



**Securities and
Exchange
Commission**
P H I L I P P I N E S

CITIZEN'S CHARTER 2018

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Our Mission, Values, and Vision

SEC MISSION

We develop and regulate the capital market and company registration; promote good corporate governance; empower investors, corporators, and entrepreneurs; and facilitate access to financial products and resources.

We shall be guided in this mission by the values of INTEGRITY, PROFESSIONALISM, ACCOUNTABILITY, INDEPENDENCE, INITIATIVE, and TEAMWORK.

SEC VISION

By 2022, SEC is the champion of investor protection; the judicious administrator of an automated, reliable and secured company registration and information systems; and the progressive overseer of a robust and inclusive capital market in the ASEAN and Asia-Pacific Region.

SEC VALUES

INTEGRITY

We are morally upright, honest and sincere in our private and public lives.

PROFESSIONALISM

We consistently implement the law, provide timely and accurate information to investors, and render efficient and competent service to the public in a fair and transparent manner.

ACCOUNTABILITY

We abide by prescribed ethical and work standards in government service.

INDEPENDENCE

We act without fear or favor and render sound judgment in the performance of our duties and responsibilities.

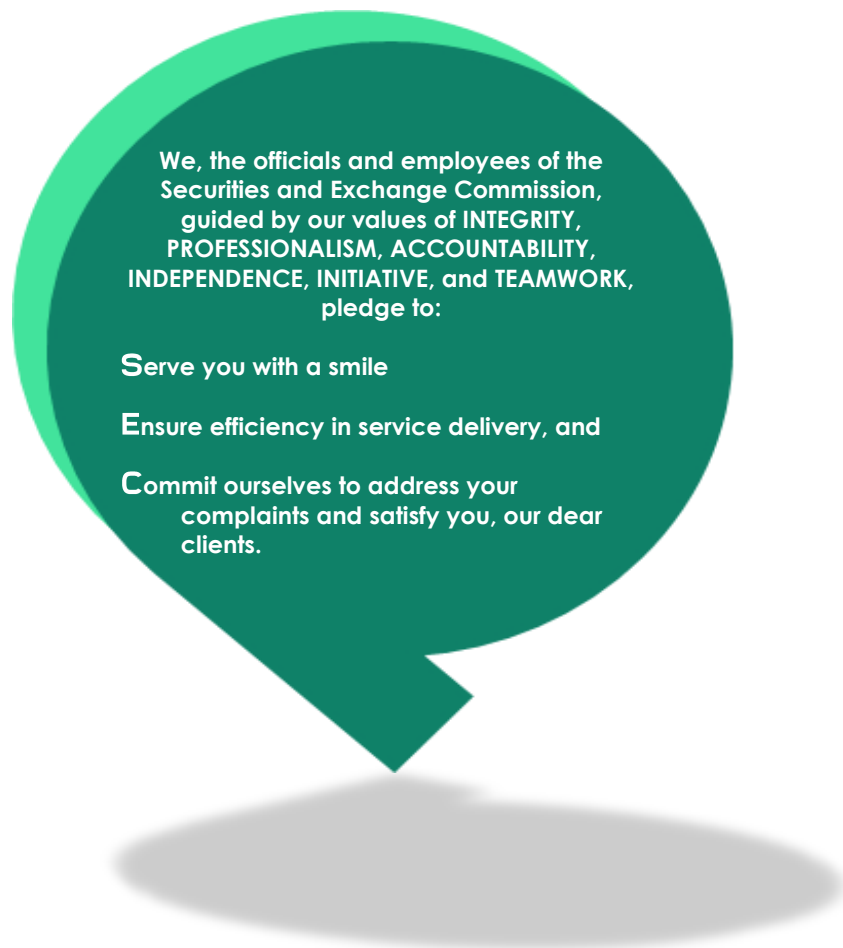
INITIATIVE

We are strategic and forward-looking in the fulfillment of our developmental and regulatory functions including identification and management of risks.

TEAMWORK

We engage in internal collaborative activities organized to facilitate inter-departmental communication and cooperation.

Service Pledge



Feedback and Redress Mechanism

FEEDBACK MECHANISM

We value your feedback. Please let us know how we have served you through any of the following:

- Accomplish our "VISITOR'S PASS and FEEDBACK FORM" provided by the guard on duty. Please indicate your feedback, and return the accomplished form to the frontline service provider or the guard on duty before leaving the SEC premises;
- Send your feedback through the i-Message mo facility in the SEC website; or
- Talk to our officer of the day through telephone numbers 818-1119 and 818-7215.

REDRESS MECHANISM

If you are not satisfied with our service, your written/verbal complaints shall immediately be attended to by the officer of the day. You may do any of the following:

- Please accomplish our "VISITOR'S PASS and FEEDBACK FORM" provided by the guard on duty. Please indicate your complaint, and return the accomplished form to the officer of the day. The officer of the day will forward the form to the Department Director, who shall directly address the complaints against the SEC personnel concerned;
- Send your complaint through the i-Message mo facility in the SEC website; or
- Talk to our officer of the day through telephone numbers 818-1119 and 818-7215.

Thank you for helping us improve our services!

Contact Information of SEC Officials

(as of 07 June 2018)

POSITION	FULL NAME	OFFICE/DEPARTMENT	CONTACT NO.	E-MAIL ADDRESS
Office of the Chairperson and Commissioners				
SEC Chairperson	EMILIO B. AQUINO		818-5343 / 818-5767	ebaquino@sec.gov.ph
SEC Commissioner	ANTONIETA F. IBE		818-5008	afibe@sec.gov.ph
SEC Commissioner	EPHYRO LUIS B. AMATONG		818-6857 / 818-6158	elbamatong@sec.gov.ph
SEC Commissioner	JAVEY PAUL D. FRANCISCO		818-6896 / 818-8320	jpdfrancisco@sec.gov.ph
SEC Commissioner			818-8142	
Office of the Commission Secretary				
Officer-in-Charge	ARMANDO A. PAN JR.		818-5478 / 888-8141	armandopanjr@sec.gov.ph
Office of the General Counsel				
SEC General Counsel	CAMILO S. CORREA		818-5418	cscorrea@sec.gov.ph
	PUBLIC INFORMATION AND ASSISTANCE HOTLINE		818-8260	
Office of the General Accountant				
SEC General Accountant	EMMANUEL Y. ARTIZA		818-9763	eyartiza@sec.gov.ph
SEC Assistant Director	GUADA MAY S. PRECIADOS		818-9795	gmpreciados@sec.gov.ph
	PUBLIC INFORMATION AND ASSISTANCE HOTLINE		818-9763 / 818-6120	
Enforcement and Investor Protection Department				
SEC Director	JOSE P. AQUINO	Office of the Director	818-6337	jose.aquino@sec.gov.ph
Officer-in-Charge	JONATHAN PANCRACIUS D. PAGUIRIGAN	Investigation and Prosecution Division	818-6047	jpdpaguirigan@sec.gov.ph
SEC Assistant Director	OLIVER O. LEONARDO	Market Surveillance Division	818-5234 / 818-1898	ooleonardo@sec.gov.ph
Officer-in-Charge	JONATHAN PANCRACIUS D. PAGUIRIGAN	Special Operations Division	818-7650	jpdpaguirigan@sec.gov.ph
	PUBLIC INFORMATION AND ASSISTANCE HOTLINE		818-5704	

Contact Information of SEC Officials

(as of 07 June 2018)

POSITION	FULL NAME	OFFICE/DEPARTMENT	CONTACT NO.	E-MAIL ADDRESS
Markets and Securities Regulation Department				
SEC Director	VICENTE GRACIANO P. FELIZMENIO JR.	Office of the Director	818-5703	vgpfelizmenio@sec.gov.ph
SEC Chief Counsel	NORMA A. TAN-OLAYA	Markets and Intermediaries Division	818-7164 / 818-8178	naolaya@sec.gov.ph
SEC Chief Counsel	ERWIN EDWARD P. MENDINUETO	Securities Registration Division	818-6080 / 818-8508	epmendinueto@sec.gov.ph
SEC Assistant Director	EMMA A. VALENCIA	Investment Products and Services Division	818-2016	eavalencia@sec.gov.ph
	PUBLIC INFORMATION AND ASSISTANCE HOTLINE		818-2016	
Corporate Governance and Finance Department				
SEC Director	RACHEL ESTHER J. GUMTANG-REMALANTE	Office of the Director	818-6103	rejremalante@sec.gov.ph
SEC Assistant Director	RACHEL ESTHER J. GUMTANG-REMALANTE	Licensing Division	818-9227	rejremalante@sec.gov.ph
SEC Assistant Director	ROSARIO CARMELA B. GONZALEZ-AUSTRIA	Corporate Governance Division	818-7264	rcgaustria@sec.gov.ph
SEC Chief Counsel	MIRACLE ANN D. RODRIGUEZ	Monitoring Division	818-5476	mdrodriguez@sec.gov.ph
	PUBLIC INFORMATION AND ASSISTANCE HOTLINE		818-9227	
Company Registration and Monitoring Department				
SEC Director	FERDINAND B. SALES	Office of the Director	818-5811	fbsales@sec.gov.ph
SEC Assistant Director	KENNETH JOY A. QUIMIO	Corporate and Partnership Registration Division	818-9225 / 818-0763	kjaquimio@sec.gov.ph
SEC Director	FERDINAND B. SALES	Compliance Monitoring Division	818-2886	fbsales@sec.gov.ph

Contact Information of SEC Officials

(as of 07 June 2018)

POSITION	FULL NAME	OFFICE/DEPARTMENT	CONTACT NO.	E-MAIL ADDRESS
Company Registration and Monitoring Department (continued)				
Officer-in-Charge	GLORIA P. MANZON	Financial Analysis and Audit Division	818-5922 / 818-8520	gpmanzon@sec.gov.ph
Officer-in-Charge	DANIEL P. GABUYO	Corporate Filing and Records Division	818-8738 / 818-8803	dpgabuyo@sec.gov.ph
Officer-in-Charge	SAMPAGUITA R. LADRIDO	Licensing Unit	818-7187	srladrido@sec.gov.ph
Officer-in-Charge	SAMPAGUITA R. LADRIDO	Green Lane Unit	818-5235	srladrido@sec.gov.ph
	PUBLIC INFORMATION AND ASSISTANCE HOTLINE		818-5554 / 818-8803	
Information and Communications Technology Department				
Officer-in-Charge	GRACE T. AMBERONG	Office of the Director	818-7236	gmtamberong@sec.gov.ph
SEC Assistant Director	GRACE T. AMBERONG	Information Systems Development and Management Division	818-7204	gmtamberong@sec.gov.ph
SEC Assistant Director	ISMA C. GONZALES	Electronic Records Management Division	818-5285	icgonzales@sec.gov.ph
	HERBERT E. MENDOZA	Systems Operation Division	818-7234	hemendoza@sec.gov.ph
	PUBLIC INFORMATION AND ASSISTANCE HOTLINE		818-7236	
Economic Research and Training Department				
Officer-in-Charge	ROSE ANN S. ESPIRITU	Office of the Director	818-6219	rsepiritu@sec.gov.ph
SEC Assistant Director	ROSE ANN S. ESPIRITU	Strategic Management and Planning Division	818-7238	rsepiritu@sec.gov.ph
SEC Assistant Director	VIOLETA V. INFANTE	Economic Research and Statistics Division	818-6117	vvinfante@sec.gov.ph
SEC Assistant Director	JERNEL R. MACATANGAY	Training Division	818-7256	jrmacatangay@sec.gov.ph
	PUBLIC INFORMATION AND ASSISTANCE HOTLINE		818-6219	

Contact Information of SEC Officials

(as of 07 June 2018)

