main Office - Makati	
		CANCELLED			

Showing 1-5 of 5 items.

Details Requirements

APPLICATION TRACKER

COMPANY NAME

DATE OF COMPANY REGISTRATION
17-Feb-2022

PROCESSING OFFICE
SEC Main Office - Makati

COMPANY TYPE
Stock Corporation

COMPANY CLASSIFICATION
ALL FILIPINO

COMPANY SUBTYPE
Corporation with less than five (5) Incorporators

COMPANY SUBCLASSIFICATION
Regular

SECONDARY LICENSES