POSITION	FULL NAME	OFFICE/DEPARTMENT	CONTACT NO.	E-MAIL ADDRESS
Human Resource and Administrative Department				
SEC Director	GERARDO F. DEL ROSARIO	Office of the Director	818-6165	gfdelrosario@sec.gov.ph
SEC Assistant Director	MARGARITA G. REYES	Human Resource Management Division	818-6071 818-5714	mgreyes@sec.gov.ph
SEC Assistant Director	NOLIVIENNE C. ERMITAÑO	Learning Resource and Information Division	818-5994	ncermitaño@sec.gov.ph / nolivienne@gmail.com
Officer-in-Charge	MARCELO Q. RABARA	General Services Division	818-5516 / 818-1269	mqrabara@sec.gov.ph
Officer-in-Charge	ROSELLER N. CAPILA	Procurement Division	818-5826 / 818-5330	rncapila@sec.gov.ph
		PUBLIC INFORMATION AND ASSISTANCE HOTLINE	818-1119 / 818-7215	
Financial Management Department				
SEC Director	ADELAIDA C. NAVARRO-BANARIA	Office of the Director	818-6585	aida.banaria@sec.gov.ph
Officer-in-Charge	LESTER V. DELA MERCED	Budget and Fiscal Division	818-5517	lvdelamerced@sec.gov.ph
SEC Assistant Director	DONDIE Q. ESGUERRA	Accounting Division	818-6101 / 818-6058	dquesguerra@sec.gov.ph
SEC Assistant Director	DAISY B. PABUAYA	Treasury Division	818-5549 / 818-5825	dbpabuaya@sec.gov.ph
		PUBLIC INFORMATION AND ASSISTANCE HOTLINE	818-5549	
SEC Extension Offices				
SEC Director	REGINA MAY M. CAJUCOM	Baguio	(074) 442-8170 / 442-8171	rmmcajucom@sec.gov.ph
SEC Director	RENATO V. EGYPTO	Cagayan de Oro	(088) 857-4325 / 857-7225	rvegypto@sec.gov.ph
Officer-in-Charge	LORNA N. FICK-CUBERO	Cebu	(032) 253-5337 / 416-9339	lfcubero@sec.gov.ph
Officer-in-Charge	KATRINA JAMILLA PONCO-ESTARES	Davao	(082) 298-2170 / 298-1983	kjpestares@sec.gov.ph
Officer-in-Charge	RUSSELL I. ILDESA	Iloilo	(033) 337-9984 / 335-0025	riildesa@sec.gov.ph
SEC Director	MARYLOU D. CASTILLO	Legazpi	(052) 480-8272	mdcastillo@sec.gov.ph

Contact Information of SEC Officials

(as of 07 June 2018)

POSITION	FULL NAME	OFFICE/DEPARTMENT	CONTACT NO.	E-MAIL ADDRESS
SEC Extension Offices				
Acting Director	RICHARD R. LAUS	Tarlac City	(045) 491-0140 / 491-0102	rrlaus@sec.gov.ph
SEC Director	JESUS SALVADOR A. URO	Zamboanga	(062) 991-7163	jsauro@sec.gov.ph
Metro Manila Satellite Offices				
SEC Director	FERDINAND B. SALES	Ali Mall — Cubao	(02) 364-2679	fbsales@sec.gov.ph
		SM City Manila	(02) 714-3504	
		Robinson's Galleria	(02) 696-9493	
		SM City North EDSA	(02) 372-6229	
		Muntinlupa City Hall		
Cebu City Satellite Office				
Officer-in-Charge	LORNA N. FICK-CUBERO	Robinson's Galleria Cebu	(032) 234-0671	lfcubero@sec.gov.ph

List of SEC Transactions

TRANSACTION	FEES (MC No. 03, series of 2017)	FORMS/REQUIREMENT	PROCESSING TIME (under normal circumstances)	OFFICE/DEPARTMENT
1 Request for Certification on Commission En Banc Resolutions/Certain Acts of the Commission	General Certification Fee: P300	Request letter (with complete name, address and contact number of the client) addressed to the Commission Secretary	30 minutes	3rd floor — Office of the Commission Secretary (OCS)
2 Request for Certified True Copies (CTC) of Memorandum Circulars, Minutes of the Meeting, and Resolutions	Authentication Fee: P50 per document plus P10 per page	Request letter (with complete name, address and contact number of the client) addressed to the Commission Secretary	30 minutes	3rd floor — OCS
3 Media request for interview, information, and/or updates	None	Request letter (with complete name, address and contact number of the client) addressed to the Commission Secretary	1-1.5 hours	3rd floor — OCS
4 Request for Certified True Copy (CTC) or plain copy of documents relating to cases	For both CTC and Plain Copy - P50 per document plus P10 per page	1) Valid ID 2) Authorization Letter, if necessary	30 minutes to 1 hour	3rd floor — Office of the General Counsel (OGC)
5 Filing of Petition or Appeal	P3,030 (inclusive of 1% Legal Research Fee)	1) Petition or Memorandum on Appeal 2) Supporting documents (please see 2016 SEC Rules of Procedure)	11 hour	23rd floor — OGC
6 Filing of Request for Legal Opinion	P10,000	1) Request letter for opinion 2) Supporting documents (please see Memorandum Circular No. 15, s. 2003)	Filing = 1 hour Pre-evaluation = Within 15 days from receipt of request	3rd floor — OGC
7 Public Assistance on Walk-in/Phone-in Legal Queries	None	1) Valid ID 2) Documents pertinent to the legal query, if any	13-23 minutes	3rd floor — OGC

TRANSACTION	FEES (MC No. 03, series of 2017)	FORMS/REQUIREMENT	PROCESSING TIME (under normal circumstances)	OFFICE/DEPARTMENT
8 Accreditation of Appraisal Companies and Professional Services Organization	P10,100 (inclusive of 1% Legal Research Fee) Annual Fee: P2,000 Doc. Stamp: P30 per Application*	Please secure checklist from the department	Pre-evaluation = 5 hours Processing = 16 days**	3rd floor — Office of the General Accountant (OGA)
9 Accreditation of Credit Rating Agencies	P50,500 (inclusive of 1% Legal Research Fee) Annual Fee: P15,000	Please secure checklist from the department	Pre-evaluation = 1 hour Processing = 4 days***	3rd floor — OGA
10 Request for Exemptive Relief	P50,000 per issue and per company	1) Request letter for Exemptive Relief 2) Supporting documents, if any	Pre-evaluation = 20 minutes Processing = 1-3 days***	3rd floor — OGA
11 Request for Opinion on Accounting Matters	P25,000 (Filing Fee for complex issues) P10,000 (Filing Fee for non-complex issues)	1) Request letter for Opinion 2) Supporting documents, if any	Pre-evaluation = 20 minutes Processing = 1-3 days***	3rd floor — OGA
12 Accreditation of External Auditor/Auditing Firms	Please see SEC Memorandum Circular No. 3, series of 2017	Please secure checklist from the department	Pre-evaluation = 1 hour Processing = 17 days****	3rd floor — OGA
<i>*Deferred until further notice.</i> <i>**Commences upon actual receipt of complete application documents and payment.</i> <i>***Exclusive of mailing and response period. Commences upon actual evaluation of complete application documents and payment.</i> <i>****Exclusive of time allotted for the evaluation of the AFS and the response period from the first comment letter. Commences upon actual receipt of the applicant's letter of explanation on the noted findings in the AFS evaluation.</i>				
13 Receipt and Filing of Complaint	P2,020 (inclusive of 1% Legal Research Fee)	1) Verified Complaint-Affidavit with Certification on Non-Forum Shopping or accomplished complaint form 2) Supporting documents, evidences	Within 4-5 hours	Ground Floor — North Wing — Enforcement and Investor Protection Department (EIPD)
14 Request for Certified True Copy (CTC) of documents issued by and/or filed with EIPD	P50 per document plus P10 per page	1) Request Form 2) EIPD Freedom of Information (FOI) Registry 3) Authorization letter (if necessary)	Within 20 working days	Ground Floor — North Wing — EIPD

TRANSACTION	FEES (MC No. 03, series of 2017)	FORMS/REQUIREMENT	PROCESSING TIME (under normal circumstances)	OFFICE/DEPARTMENT
15 Application for Certificate of Permit to offer Securities for Sale and Order of Registration for Equities, Debt Securities, Real Estate Investment Trust (REIT)	Please see Memorandum Circular No. 3, series of 2017	1) SEC Form 12-1 2) Audited Financial Statements (AFS) and Additional components of the AFS 3) Statement of Management Responsibility on the AFS 4) Required Exhibits (Part VII of Annex C - SRC Rule 12)	Within 45 days as mandated under Section 12.6 of the Securities Regulation Code (SRC)	Ground Floor — North Wing Markets and Securities Regulation Department (MSRD)
16 Petition for Voluntary Revocation of Permit to offer Securities for Sale and Order of Registration for Equities, Debt Securities, REIT	P10,000 plus 1% Legal Research Fee	1) Verified Petition for Revocation of Registration 2) Board Resolution 3) List of Stockholders 4) All relevant books and papers 5) Proposed Notice of Filing of Petition for Voluntary Revocation of Registration of Securities, reciting the facts supporting the said petition 6) Copy of Official Receipt	Within 20 working days from receipt of the complete documentary requirements	Ground Floor — North Wing — MSRD
17 Application for Confirmation of Exempt Transaction	1/10% of 1% of the Aggregate Total Value of the Shares/ Securities to be sold or issued but in no case less than P1,000	Please secure checklist from the department	Within 7 working days from receipt of the complete documentary requirements	Ground Floor — North Wing — MSRD
18 Application for Exemption from Registration of Stock Option Plan	1/10 of 1% of the maximum Aggregate Total Value of the Shares/ Securities being offered plus 1% Legal Research Fee	Please secure checklist from the department	Within 20 working days from receipt of the complete documentary requirements	Ground Floor — North Wing — MSRD
19 Application for Exemption from Registration of Limited Public Offering and Other Exempt Transaction	1/10 of 1% of the maximum Aggregate Total Value of the Shares/ Securities being offered plus 1% Legal Research Fee	1) Request Letter 2) Other documents that the Commission may prescribe	Within 20 working days from receipt of the complete documentary requirements	Ground Floor — North Wing — MSRD
20 Review of Information Statement prior to its Distribution in Stockholders' Meeting	Registrant — P7,575; Other than Registrant — P5,050; Amended Definitive (Haphazard Filing) — P5,050 (inclusive of 1% LRF)	1) SEC Form 20-IS 2) Management Report 3) Audited FS with Supplementary Schedules (interim FS, if applicable)	Within 7 working days from receipt of the complete documentary requirements	Ground Floor — North Wing — MSRD

TRANSACTION		FEES (MC No. 03, series of 2017)	FORMS/REQUIREMENT	PROCESSING TIME (under normal circumstances)	OFFICE/DEPARTMENT
21	Request for Exemptive Relief/ Confidential Treatment of Information Filed	Exemptive Relief — P50,000 per issue/per company Confidential Treatment—None	Request letter with supporting documents	Within 20 working days from receipt of the complete documentary requirements	Ground Floor — North Wing — MSRD
22	Accreditation of Surety Companies	P5,050 (inclusive of 1% Legal Research Fee)	All documents enumerated in Form SCA-0001	Within 7 working days from receipt of the complete documentary requirements	Ground Floor — North Wing — MSRD
23	Request for MSRD Certification	P500	Letter and/or Memo Request for Certification	Within 1-3 working days from receipt of the complete documentary requirements	Ground Floor — North Wing — MSRD
24	Request for Comment/ Recommendation on the Application for Articles of Incorporation/ Partnership/ By-Laws and Amendments relative thereto	None	SEC MSRD Request Form	Within 3 working days from receipt of the complete documentary requirements	Ground Floor — North Wing — MSRD
25	Application of Registration as an Exchange/Exchange -SRO/Clearing Agency/ Clearing Agency SRO and Depository	P50,500 (inclusive of 1% Legal Research Fee)	Please secure checklist from the department	Within 90 days as mandated under Section 33.4 and Section 40 of the SRC	Ground Floor — North Wing — MSRD
26	Application of Registration as Registrar of Qualified Buyer	None	1) Cover Sheet 2) SEC Form 39-Registrar/ AMD 3) Attachments required by SEC Form 39-Registrar 4) Other requirements under Section 39.1.4 of the 2015 SRC Rules	Within 7 working days from receipt of the complete documentary requirements	Ground Floor — North Wing — MSRD
27	Application of Alternative Trading System and Central Trade Reporting System	P50,500 (inclusive of 1% Legal Research Fee)	Please secure checklist from the department	Within 90 days as mandated under Section 33.4 and Section 40 of the SRC	Ground Floor — North Wing — MSRD
28	Application for Over-the-Counter Market/ Association of Securities Brokers and Dealers	P50,500 (inclusive of 1% Legal Research Fee)	Please secure checklist from the department	Within 90 days as mandated under Section 33.4 and Section 40 of the SRC	Ground Floor — North Wing — MSRD

TRANSACTION	FEES (MC No. 03, series of 2017)	FORMS/REQUIREMENT	PROCESSING TIME (under normal circumstances)	OFFICE/DEPARTMENT
29 Application for License as an Investment Company (Mutual Fund Company [MFC] or Closed-end Company)*	P10,100 (inclusive of 1% Legal Research Fee)	1) Accomplished SEC Form ICA 7-1 2) Exhibits	Within 20 working days from receipt of complete documentary requirements	Ground Floor — North Wing — Corporate Governance and Finance Department (CGFD)
<i>*Processed simultaneously with the application to sell securities to the public.</i>				
30 Application for Registration of Securities for issuance of Certificate of Permit to Sell Securities and Order of Registration for Investment Companies, Exchange Traded Funds (ETFs) and Issuers of Proprietary and Non-Proprietary Securities	Please see SEC Memorandum Circular No. 3, series of 2017	Please secure checklist from the department or the SEC website	Within 20 working days from receipt of complete documentary requirements	Ground Floor — North Wing — CGFD
31 Application for Accreditation as Corporate Governance Institutional Training Provider (CGITP)	P5,050 (inclusive of 1% Legal Research Fee)	Application for Accreditation and required documents under SEC MC No. 11, series of 2012	Within 7 working days from receipt of the complete documentary requirements	Ground Floor — North Wing — CGFD
32 Application for Renewal of Accreditation as CGITP	P5,050 (inclusive of 1% Legal Research Fee)	Application for Accreditation and required documents under SEC MC No. 11, series of 2012	Within 7 working days from receipt of the complete documentary requirements	Ground Floor — North Wing — CGFD
33 Accreditation for Microfinance NGOs under Republic Act No. 10693 (Microfinance NGOs Act)	Payment of accreditation fee is suspended until further notice	As required by the Microfinance NGO Regulatory Council (MNRC) Memorandum Circular No. 1, series of 2018	Within 20 working days from receipt of the complete documentary requirements	Ground Floor — North Wing — CGFD
34 Processing of Information Statement (SEC Form 20-IS)	P7,500 + 1% LRF; P5,000 + 1% LRF for the amended Definitive Information Statement (DIS) and those filed by a person other than the Reporting Company	SEC Form 20-IS	Within 7 working days from receipt of Preliminary IS; Within 1 working day from receipt of Definitive IS	Ground Floor — North Wing — CGFD
35 Request for Clearance for Financing/Lending Companies/ Foundations/ Microfinance NGOs	Assessed Fees	Please secure checklist from the department or the SEC website	Within 15 working days from receipt of the complete documentary requirements	Ground Floor — North Wing — CGFD

TRANSACTION	FEES (MC No. 03, series of 2017)	FORMS/REQUIREMENT	PROCESSING TIME (under normal circumstances)	OFFICE/DEPARTMENT
36 Request for Clearance for Publicly-listed Companies (PLCs), Investment Companies, ETFs, Public Companies (PCs), and Issuers of Proprietary and Non-Proprietary Securities	Assessed Fees	1) Request Slip 2) Monitoring Slip	Within 3 working days from receipt of the complete documentary requirements	Ground Floor — North Wing — CGFD
37 Request for Approval of In-House Corporate Governance Training/ Seminar of PLCs	P2,020 (inclusive of 1% Legal Research Fee)	Request letter with supporting documents per SEC Memorandum Circular No. 2, series of 2015	Within 7 working days from receipt of the complete documentary requirements	Ground Floor — North Wing — CGFD
38 Request for Exemptive Relief/Confidential Treatment	P50,000 per issue per company	Request for Exemptive Relief/ Confidential Treatment and required exhibits	Within 7 working days from receipt of the complete documentary requirements and payment of application fee	Ground Floor — North Wing — CGFD
39 Request for Comment on Articles of Incorporation and/or By-Laws of PLCs, Investment Companies, ETFs, PCs, Issuers of Proprietary and Non-Proprietary Securities	None	Copy of AOI and/or by-laws with referral from CRMD or request by Company	Within 3 working days from receipt of the complete documentary requirements	Ground Floor — North Wing — CGFD
40 Petition for Voluntary Revocation	P10,100 (inclusive of 1% Legal Research Fee)	1) Petition for Revocation and required exhibits under SRC Rule 13 2) Monitoring Clearance from CGFD Licensing Division and Corporate Governance Division	Within 2 to 3 months, inclusive of the publication of Notice, 15 business days to allow affected parties to comment on the Petition and presentation to the Commission En Banc	Ground Floor — North Wing — CGFD
41 Request for Payment Assessment Form (for payment of Annual Fees and/or Penalties)	Assessed Fees	Please secure checklist from the department or the SEC website	30 minutes-2 hours	Ground Floor — North Wing — CGFD

TRANSACTION	FEES (MC No. 03, series of 2017)	FORMS/REQUIREMENT	PROCESSING TIME (under normal circumstances)	OFFICE/DEPARTMENT
42 Request for Listings	Please see SEC Memorandum Circular No. 3, series of 2017	Request Form	Filing of Request = 30 minutes Processing of Request = Within 15 working days Releasing of Request = 20 minutes	Ground Floor — West Wing — Information and Communications Technology Department (ICTD)
43 Request for Copy/Copies of Corporate Documents				
Option 1— For pick-up/ appointment	Please see SEC Memorandum Circular No. 3, series of 2017	1) Appointment Form 2) Valid ID	30-45 minutes if readily available / Within 14 days if records are offsite / Within 15 days if requested documents are more than 3, or for transmittal by other Departments/Office/ Extension Office	Ground Floor — West Wing — ICTD
Option 2 — For delivery	Please see SEC Memorandum Circular No. 3, series of 2017 for the exact amount of the requested document plus the corresponding courier fee, if for delivery	1) Valid ID	Within 3 working days if readily available / Within 14 days if records are offsite / Within 15 days if requested documents are for transmittal by other Departments/Office/ Extension Office	
44 Receiving of Documents: Reports/Reportorial Requirements (i.e. GIS and AFS)				
Option 1— Walk-in	None	4 sets/copies of reports/reportorial requirements	3-5 minutes	Ground Floor — West Wing — ICTD
Option 2 — Online submission of reports/reportorial requirements: (submission only or with return copy)	Fees and charges vary depending on the type of submission and area of delivery if with return copy	1) SEC Express Nationwide Submission (SENS) Form 2) 4 sets/copies of the documents for submission	Submission only = 3-5 minutes With Return Copy = 8-10 minutes plus 3 working days for delivery of return copy	
Option 3 — Walk-in delivery of correspondences and documents other than Reports	None	Letters/correspondence/documents other than reportorial requirements	3-5 minutes	Ground Floor — West Wing — ICTD
45 Request for Reverse Search	Plain Copy: AI/AAI - P100 BL/ABL - P100 GIS - P25 Authenticated Copy: AI/AAI - P200 BL/ABL - P200 GIS - P100	Request letter	Within 15 working days	Ground Floor — West Wing — ICTD

TRANSACTION	FEES (MC No. 03, series of 2017)	FORMS/REQUIREMENT	PROCESSING TIME (under normal circumstances)	OFFICE/DEPARTMENT
46 Request for Copy of the SEC Publication of the Philippines' Top Corporations	Main report 1) Narrative (in PDF format) - P3,000 2) 13 schedules (in MS Excel format) - P5,000 Directory 1) In PDF format - P5,000 2) In MS Excel format - P10,000	None	30 minutes	Ground Floor — West Wing — Economic Research and Training Department (ERTD)
47 Request for Certification of Ranking in the Philippines' Top Corporations	P300 - certification fee	None	1 hour and 30 minutes	Ground Floor — West Wing — ERTD
48 Registration for Certification Seminars	P9,600 each seminar for the Phase I and Phase II Exams <i>(Subject to change upon the approval of the Commission En Banc)</i>	Fully accomplished registration form downloadable from the SEC website (Capital Market Professional Section)	30 minutes	Ground Floor — West Wing — ERTD
49 Registration for the Head Office (Computer-Based) Examination	P500 (first time and retake) <i>(Subject to change upon the approval of the Commission En Banc)</i>	Fully accomplished registration form downloadable from the SEC website (Capital Market Professional Section)	30 minutes (Release of the results is within 3 working days after the scheduled examination)	Ground Floor — West Wing — ERTD
50 Registration for the Provincial (Pen and Paper) Examination	P2,000 <i>(Subject to change upon the approval of the Commission En Banc)</i>	Fully accomplished registration form downloadable from the SEC website (Capital Market Professional Section)	Within 10 working days <i>(May be extended to ensure the integrity of the examination process, and the convenience of the stakeholders)</i>	Ground Floor — West Wing — ERTD
51 Posting of Examination Result	None	None	Computer-Based = Within 3 working days Pen and Paper = Within 14 working days	Ground Floor — West Wing — ERTD

TRANSACTION	FEES (MC No. 03, series of 2017)	FORMS/REQUIREMENT	PROCESSING TIME (under normal circumstances)	OFFICE/DEPARTMENT
52 Releasing and Reprinting of Congratulatory Letter	None for the first copy None for data correction P300 for reprinting in case of loss <i>(Subject to change upon the approval of the Commission En Banc)</i>	Endorsement/Authorization Letter from the respective examinee/s For data correction, request letter for correction with the original copy of the Congratulatory Letter In case of loss, request letter for reprinting, affidavit of loss, and photocopy of two valid IDs	30 minutes	Ground Floor — West Wing — ERTD
53 Request for Student Orientation	None	Request letter addressed to the Chairperson signed by an authority of the university/college, sent at least one month prior to the desired date of orientation	Processing of request = Within 2 days from receipt of the request letter from the Office of the Chairperson	Ground Floor — West Wing — ERTD
54 Library Services: Reference Queries (Phone-in, Walk-in, E-mail)	None	None	5 minutes	Ground Floor — West Wing — Human Resource and Administrative Department (HRAD)
55 Legal Research Assistance (With the Aid of Online Legal Facilities)	None	None	15-30 minutes	Ground Floor — West Wing — HRAD
56 Access to Library Resources (Room Use Reading)	None	None	6 minutes	Ground Floor — West Wing — HRAD
57 Photocopying/Printing Services	P5 per page	Photocopying Slip	10-30 minutes	Ground Floor — West Wing — HRAD
58 Circulation Services	None	SEC Employee ID, Note of Authorization if borrowing for someone else	10 minutes	

TRANSACTION	FEES (MC No. 03, series of 2017)	FORMS/REQUIREMENT	PROCESSING TIME (under normal circumstances)	OFFICE/DEPARTMENT
59 Issuance of Bid Documents	Assessed Fees	1) Payment for the Bidding Documents 2) Letter of Intent (for Consultancy projects) 3) Proof of Invitation/Letter of Intent (for projects to be undertaken through Negotiated Procurement/ Consultancy)	8 minutes	Ground Floor — West Wing — HRAD
60 Issuance of Notice of Award/Notice to Proceed	None	ID/any proof of authorization to receive the document	4 minutes	Ground Floor — West Wing — HRAD
61 Posting of Performance Security (For Surety Bond)	None	ID/any proof of authorization to receive the bonds and files with other pertinent documents of the project	2 minutes	Ground Floor — West Wing — HRAD
62 Posting of Performance Security (For Manager's Check/Cash)	Depends on the project's Approved Budget for the Contract (ABC)	Payment for the bond or check deposit	12 minutes	Ground Floor — West Wing — HRAD
63 Release of Perfected Contracts/Purchase Orders/Work Orders	None	ID/any proof of authorization to receive the document	2 minutes	Ground Floor — West Wing — HRAD
64 Purchase of PIN Mailer	P100	Purchase Order Slip	8 minutes (queuing/waiting time not included)	Ground Floor — West Wing — Financial Management Departments (FMD)
65 Payment of Fees for Registration Transaction	Depends on assessed fees	Payment Assessment Form (PAF)	5 minutes (queuing/waiting time not included)	Ground Floor — West Wing — FMD
66 Payment of Fees for Non-Registration Transaction	Depends on assessed fees	PAF	5 minutes (queuing/waiting time not included)	Ground Floor — West Wing — FMD

TRANSACTION	FEES (MC No. 03, series of 2017)	FORMS/REQUIREMENT	PROCESSING TIME (under normal circumstances)	OFFICE/DEPARTMENT
67 Public Assistance (Walk-in Query, complaints, etc.)	None	None	Varies depending on the complexity of the concern or query	Ground Floor — East Wing — Company Registration and Monitoring Department (CRMD)
68 Registration through the Company Registration System (CRS): A. Registration of Corporations • Stock • Non-Stock B. Licensing of Lending Companies C. Licensing of Financing Companies	a) Articles of Incorporation Stock Corp. with par value: 1/5 of 1% of the authorized capital stock or the subscription price of the subscribed capital stock, whichever is higher, but not less than P2,000 plus 1% Legal Research Fee (LRF) but not less than P20 Stock Corp. without par value: 1/5 of 1% of the authorized capital stock computed at P100 per share of the subscription price of the subscribed capital stock, whichever is higher, but not less than P2,000 plus 1% LRF but not less than P20 Non-stock corp.: P1,020 (inclusive of LRF) b) By-Laws Stock and Non-stock Corp.: P1,020 (inclusive of LRF) c) Name Reservation: P100 each for Corporate Name and per trade name, if applicable d) Registration of Stock and Transfer Book (Stock Corp.): P150 Registration of Membership Book (Non-Stock Corp): P75 For Licensing of Lending and Financing Companies: Please see SEC Memorandum Circular No. 3, series of 2017	Please secure checklist from the CRS or SEC website or from the Department	If hard copies of documents to be submitted are CRS-generated forms, 1-3 working days from receipt thereof, with payment For registrations with simultaneous primary and secondary license application, 1-7 working days from receipt of hard copies of documents, either CRS-generated forms or NOT CRS-generated forms	Ground Floor — East Wing — CRMD

TRANSACTION	FEES (MC No. 03, series of 2017)	FORMS/REQUIREMENT	PROCESSING TIME (under normal circumstances)	OFFICE/DEPARTMENT
69 Registration of Partnerships through CRS	a) Articles of Partnership: 1/5 of 1% of the partnership's capital but not less than P2,000 plus 1% LRF but not less than P20 b) Name Reservation: P100 each for Partnership name and per trade name, if applicable c) Foreign Investment Act Application: P3,000 (if applicable)	Please secure checklist from the CRS or SEC website or from the Department	Within 1-3 working days from receipt of the hard copies of documents with payment	Ground Floor — East Wing — CRMD
70 Licensing of Foreign Corporations through CRS	Please see SEC Memorandum Circular No. 3, series of 2017	Please secure checklist from the CRS or SEC website or from the Department	Within 1-20 working days from receipt of the hard copies of documents with payment	Ground Floor — East Wing — CRMD
71 Application for Amendment of Corporations, Partnerships, and Other Amendments through CRS	Please see SEC Memorandum Circular No. 3, series of 2017	Please secure checklist from the Department or from the SEC website	For complex, within 1-7 working days from receipt of the hard copies of documents with payment For highly technical, within 1-20 working days from receipt of the hard copies of documents with payment	Ground Floor — East Wing — CRMD
72 Actions (Two [2] Party Complaints/Petitions)	P3,030 (inclusive of 1% LRF)	1) Verified Complaint/Petition 2) Certificate of Non-Forum Shopping 3) Affidavits, Documents, and Other Supporting Documents 4) Monitoring Clearance (Please see SEC Rules of Procedure, Part III, Rule 3)	Within 30 days per SEC Rules of Procedure	Ground Floor — East Wing — CRMD
73 Petition for Correction	P3,030 (inclusive of 1% LRF)	1) Verified Petition 2) Certificate of Non-Forum Shopping 3) Affidavits, Documents, and Other Supporting Documents 4) Corrected Articles of Incorporation 5) Monitoring Clearance (Please see SEC Rules of Procedure, Part III, Rule 3)	Within 30 days per SEC Rules of Procedure	Ground Floor — East Wing — CRMD

TRANSACTION	FEES (MC No. 03, series of 2017)	FORMS/REQUIREMENT	PROCESSING TIME (under normal circumstances)	OFFICE/DEPARTMENT
74 Application for Registration of Capital Market Professionals through the Capital Market Participants Registry System (CMPRS)	Please see SEC Memorandum Circular No. 3, series of 2017	Please secure checklist from the Department or from the SEC website	Within 1-3 working days from receipt of the hard copies of documents with payment	Ground Floor — East Wing — CRMD
75 Application for Registration of Capital Market Institutions	Please see SEC Memorandum Circular No. 3, series of 2017	Please secure checklist from the Department or from the SEC website	Within 1-3 working days from receipt of the hard copies of documents with payment	Ground Floor — East Wing — CRMD
76 Payment of Annual Fees of Capital Market Professionals through CMPRS	Please see SEC Memorandum Circular No. 3, series of 2017	SEC Form NELET-AF SEC Form TLIST-AF-P	Within 1-3 working days from receipt of the hard copies of documents with payment	Ground Floor — East Wing — CRMD
77 Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock)	Please see SEC Memorandum Circular No. 8, series of 2009; SEC Memorandum Circular No. 8, Series of 1998; and SEC Office Order No. 298, series of 2010	Please secure checklist from the Department or from the SEC website	Within 1-20 working days from receipt of the hard copies of documents with payment	Ground Floor — East Wing — CRMD
78 Request for Regular Monitoring of Foreign Corporations (Branch Offices, Representative Office, Regional Area Headquarters and Regional Operating Headquarters)	Please see SEC Memorandum Circular No. 15, series of 2006; and SEC Memorandum Circular No. 8, series of 2009	Please secure checklist from the Department or from the SEC website	Within 1-20 working days from receipt of the hard copies of documents with payment	Ground Floor — East Wing — CRMD
79 Compliance with Securities Deposit	Please see SEC Memorandum Circular No. 2, series of 2012 on Guidelines on Securities Deposit of Branch Offices of Foreign Corporations	1) Copy of the latest Certificate of Securities Deposit, if any 2) Four sets of the following: a) Cover Sheet b) Notarized cover letter requesting for the acceptance of securities deposit signed by the Resident Agent or any authorized representative c) Photocopy of Confirmation of Sale (in case of Treasury Bill) or original (in case of Government Bonds)	Within 1-3 working days from receipt of the hard copies of documents with payment	Ground Floor — East Wing — CRMD

TRANSACTION		FEES (MC No. 03, series of 2017)	FORMS/REQUIREMENT	PROCESSING TIME (under normal circumstances)	OFFICE/DEPARTMENT
80	Petition to Lift Order of Revocation/Suspension	P3,000 petition fee plus 1% Legal Research Fee	SEC Memorandum Circular No. 5, series of 2016	Within 30 days per SEC Rules of Procedure	Ground Floor — East Wing — CRMD
81	Request for Payment in Installment or Reduction of Fines	Assessed Fees	1) Written request for payment in installments or the reduction of fines 2) Copy of the Monitoring Sheet with the final assessment 3) Copy of the latest due Financial Statements	Within 30 days per SEC Rules of Procedure	Ground Floor — East Wing — CRMD
82	Monitoring of Corporations where there is more than one set of General Information Sheet (GIS) filed with the Commission	None	Request for Monitoring	Within 1-20 working days from receipt of the hard copies of documents with payment	Ground Floor — East Wing — CRMD
83	Compliance with SEC Memorandum Circular No. 14, series of 2013 - Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-Up Capital)	Please see SEC Memorandum Circular No. 3, series of 2017	1) Proof/s of transfer of certificates of ownership in the name of the transferee corporation 2) New certificates or titles of property in the name of the transferee corporation with transmittal letter 3)	Within 1-20 working days from receipt of the hard copies of documents with payment	Ground Floor — East Wing — CRMD
84	Petition for Cancellation or Substitution of Payment in relation to the use of properties that require Ownership Registration as Paid-Up Capital (SEC Memorandum Circular No. 14, series of 2013)	P2,020 (inclusive of 1% LRF)	Verified petition for substitution of payment or cancellation of the related application using property as paid-up capital	Within 30 days per SEC Rules of Procedure	Ground Floor — East Wing — CRMD
85	Issuance of Certificates of No Derogatory Records/Affirmative/Negative	P300 for Affirmative/Negative Certification, P500.00 for Certificate of No Derogatory Information, plus penalty imposed, if any	For Affirmative: 1) Request for certification; 2) Application Form with Verification Report For Negative: Request for certification	Within 3 working days with payment	Ground Floor — East Wing — CRMD

TRANSACTION	FEE (MC No. 03, series of 2017)	FORMS/REQUIREMENT	PROCESSING TIME (under normal circumstances)	OFFICE/DEPARTMENT
86 Registration of Stock and Transfer/Membership Book	Stock Corporation: P150 Non-Stock Corporation: P75	Registration Form	8 to 10 minutes	Ground Floor — East Wing — CRMD
87 Issuance of Authenticated Copies for Government Agencies	Please see SEC Memorandum Circular No. 2, series of 2013	Request letter from government agencies	45 minutes to 1 hour	Ground Floor — East Wing — CRMD
88 Certification of Capital Structure/Percentage of Ownership	Please see SEC Memorandum Circular No. 3, series of 2017	Please see Annex E of the Department's Citizen's Charter or secure the checklist from the SEC website	Within 1-20 working days from receipt of the hard copies of documents with payment	Ground Floor — East Wing — CRMD

SEC Transactions Procedures

OFFICE OF THE COMMISSION SECRETARY

- 1) Maintains the official records of the en banc;
- 2) Prepares the agenda and notices for en banc meetings;
- 3) Maintains custody over documents it has acted on, or are directly filed with it, unless otherwise directed by the en banc, including certificates of titles of real estate properties of the Commission, and other confidential documents as may be determined by the en banc;
- 4) Prepares minutes of Commission meetings and Executive Sessions, decisions and resolutions for the approval of the en banc;
- 5) Handles media relations for the Commission;
- 6) Develops Rules of Practice that guide the Commission, Departments, Offices, staff and the public in the Commission's processes and procedures;
- 7) Reviews official documents for dissemination based on established methodology;
- 8) Handles appeals from Petitions for Calling of Meeting;
- 9) Performs such other functions as may be directed by the Chair and Commissioners

LIST OF TRANSACTIONS:

- 1) Request for Certification on Commission En Banc Resolutions/Certain Acts of the Commission
- 2) Request for Certified True Copies (CTC) of Memorandum Circulars, Minutes of the Meeting, and Resolutions
- 3) Media Request for interview, information, and update

Request for Certification on Commission En Banc Resolutions/Certain Acts of the Commission

Schedule of availability of service	:	Monday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	Any concerned individual
What are the requirements	:	Request letter (with complete name, address and contact number of the client) addressed to the Commission Secretary
How to avail of the service	:	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Presents request letter for issuance of certification and fills out/accomplishes Client Satisfaction Survey	Receives request letter and prepares Payment Assessment Form (PAF)	5 minutes	Assigned personnel	General Certification Fee: P300	None
2	Presents the PAF to the Cashier and pays the required fee	Processes payment and issues OR	5 minutes (excluding queuing time)	Cashier		
3	Returns the machine validated PAF with the O.R. to the OCS	Prepares Certification and submits for review	15 minutes (subject to the availability of documents and availability of the reviewer)	Assigned personnel and Asst. Commission Secretary/ Commission Secretary		
4		Signs the certification	5 minutes (subject to the availability of the signatory)	Asst. Commission Secretary/ Commission Secretary		
5	Receives copy of Certification after submitting accomplished Client Satisfaction Survey	Releases copy of Certification	30 seconds	Assigned personnel		
END OF TRANSACTION						

Total Duration : **30 minutes and 30 seconds**

Request for Certified True Copies (CTC) of Memorandum Circulars, Minutes of the Meeting and Resolutions

Schedule of availability of service	:	Monday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	Any concerned individual
What are the requirements	:	Request letter (with complete name, address and contact number of the client) addressed to the Commission Secretary
How to avail of the service	:	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Presents request letter for certified true copies of the document and fills out/ accomplishes Client Satisfaction Survey	Receives request letter and prepares Payment Assessment Form (PAF)	5 minutes	Assigned personnel	Authentication fee : P50 per document plus P10 per page	None
2	Presents the PAF to the Cashier and pays the required fee	Processes payment and issues O.R.	5 minutes (excluding queuing time)	Cashier		
3	Returns the machine-validated PAF with the O.R. to the OCS	Prepares requested documents to certify as true copy	15 minutes (subject to the availability and volume of the requested documents to be certified as true copy/ies)	Assigned personnel		
4		Submits for review/signature	5 minutes (subject to the availability of the reviewer / signatory)	Asst. Commission Secretary / Commission Secretary		
5	Receives CTC of document requested after submitting accomplished Client Satisfaction Survey	Releases certified true copy of documents	30 seconds	Assigned personnel		
END OF TRANSACTION						

Total Duration : **30 minutes and 30 seconds**

Media Request for Interview, Information, and Update

Schedule of availability of service	:	Monday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	Members of Media Organizations
What are the requirements	:	Request letter (with complete name, address and contact number of the client) addressed to the Commission Secretary
How to avail of the service	:	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Presents request letter for interview, information, and update indicating the topics/issues to be discussed	Receives request letter	30 seconds	Assigned personnel	None	None
2		Schedules the interview, prepares the information, and/or updates (schedule will depend on the availability of the Commission Secretary or Subject Matter Expert)	40 minutes	Assigned personnel		
3	Follows up the schedule (date and time) of the interview, availability of information, and/or updates	Confirms the schedule with the client	15 minutes	Assigned personnel		
4	Proceeds to conduct interview, receives information, and/or updates	Answers queries, provides information, and/or updates	30 minutes or more (depending on the topic)	Commission Secretary or Subject Matter Expert		
END OF TRANSACTION						

Total Duration : **1 hour, 25 minutes and 30 seconds**

OFFICE OF THE GENERAL COUNSEL

- 1) Hears Petitions for Calling of Meeting;
- 2) Acts on the following for the Commission *en banc*
 - a. Appeals to the *en banc* from decisions of the operating departments, SRO, etc.;
 - b. Petition for Voluntary Dissolution with Creditors Affected under Section 119 of the Corporation Code;
 - c. Petitions for issuance of Cease and Desist Orders (CDOs);
 - d. Contracts of the Commission for review;
 - e. Requests for opinions and special studies from the Chair, the Commissioners, other operating departments, and the public.
- 3) Acts on formal request for opinions from the public involving the interpretation of the laws which the Commission implements;
- 4) Liaises with the House of Representatives and the Senate, assists in the preparation of the Commission's legislative agenda, and prepares comments and position papers on proposed legislation;
- 5) Liaises on legal matters with self-regulatory organizations, international organizations and foreign government regulators and agencies;
- 6) Represents the Commission before the COA, DBM, and other administrative agencies;
- 7) Oversees non-enforcement litigation, and appellate litigation in coordination with the Office of the Solicitor General;
- 8) Represents the Commission before the Office for Competition (DOJ) in conferences, technical working groups, and other joint activities to study existing laws, rules and regulations on trade and competition, and develop and propose appropriate legislative or executive action in coordination with the other departments;
- 9) Entertains walk-in/phone legal queries involving complex issues from the public; and
- 10) Performs such other functions as may be directed by the Chair and Commissioners.

LIST OF TRANSACTIONS:

- 1) Request for Certified True Copy (CTC) or Plain Copy of Documents relating to Cases
- 2) Filing of Petition or Appeal
- 3) Filing of Request for Legal Opinion
- 4) Public Assistance on Walk-in/Phone-in Legal Queries

Request for Certified True Copy (CTC) or Plain Copy of Documents Related to a Case

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00 PM (no noon break)

Who may avail of the service : Public (Individuals/Corporations)

What are the requirements :

- 1) Proper identification
- 2) Letter of Authority, if necessary

How to avail of the service :

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Presents request for particular documents	Furnishes request form to the client	3 minutes	Support Clerk		
2		Prepares the Payment Assessment Form (PAF) and instructs the applicant to proceed to the SEC Cashier or nearest Land Bank of the Philippines (LBP) Branch.	10 minutes	Records Specialist		
3	Presents the PAF at the SEC Cashier or nearest LBP Branch	Processes payment and issues Official Receipt or validated deposit slip, and validated PAF	10 to 20 minutes	SEC Cashier or LBP Branch	For both CTC and plain copy - P50 per document plus P10 per page	
4	Presents the validated PAF or validated deposit slip	Prepares the document requested	10 to 20 minutes	Records Specialist		
END OF TRANSACTION						

Filing of Petition or Appeal

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00 PM (no noon break)

Who may avail of the service : Public (Individuals/Corporations)

What are the requirements :

1) Petition¹ or Memorandum on Appeal²

2) Supporting Documents (Please see [2016 SEC Rules of Procedure](#))

How to avail of the service :

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Presents petition or memorandum on appeal, and supporting documents.	Assesses the petition or memorandum on appeal, and supporting documents.	10 minutes	Officer for the Day		Please see 2016 SEC Rules of Procedure
2		If complete, receives petition or memorandum on appeal, and supporting documents.	3 minutes	Support Clerk		
3		Prepares the Payment Assessment Form (PAF) and instructs the applicant to proceed to the SEC Cashier or nearest Land Bank of the Philippines (LBP) Branch.	10 minutes	Records Specialist		
4	Presents the PAF at the SEC Cashier or nearest LBP Branch	Processes payment and issues Official Receipt or validated deposit slip, and validated PAF	10 to 20 minutes	SEC Cashier or LBP Branch	Filing Fee: P3,030.00	
5	Presents the validated PAF or validated deposit slip.	Photocopies the validated PAF or validated deposit slip for incorporation to the case file	10 minutes	Records Specialist		
6		Records in the Database/Raffling	3 minutes	Support Clerk		

¹Cases under the original jurisdiction of the OGC

²Appeal of Decisions of Operating Departments

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
7		Records in GC's files/records	3 minutes	Executive Assistant		
8		For notation	3 minutes	General Counsel		
9		Case Decision/Resolution*				
END OF TRANSACTION						

***The case shall be decided/resolved in not more than 1 year from the date of submission for resolution.**

Filing of Request for Legal Opinion

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00 PM (no noon break)

Who may avail of the service : Public (Individuals/Corporations)

What are the requirements :

- 1) Request letter for Opinion
- 2) Supporting Documents (Please see [Memorandum Circular No. 15, series of 2003](#))

How to avail of the service :

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Presents request letter for opinion and supporting documents.	Receives the request letter, and supporting documents.	3 minutes	Support Clerk		Please see Memorandum Circular No. 15, series of 2003
2		Records in the Database/Raffling	3 minutes	Support Clerk		
3		Records in GC's files/records	3 minutes	Executive Assistant		
4		For notation	3 minutes	General Counsel		
5		Drafts reply letter advising payment of opinion fee, after determination of whether the request letter pertains to specific questions of law	Within 15 days from receipt of letter	Handling Lawyer		
6		Prepares the Payment Assessment Form (PAF) and instructs the applicant to proceed to the SEC Cashier or nearest Land Bank of the Philippines (LBP) Branch.	10 minutes	Records Specialist		
7	Presents the PAF at the SEC Cashier or nearest LBP Branch	Processes payment and issues Official Receipt or validated deposit slip, and validated PAF	10 to 20 minutes	SEC Cashier or LBP Branch	Filing Fee: P10,000	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
8	Presents the validated PAF or validated deposit slip.	Photocopies the validated PAF or validated deposit slip for incorporation to the file	10 minutes	Records Specialist		
9		Takes action upon the request.*				
END OF TRANSACTION						

*The opinion shall be released in not more than one (1) year from the date of receipt of request depending on the number, difficulty and novelty of the questions posed therein.

Public Assistance on Walk-in/Phone-in Legal Queries

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00 PM (no noon break)

Who may avail of the service : Public (Individuals/Corporations)

What are the requirements :

- 1) Proper identification
- 2) Documents pertinent to the legal query, if any

How to avail of the service :

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Presents legal query	Refers to the Officer of the Day	3 minutes	Support Clerk	Not applicable	No form required
2		Entertains the legal query	10 to 20 minutes	Officer of the Day		
END OF TRANSACTION						

OFFICE OF THE GENERAL ACCOUNTANT

1. Acts as lead office in the adoption and implementation of financial reporting and auditing standards and practices based on global framework;
2. Prepares opinions, clarifications and replies to public queries with respect to financial reporting and audit issues;
3. Accredits external auditors or auditing firm, appraisal companies, credit rating agencies and other independent professionals or experts engaged by corporations regulated by the Commission;
4. Monitors compliance with rules by external auditors and auditing firms, appraisal companies, credit rating agencies and other experts accredited by the Commission;
5. Evaluates financial statements of corporations that may be referred by the Departments;
6. Renders advice to the Departments upon request on financial reporting and related matters;
7. Formulates rules and guidelines on quality assurance review of work of accredited experts or professionals, and implements the same to determine compliance;
8. Evaluates applications for, and issues, certificates of eligibility under the Special Purpose Vehicle law;
9. Maintains custody over documents it has acted on, or are directly filed with it, unless otherwise directed by the Commission En Banc or the Chairperson;
10. Performs such other functions as may be assigned by the Commission En Banc or the Chairperson;
11. Undertakes rule-making and standard-setting assignments pertinent to the quality assurance review system;
12. All previous functions as may be retained by the Office, except the evaluation of applications and issuance of certificates of eligibility under the Special Purpose Vehicle Law.
 - a. Item 7 above has been added for the planned implementation of quality assurance review system.
 - b. All previous functions will be retained by the Office except the evaluation of applications for, and issues certificates of eligibility under the Special Purpose Vehicle Law.

LIST OF FRONTLINE SERVICES:

1. Accreditation of Appraisal Companies and Professional Services Organization
2. Accreditation of Credit Rating Agencies
3. Request for Exemptive Relief
4. Request for Opinion on Accounting Matters
5. Accreditation of External Auditor/Auditing Firms

Accreditation of Appraisal Companies and Professional Services Organization

Schedule of availability of service	:	Monday to Friday, 7:00 AM to 6:00 PM (no noon break)
Who may avail of the service	:	Appraisal companies and Professional Services Organization (PSO)
What are the requirements	:	

1. Notarized application for accreditation;
2. Board or partners' resolution approving the filing of the application and the designation of authorized signatory on behalf of the company/firm;
3. Profile showing the history, scope of services, list of employees and their corresponding profession, and the bio-data of executive/certifying officers or partners, and certifying property appraisers or valuation specialist;
4. Document showing compliance with the prescribed qualifications for the applicant appraisers or valuation specialists, i.e., professional license, CPE certificates, working experience record;
5. Certificate of good standing issued by Professionals Regulation Commission (PRC) recognized to Accredited of Professional Organization (APO);
6. List of clients showing current and previous clients;
7. Certifications from at least two (2) banks or two (2) public companies or secondary licensees or two (2) large corporations that they have been engaged the services of the appraisal company/PSO;
8. Notarized certification of the applicant signed by its President or Managing Partner that it meets all the qualification requirements under Par. II(3) of the Guidelines on Asset Valuations; that it has not been declared liable by the Commission or by any competent court for violation of the Corporation Code or the Securities Regulation Code or any relevant laws and regulation, and that the applicant and/or any of its directors/executive officers or partners, or property appraisers or valuers have no adverse judgement against them on any administrative, civil or criminal case involving its appraisal business. The adverse judgement must be final and executory;
9. List of any pending administrative, civil or criminal case filed against the company or any of its officers and employees;
10. Copy of professional liability insurance policy and sworn undertaking to provide professional liability insurance as required by its clients;
11. Copy of two (2) Appraisal or Valuation Report issued;
12. Copy of the company's framework of internal control procedures;
13. Notarized certification that the company adopts and complies with the current edition of International Valuation Standards;
14. Signed certification confirming that all communications regarding the application for accreditation may be sent or transmitted by the OGA through electronic mail (e-mail) address and shall be considered as official transmittal by said Office pursuant to e-Commerce Act of 2000.

How to avail of the service :

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
PRE-EVALUATION PROCEDURES						
1	Secures checklist of requirement from the OGA	Provides client a checklist of requirements with instructions.	5 minutes	Officer of the day	None	Notarized application letter duly signed by authorized officer
2	Presents application and supporting documents	1) Pre-evaluates application and supporting documents. a) If application and supporting documents are not complete, the same are returned to applicant with list of requirements not complied with b) If application and supporting documents are complete, the "Officer of the Day" clears application for payment of the prescribed fees (proceeds to No. 2)	4 hours	Officer of the day		
		2) Prepares Payment Assessment Form (PAF) and instructs applicant to process payment and issue O.R	10 minutes	Executive Assistant		
3	Presents the PAF at the Cashier and settles the required fee	Processes payment and issues O.R.	10 minutes	Cashier	Filing Fee: P10,000 UPLRF: P100 TOTAL: P10,100	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
					Annual Fee: P2,000	
					Documentary Stamp** P30/application	
					** Deferred until further notice	
4	Submits the machine-validated PAF to the OGA with the application and its supporting documents	1) Checks contents and stamps "Received" the three (3) sets of application documents. 2) Returns one (1) copy of the application document to the client.	5 minutes	Executive Assistant		
5		Inputs application to Index Tracking System and forwards the same to the Assistant Director for assignment	10 minutes	-do-		
6		Forwards documents to assigned personnel with attached copy of completed Pre-Evaluation Sheet.	5 minutes	Assistant Director		
PROCESSING PROCEDURES						
1		Prepares comment letters or Memorandum to Commission En Banc and Evaluation Sheet (through Supervising Commissioner)	5 days	Assigned Personnel		
2		Reviews comment letters or	20 minutes	Supervising		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
		Memorandum and Evaluation Sheets and returns to Assigned Personnel to effect corrections.		Accountant		
		If comment letter or Memorandum and other documents are already acceptable, forwards the same to General Accountant for approval and signature.				
3		Approves and signs comment letter or Memorandum and Evaluation Sheets. Forwards application folder together with Memorandum and Evaluation Sheet to Supervising Commissioner for approval/clearance for presentation to Commission En Banc	20 minutes	General Accountant		
4		Reviews Memorandum / Evaluation Sheet.	3 days	Supervising Commissioner		
		If application is already acceptable, signs document for presentation by General Accountant to Commission En Banc				
5		Presents Memorandum to the Commission En Banc for consideration (after clearance from Supervising Commissioner)	50 minutes	General Accountant		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
6		Receives advice of the resolution of the Commission En Banc on the application If approved, GO TO STEP 9. 1. If denied/deferred: - Denial: Notifies the applicant of the denial and reasons thereof - Deferment: Notifies the applicant of the deferment and requirement to be complied with or necessary action to correct the deficiency. 2. Reviews letter and returns to Assigned Personnel to effect corrections. If draft letter is already acceptable, forwards the same to General Accountant for approval and signature. 3. Approves and signs letter 4. Prepares letter for mailing	3 days 20 minutes 20 minutes 20 minutes	Assigned Personnel Supervising Accountant General Accountant Index Tracking Personnel Executive Assistant		
7	Submits letter explanation on noted findings in receiving department	Acknowledges receipt of letter explanation and forwards the same to the Assistant Director for assignment	10 minutes			
8		Forwards documents to assigned personnel.	10 minutes	Assistant Director		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
		A. If compliance is not fully compliant with the requirements:				
		1) Prepares a letter denying the application for failure to comply with the requirements.	3 days	Assigned Personnel		
		2) Reviews letter and returns to Assigned Personnel to effect corrections.	20 minutes	Assistant Director		
		If draft letter is already acceptable, forwards the same to General Accountant for approval and signature.				
		B. If applicant fully complies with the requirements:				
		1. Updates Memorandum	3 days	Assigned Personnel		
		2. Reviews Memorandum.	20 minutes	Assistant Director		
		If draft letter is already acceptable, forwards the same to General Accountant for approval and signature				
		3) Approves Memorandum (GO TO STEPS 4, 5, 6 AND 9)	20 minutes	General Accountant		
9	Presents authority to receive the certificate	Prepares Certificates of Accreditation:				
		a. Prints two (2) copies	10 minutes	Executive Assistant		
		b. Checks details and Initials on copies	5 minutes	Assigned Personnel		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
		c. Checks details and Initials on copies	5 minutes	Assistant Director General Accountant		
		d. Signs certificates	5 minutes	Executive Assistant		
		e. Notifies applicant that the Certificate may be picked up (in case of representative, subject to presentation of authorization letter)	5 minutes			
		f. Releases Certificate of accreditation and forwards duplicate file to clerk	10 minutes		-do-	
		g. Logs in registry of Accredited Appraisal Companies; informs Index Tracking Personnel of the issuance of the certificate.	10 minutes		-do-	
		h. Provides MIS with updated list	30 minutes		-do-	
		i. Updates tracking system	30 minutes	Index Tracking Personnel		
END OF TRANSACTION						

Duration:

Pre-evaluation of application	5 hours
Processing of application	20 days
Total processing duration:	20 days

* The above processing time commences upon actual receipt of application documents and payment of processing fee. It however excludes the response period to comment letters and request for extensions of applicants.

Accreditation of Credit Rating Agencies

Schedule of availability of service : Monday to Friday, 7:00 AM to 6:00 PM (no noon break)
Who may avail of the service : Credit Rating Agencies
What are the requirements :

- 1) Notarized application for accreditation;
- 2) Applicant should be a stock corporation and have a minimum paid-up capital of at least Ten Million Pesos (P10,000,000.00);
- 3) List of shareholders and their corporate affiliations;
- 4) List of other business activities, if any;
- 5) Copies of its Articles of Incorporation and By-Laws;
- 6) Sworn statement on the following:
 - a. Ownership structure and possible conflicts of interest;
 - b. Names, professional qualifications and independence of the staff involved in the rating decision ("rating specialists");
 - c. Disclosure of affiliations, training, assistance or support it receives from international rating agencies, if any.
- 7) Written code of conduct that can ensure the independence of the rating specialists and the rating agency from the Issuers it is rating;
- 8) Rating scales, criteria, measurements, symbols and related assessment devices it uses;
- 9) Operating procedures, rating policies, rating criteria and other rationale used in arriving at a rating;
- 10) Copy of model written agreement with Issuers;
- 11) Manual on Corporate Governance.

How to avail of the service :

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
PRE-EVALUATION PROCEDURES						
1	Secures checklist of requirement from the OGA	Provides client a checklist of requirements with instructions.	5 minutes	Officer of the day	None	Application letter duly signed by authorized officer

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEEs	FORM
2	Presents application and supporting documents	3) Pre-evaluates application and supporting documents. a) If application and supporting documents are not complete, the same are returned to applicant with list of requirements not complied with b) If application and supporting documents are complete, the "Officer of the Day" clears application for payment of the prescribed fees (proceeds to No. 2) 4) Prepares Payment Assessment Form (PAF) and instructs applicant to process payment and issue O.R	30 minutes	Officer of the day		
3	Presents the PAF at the Cashier and settles the required fee	Processes payment and issues O.R.	10 minutes	Cashier	Filing Fee: P50,000 UPLRF: P500 TOTAL: P50,500 Annual Fee: P15,000.00	
4	Submits the machine-validated PAF to the OGA with the application and its supporting documents	3) Checks contents and stamps "Received" the three (3) sets of application documents. 4) Returns one (1) copy of the application document to the client.	5 minutes	Executive Assistant		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
PROCESSING PROCEDURES						
1		Inputs application to Index Tracking System and forwards the same to the Assistant Director for assignment	5 minutes	Executive Assistant		
2		Forwards documents to assigned personnel	5 minutes	Assistant Director		
3		Reviews application and supporting documents using the OGA's Evaluation Sheet. If complete and qualified, GO TO STEP 9.	2 days	Assigned Personnel		
4		If not compliant, prepares comment letter to the applicant	1 hour	Assigned Personnel		
5		Reviews comment letter and returns to Assigned	30 minutes	Assistant Director		
6		Approves and signs comment letter	10 minutes	General Accountant		
7		If no compliance is made within the prescribed period (allow a 30-day mailing and reply period from date of letter):				
		1) Prepares a letter denying the application for failure to comply with the requirements.	30 minutes	Assigned Personnel		
		2) Reviews letter	20 minutes	Assistant Director		
		3) Approves and signs letter	10 minutes	General Accountant		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
8		If there is a submission but still not fully compliant with the requirement, GO TO STEP 4 but with a written warning that shall result to the denial of the application	1 hour	Assigned personnel		
9		If applicant fully complies with the requirements and presents all original documents for authentication against submitted photocopies with application, prepares Memorandum to Commission En Banc, Evaluation Sheet and other supporting documents (through Supervising Commissioner)	2 hours	Assigned personnel		
10		Reviews Memorandum, Evaluation Sheets and other supporting documents and returns to Assigned Personnel to effect corrections.	30 minutes	Supervising Accountant		
11		If Memorandum and other documents are already acceptable, forwards the same to General Accountant for approval and signature. Approves and signs Memorandum, Evaluation Sheets and other supporting documents. Forwards application folder to Supervising Commissioner for approval/clearance for	10 minutes	General Accountant		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
12		presentation to Commission En Banc Reviews Memorandum and other documents. If with inquires/comments, returns the application folder to OGA for further evaluation (GO TO STEP 4).	1 day	Supervising Commissioner		
13		If application is already acceptable, signs document for presentation by General Accountant to Commission En Banc Presents Memorandum to the Commission En Banc for consideration (after clearance from Supervising Commissioner)	50 minutes	General Accountant		
14		Receives advice of the resolution of the Commission En Banc on the application If approved, GO TO STEP 15. If denied/deferred: - Denial: Notifies the applicant of the denial and reasons thereof - Deferment: Notifies the applicant of the deferment and requirement to be complied with or	30 minutes	Assigned Personnel		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
		necessary action to correct the deficiency.				
		GO TO STEP 4 and onwards.				
15	Presents authority to receive the certificate	Prepares Certificates of Accreditation:				
		a. Prints two (2) copies	10 minutes	Executive Assistant		
		b. Checks details and Initials on copies	5 minutes	Assigned Personnel		
		c. Checks details and Initials on copies	5 minutes	Assistant Director		
		d. Signs certificates	5 minutes	General Accountant		
		e. Notifies applicant that the Certificate may be picked up (in case of representative, subject to presentation of authorization letter)	5 minutes	Executive Assistant		
		f. Releases Certificate of accreditation and forwards duplicate file to clerk	5 minutes	-do-		
		g. Logs in registry of Accredited Appraisal Companies; informs Index Tracking Personnel of the issuance of the certificate.	5 minutes	-do-		
		h. Provides MIS with updated list	30 minutes	-do-		
		i. Updates tracking system	30 minutes	Index Tracking Personnel		
END OF TRANSACTION						

Duration:

Pre-evaluation of application	1 hour
Processing of application	4 days
Total duration:	4 days and 1 hour

*** Exclusive of mailing and response period. The above processing time commences upon actual evaluation of the application documents and not on receipt of documents. Processing of application is dependent on the number of comment/ supplemental letters sent which are contingent on the completeness of responses/documents and additional inquiries/comments received from Supervising Commissioner/Commission En Banc.**

Request for Exemptive Relief

Schedule of availability of service : Monday to Friday, 7:00 AM to 6:00 PM (no noon break)
Who may avail of the service : Corporations or other interested parties with request for Exemptive Relief
What are the requirements :

- 1) Request letter for Exemptive Relief; and
- 2) Supporting documents, if any

How to avail of the service :

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
PRE-EVALUATION PROCEDURES						
1	Presents letter-request for Exemptive Relief and supporting document	Prepares Payment Assessment Form (PAF) and instructs applicant to proceed to the Cashier	10 minutes	Executive Assistant		Letter duly signed by authorized officer/ person
2	Presents the PAF at the Cashier and settles the required fee	Processes payment and issues O.R.	10 minutes	Cashier	Filing Fee: P50,000 (per issue and per company)	
PROCESSING PROCEDURES						
1	Submits the machine-validated PAF to the OGA with the application and its supporting documents, if any	Inputs Letter-Request for Exemptive Relief or Memorandum referred by the Operating Department to Index Tracking System and forwards the same to the Assistant Director for assignment.	3 minutes	Executive Assistant		
2		Forwards document to assigned personnel	2 minutes	Supervising Accountant		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
3		Evaluates the request. In case of complete supporting documents and justification, prepares a Memorandum for presentation to the Commission En Banc containing the results of evaluation and recommendation In case of incomplete justification with supporting documents, prepares Advisement Letter to the requesting party that the subject matter is under evaluation and may require additional submission of documents.	4 hours 16 hours	Assigned personnel		
4		Reviews Advisement Letter or Memorandum for presentation to Commission En Banc	30 minutes	Supervising Accountant		
5		Reviews and signs Advisement Letter or Memorandum	10 minutes	General Accountant		
6		If there is a submission of additional documents, GO TO STEP 3	1 hour	Assigned personnel		
7		Presents Memorandum to the Commission En Banc for consideration	10 minutes	General Accountant		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
8		Receives advice of the Resolution from Commission En Banc	30 minutes	Assigned personnel		
		Prepares Advisement Letter containing the resolution of the Commission En Banc, notifying the party whether the request has been approved or denied				
9		Reviews Advisement Letter	30 minutes	Supervising Accountant		
10		Reviews and signs Advisement Letter	10 minutes	General Accountant		
11		Logs/Updates Index Tracking System	2 minutes	Executive Assistant		
END OF TRANSACTION						

Duration:

Pre-evaluation of application	20 minutes
Processing of application	1-3 days
Total duration:	1-3 days and 20 minutes

* Exclusive of mailing and response period. The above processing time commences upon actual evaluation of the application documents and not on receipt of documents. Processing of application is dependent on the number of comment/ supplemental letters sent which are contingent on the completeness of responses/documents and additional inquiries/comments received from Supervising Commissioner/Commission En Banc.

Request for Opinion on Accounting Matters

Schedule of availability of service : Monday to Friday, 7:00 AM to 6:00 PM (no noon break)
Who may avail of the service : Corporations or other interested parties with request for Opinion on Accounting Matters
What are the requirements :

- 1) Request letter for Opinion; and
- 2) Supporting documents, if any

How to avail of the service :

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
PRE-EVALUATION PROCEDURES						
1	Presents letter-request for opinion and supporting document	Prepares Payment Assessment Form (PAF) and instructs applicant to proceed to the Cashier	10 minutes	Executive Assistant		Letter duly signed by authorized officer/ person
2	Presents the PAF at the Cashier and settles the required fee	Processes payment and issues O.R.	10 minutes	Cashier	Filing Fee: P25,000 (complex issues) P10,000 (non-complex issues)	
PROCESSING PROCEDURES						
1	Submits the machine-validated PAF to the OGA with the application and its supporting document, if any	Inputs Letter-Request for Opinion or Memorandum referred by the Operating Department to Index Tracking System and forwards the same to the Supervising Accountant for assignment.	3 minutes	Executive Assistant		
2		Forwards document to assigned personnel	2 minutes	Supervising Accountant		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
3		Evaluates the request for opinion.				
		In case of the simple case and/or no additional documents are needed for the evaluation, prepares an Advertisement Letter or Memorandum containing the results of the evaluation	4 hours	Assigned personnel		
		In case of complex case and/or additional documents or further research are needed, prepares Advisement Letter to requesting party that the subject matter is under evaluation and may require submission of additional requirements.	16 hours			
4		Reviews Advisement Letter or Memorandum	30 minutes	Supervising Accountant		
5		Reviews and signs Advisement Letter or Memorandum	10 minutes	General Accountant		
6		If there is a submission of additional documents, GO TO STEP 3	1 hour	Assigned personnel		
7		Logs/Updates Index Tracking System	2 minutes	Executive Assistant		
END OF TRANSACTION						

Duration:

Pre-evaluation of application	20 minutes
Processing of application	1-3 days
Total duration:	1-3 days and 20 minutes

*** Exclusive of mailing and response period. The above processing time commences upon actual evaluation of the application documents and not on receipt of documents. Processing of application is dependent on the number of comment/ supplemental letters sent which are contingent on the completeness of responses/documents.**

Application for Inclusion In The List Of Accredited/Selected External Auditors - Individual And Auditing Firm

Schedule of availability of service	:	Monday to Friday, 7:00 AM to 6:00 PM (no noon break)
Who may avail of the service	:	Auditing Firms, individual practitioners/external auditors
What are the requirements	:	

INDIVIDUAL

- 1) Fully accomplished application form for external auditor (SEC Form ExA – Revised 2019)
- 2) For sole practitioners, Certificate of Registration as public practitioner issued by BOA. For applicant-partners, PRC/BOA Certification containing the list of registered partners of the firm
- 3) Quality Assurance Manual (for sole practitioner)
- 4) Notarized certification that the applicant has fundamental knowledge of the regulatory requirements on each of the secondary licensees of the Commission and compliance with the required 120 CPD units
- 5) Notarized complete list of corporate clients detailing among others the total assets of each
- 6) For initial application, certification from managing partner or signing partner (current and/or former) indicating the detailed participation of the applicant in the audit of the firm's corporate-clients and various positions held in the firm

AUDITING FIRM

- 1) Fully accomplished application form for auditing firm (SEC Form AuF – Revised 2019)
- 2) Certificate of Registration issued by BOA to the firm which is current and effective including its registered partners
- 3) Quality Assurance Manual.
- 4) Notarized complete list of corporate clients detailing among others the total assets of each

How to avail of the service :

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
PRE-EVALUATION PROCEDURES						
1	Secures checklist of requirement from the OGA	Provides client a checklist of requirements with instructions.	5 minutes	Officer of the day	None	Auditing Firm Application - SEC Form AuF (Revised 2019)
2	Presents application and supporting documents	1) Pre-evaluates and authenticates application and supporting documents. a) If application and supporting documents are not complete, the same are returned to applicant with list of requirements not complied with 2) If application and supporting documents are complete, the "Officer of the Day" forwards the application to the Executive Assistant	1 hour	Officer of the day		External Auditor Application - SEC Form ExA (Revised 2019)
3		1) Checks contents and stamps and receives the three (3) sets of application document 2) Returns one (1) copy of the application document to the client. 3) Inputs application to Index Tracking System and forwards the same to the Assistant Director for assignment	10 minutes	Executive Assistant		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
		For BSP and/or IC applications: 4) Forwards/Refer to BSP and/or IC applications for accreditation.				
4		Selects AFS to be reviewed thru risk based approach from the notarized complete list of clients submitted and forwards documents to assigned personnel with attached copy of completed Pre-Evaluation Sheet.	3 days	Assistant Director		
5		Downloads selected AFS and reviews AFS supporting documents using the OGA's Evaluation Sheet.	7 days	Assigned Personnel		
6		Prepares comment letters and Memorandum to operating departments to inquire pending case of client- corporations and status of AFS referrals	1 hour	-do-		
7		Reviews comment letter and Memorandum and returns to Assigned Personnel to effect corrections. GO TO STEP 6 If draft letter/Memorandum is already acceptable, forwards the same to General Accountant for approval and signature.	20 minutes	Assistant Director		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
8		Approves and signs comment letter and Memorandum <i>(applicant will be advised to pay the required processing fee prior to the release of the comment letter)</i>	20 minutes	General Accountant		
9		Prepares Payment Assessment Form (PAF) and instructs applicant to process payment at Cashier for issuance of official receipt	10 minutes	Executive Assistant		
10	Presents the PAF at the Cashier and settles the required fee	Processes payment and issues O.R.	10 minutes	Cashier	SEC ACCREDITATION <u>Auditing Firm</u> Group A Filing Fee: P20,000 LRF*: <u>P200</u> Total: P20,200 Group B Filing Fee: P15,000 LRF*: <u>P150</u> Total: P15,150 Group C Filing Fee: P5,000 LRF*: <u>P50</u> Total: P5,050 Annual Fee** Group A – P2,500 per	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
					accredited partner + P20,000 for the firm Group B – P2,000 per accredited partner + P15,000 for the firm Group C – P1,500 per accredited partner + P5,000 for the firm <u>Individual Applicant-Practitioner</u> Group A Filing Fee: P5,000 LRF*: <u>P50</u> Total: P5,050 Group B Filing Fee: P3,000 LRF*: <u>P30</u> Total: P3,030 Group C Filing Fee: P2,000 LRF*: <u>P20</u> Total: P2,020	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
					Annual Fee** Group C – P5,000 for each accredited sole practitioners BSP ACCREDITATION <u>Auditing Firm</u> Initial or Renewal Filing Fee: P5,000 Total: P5,000 <u>External Auditor</u> Initial or Renewal Filing Fee: P2,000 Total: P2,000 IC ACCREDITATION <u>Auditing Firm</u> Initial or Renewal Filing Fee: P50,000 LRF*: <u>P500</u> Total: P50,500 <u>External Auditor</u> Initial or Renewal Filing Fee: P5,000 LRF*: <u>P50</u> Total: P5,050	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
					* Legal Research Fee is equivalent to 1% of the Filing Fee but not less than P10. Documentary Stamp** P30/application ** Deferred until further notice	
11	Submits the machine-validated PAF to OGA with the application and its supporting documents	Forwards the PAF to the Assigned Personnel	5 minutes	Executive Assistant		
PROCESSING PROCEDURES						
1	Submits letter explanation on noted findings in receiving department	Acknowledges receipt of letter explanation and forwards the same to the Assistant Director for assignment	10 minutes	Executive Assistant		
2		Forwards documents to assigned personnel with attached copy of completed Pre-Evaluation Sheet for evaluation.	10 minutes	Assistant Director		
3		A. If no compliance is made within the prescribed period or compliance is not fully compliant with the requirements:				
		1) Prepares a letter	1 day	Assigned Personnel		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
		denying the application for failure to comply with the requirements.	20 minutes	Assistant Director		
		2) Reviews letter and returns to Assigned Personnel to effect corrections.				
		If draft letter is already acceptable, forwards the same to General Accountant for approval and signature.				
	B. If applicant meets threshold to qualify for accreditation but has noted material findings in the reviewed clients' AFS:					
		1. Prepares an assessment letter and/or directive to submit amended AFS	2 days	Assigned Personnel		
		2. Reviews letter and returns to Assigned Personnel to effect corrections.	20 minutes	Assistant Director		
		If draft letter is already acceptable, forwards the same to General Accountant for approval and signature				
		3) Approves and signs letter	20 minutes	General Accountant		
		4) Prepares letter for mailing	20 minutes	Index Tracking Personnel		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
	Presents assessment letter	5) Prepares Payment Assessment Form (PAF) for penalty and instructs applicant to process payment for penalty at the Cashier for issuance of official receipt	10 minutes	Executive Assistant	The assessed penalty is based on SEC MC Nos. 8 and 13/ Revised SRC Rule 68	
	Presents the PAF at the Cashier and settles the required penalty	6) Processes payment and issues O.R.	10 minutes	Cashier		
	Submits the machine-validated PAF to OGA	7) Records penalty collected and forwards PAF to Assistant Director	5 minutes	Executive Assistant		
		8) Forwards documents to assigned personnel to form part of application documents	5 minutes	Assistant Director		
4		If applicant fully complies with the requirements and the operating departments have already provided a Memo-reply:				
		1) For Group A/B, prepares Memorandum to Commission En Banc, Evaluation Sheet and other supporting documents, i.e., working paper, matrix of findings, google searches on top ten (10) clients for any pending case/issues on them including the concurrence of BSP	3 days	Assigned Personnel		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
		and/or IC on their approval/denial of the applications (through Supervising Commissioner) then GO TO STEP 5, 6 and 9.				
		2) For Group C, finalizes evaluation sheet and other supporting documents, i.e., working paper, matrix of findings, google searches on reviewed client-corporations for any pending case/issues on them including the concurrence of BSP and/or IC on their approval/denial of the applications for submission to General Accountant, then GO TO STEP 7, 8 and 9.				
5		Reviews Memorandum, Evaluation Sheets and other supporting documents and returns to Assigned Personnel to effect corrections.	20 minutes	Assistant Director		
		If Memorandum and other documents are already acceptable, forwards the same to General Accountant for approval and signature.				
6		Approves and signs Memorandum, Evaluation	20 minutes	General Accountant		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
		Sheets and other supporting documents. Forwards application folder to Supervising Commissioner for approval/clearance for presentation to Commission En Banc				
7		Reviews Evaluation Sheets and other supporting documents and returns to Assigned Personnel to effect corrections. If Evaluation Sheet and other documents are already acceptable, forwards the same to General Accountant for approval and signature.	20 minutes	Assistant Director		
8		Approves and signs Evaluation Sheets and other supporting documents. Forwards the same to the Supervising Commissioner for final approval.	20 minutes	General Accountant		
9		Reviews Memorandum / Evaluation Sheet and other documents. For Group A/B, If application is already acceptable, signs document for presentation by General Accountant to Commission En Banc. For Group C, if application is	2 days	Supervising Commissioner		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
		already acceptable, signs Evaluation Sheet and returns application folder to OGA for preparation of certificate. (GO TO STEP 12)				
10		Presents Memorandum to the Commission En Banc for consideration (after clearance from Supervising Commissioner)	50 minutes	General Accountant		
11		Receives advice of the resolution of the Commission En Banc on the application If approved, GO TO STEP 12.				
		1. If denied/deferred: - Denial: Notifies the applicant of the denial and reasons thereof - Deferment: Notifies the applicant of the deferment and requirement to be complied with or necessary action to correct the deficiency.	1 day	Assigned Personnel		
		2. Reviews letter and returns to Assigned Personnel to effect corrections.	20 minutes	Assistant Director		
		If draft letter is already acceptable, forwards the				

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
		same to General Accountant for approval and signature.				
		3. Approves and signs letter	20 minutes	General Accountant		
		4. Prepares letter for mailing	20 minutes	Index Tracking Personnel		
12	Presents authority to receive the certificate	Prepares Certificates of Accreditation:				
		a. Prints two (2) copies	10 minutes	Executive Assistant		
		b. Checks details and Initials on copies	5 minutes	Assigned Personnel		
		c. Checks details and Initials on copies	5 minutes	Assistant Director		
		d. Signs certificates	5 minutes	General Accountant		
		e. Notifies applicant that the Certificate may be picked up (in case of representative, subject to presentation of authorization letter)	5 minutes	Executive Assistant		
		f. Releases Certificate of accreditation and forwards duplicate file to clerk	10 minutes	-do-		
		g. Logs in registry of Accredited Appraisal Companies; informs Index Tracking Personnel of the issuance of the certificate.	10 minutes	-do-		
		h. Provides MIS with updated list	30 minutes	-do-		
		i. Updates tracking system	30 minutes	Index Tracking Personnel		
END OF TRANSACTION						

Duration:

Pre-evaluation of application	10 days and 1 hour
Processing of application	20 days
Total processing duration:	20 days

- Processing time is exclusive of time allotted for the AFS evaluation and response period from first comment letter. The above processing time commences upon actual receipt of letter explanation from the applicant on the noted findings on the AFS evaluation.
- The above processing time only includes the period of time wherein the application is within the Office of the General Accountant. It likewise excludes extensions, requirements to amend the audited financial statements, additional procedures/documents that the Supervising Commissioner/Commission en banc may require as deemed necessary and period of time to receive the concurrence of BSP and/or IC on the approval/denial of the applications.
- Additional processing time of 20 days shall be added from the total processing time if the assigned personnel requested supplemental information due to insufficiency of the applicant's explanation on noted findings. Such supplemental shall be requested before the original processing time lapse.
- The Commission may either grant a five (5) year SEC accreditation or a conditional accreditation subject to the result of the review. The applicant may only avail or be granted conditional accreditation on the same level up to three (3) times only.

Enforcement and Investor Protection Department

- 1) Investigates, *motu proprio* or upon complaint or referral, violations of laws rules and regulations enforced by the Commission as provided under the 2016 SEC Rules of Procedure;
- 2) Initiates the issuance of a Cease and Desist Order (CDO) by the Commission;
- 3) Conducts surveillance of the trading of securities in the exchanges and ensures compliance of market participants and intermediaries with Sections 24, 26 and 27 of the SRC and its IRR;
- 4) Acts as the Anti-Money Laundering Desk of the Commission and acts on all requests made by the AMLC;
- 5) Acts as representative of the Commission on all matters relating to the IOSCO;
- 6) Performs such other functions as may be assigned by the Commission En Banc or the Chair.

TRANSACTION:

- 1) Receipt and Filing of Complaint
- 2) Request for Certified True Copy (CTC) of documents issued by and/or filed with EIPD

Receipt and Filing of Complaint

- Schedule of availability of service** : Monday to Friday, 7:30 AM to 4:30 PM (no noon break)
- Who may avail of the service** : Public (Investors, members, stockholders, officers, NGOs, etc.)
- What are the requirements** :
- 1) Verified Complaint-Affidavit with Certification on Non-Forum Shopping
 - 2) Supporting documents, evidences
 - 3) Filing fee of P2,000.00 plus 1% legal research fee (LRF) of P20.00

How to avail of the service :

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Registers with the guard (lobby) and waits to be called	Calls the attention of the officer of the day	15 minutes	Guard on Duty	None	None
2	Proceeds to the conference room	Holds conference/meeting with the client Assesses the inquiry/request for assistance/verbal complaint if within the SEC's jurisdiction, if not, recommends appropriate action. If within the SEC's jurisdiction, requests the client to prepare and submit to the Office of the Director a verified complaint with Certification on Non-forum Shopping and other supporting documents. In instances when the client is unable to prepare a verified complaint, a complaint form will be provided for him to accomplish/fill out.	Minimum of 1 hour depending on the gravity and complexity of the complaint	Officer of the Day		Verified complaint with Certification on Non-forum Shopping / Complaint Form

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
		Assesses the verified complaint if it satisfies the formal requisites.	1 hour	Officer of the day		
		If not satisfactory, assists the client to revise the complaint in compliance with the SEC requirements.	1 hour	Officer of the day		
3	Submits to the Office of the Director two (2) original copies of verified complaint with Certification on Non-forum Shopping and other supporting documents; or the accomplished complaint form.	Issues Payment Assessment Form (PAF)	30 minutes	Office of the Director's Staff		
4	Proceeds to the Cashier for payment.	Processes payment and issues O.R.	30 minutes	Cashier	P2,020.00 (Filing fee + LRF)	
5	Submits the machine-validated PAF and O.R., and the receiving copy of the verified complaint.	Receives documents and advises the client that a letter will be sent to notify him of the actions to be taken by the department.	20 minutes	Office of the Director's Staff		
END OF TRANSACTION						

Request for Certified True Copy (CTC) of Documents Issued by and/or Filed with EIPD

Schedule of availability of service	:	Monday to Friday, 7:30 AM to 4:30 PM (no noon break)
Who may avail of the service	:	Public (Directors, members, stockholders, officers, party-in-interest or their authorized representatives)
What are the requirements	:	Request Form, Freedom of Information (FOI) Registry by EIPD, Authorization Letter (if necessary)
How to avail of the service	:	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Accomplishes Request Form together with all the requirements	Calls the attention of the Office of the Director's staff	15 minutes	Guard on Duty	None	Request Form, FOI Registry by EIPD
2	Waits at the EIPD Reception Area	Assesses the request whether to grant or deny, taking into consideration the confidentiality, status of the case, capacity of the requesting party, etc. If denied, makes a remark/s on the request form and informs the requesting party of the denial and reason thereof. If granted, EIPD staff issues PAF.	1 hour	FOI Officer		
3	Proceeds to the Cashier for payment.	Processes payment and issues O.R.	30 minutes	Cashier	P50 per document plus P10 per page	
4	Proceeds to EIPD and submits the machine-validated PAF and O.R.	Receives the request together with all the attachments	20 minutes	Office of the Director's Staff		
5	Presents the request form and authorization letter (if necessary) on the day indicated therein for the release of the document/s requested.	Prepares and releases the document/s requested.	Maximum of 20 working days	Office of the Director's staff and/or handling EIPD staff		
END OF TRANSACTION						

Markets and Securities Regulation Department

- 1) Registers securities and grants exemption from registration such as, but not limited to, equity securities, bonds, commercial papers issued by issuer of registered equity and bonds, real estate investment trusts and other alternative investment products, and supervises and monitors the compliance by the issuers of such products with legal and regulatory requirements;
- 2) Registers and supervises securities markets and market institutions such as exchanges, alternative trading systems, over-the-counter markets and other trading markets, self-regulatory organizations, clearing agencies, securities lending agencies, depositories, custodians, central trade reporting systems; registrars of qualified buyers and other securities-related organizations for their compliance with legal and regulatory requirements;
- 3) Supervises intermediaries and market professionals such as brokers, dealers, government securities eligible dealers, government securities brokers, associated persons and salespersons of broker dealers, transfer agents, investment houses, investment company advisers, mutual fund distributors, compliance officers and certified investment solicitors of investment company advisers/mutual fund distributors, and other securities market participants for their compliance with legal and regulatory requirements;
- 4) Reviews proposed rules of self-regulatory organizations (SROs) and other market participants, and proposed products and services in the market to ensure their consistency with securities laws, regulations, policies and global best practices;
- 5) Reviews existing regulatory frameworks of the securities industry, conduct market-related research and recommends rules and/or reforms;
- 6) Establishes linkages with national and international organizations (e.g. ASEAN and APEC) and regulatory agencies with regard to the securities market, including cross-border products, services and arrangements;
- 7) Acts as National Numbering Agency for all securities issued in the Philippines;
- 8) Issues show cause orders, assesses and imposes penalties for non-compliance with rules and regulations implemented by the department;
- 9) Performs such other functions as may be directed by the Chair and Commissioners.

LIST OF TRANSACTIONS:

- 1) Application for Certificate of Permit to offer Securities for Sale and Order of Registration for Equities, Debt Securities, Real Estate Investment Trust (REIT)
- 2) Petition for Voluntary Revocation of Certificate of Permit to Sell Securities for Sale and Order of Registration for Equities, Securities Debt, REIT
- 3) Application for Confirmation of Exempt Transaction
- 4) Application for Exemption from Registration of Stock Option Plan
- 5) Application for Exemption from Registration of Limited Public Offering and Other Exempt Transaction
- 6) Review of Information Statement prior to its distribution in the Stockholders' Meeting
- 7) Request for Exemptive Relief/Confidential Treatment of Information Filed
- 8) Accreditation of Surety Companies
- 9) Request for SEC MSRD Certification
- 10) Request for Comment/Recommendation on the Application for Articles of Incorporation/Partnership/By-Laws and Amendments relative thereto

LIST OF TRANSACTIONS:

- 11) Application of Registration as an Exchange/Exchange-SRO/Clearing Agency/Clearing Agency-SRO and Depository
- 12) Application of Registration as Registrar of Qualified Buyer
- 13) Application for Operator of Alternative Trading System and Central Trade Reporting System
- 14) Application for Over-the-Counter Market/Association of Securities Brokers and Dealers

Application for Certificate of Permit to offer Securities for Sale and Order of Registration for Equities, Debt Securities, Real Estate Investment Trust (REIT)

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service : Any corporation that intends to sell or offer securities for sale to the public
What are the requirements :
 1) Accomplished SEC Form 12-1, as amended (Registration Statement) and Prospectus
 2) Audited Financial Statements (AFS) and Additional components of the AFS
 3) Statement of Management Responsibility on the AFS
 4) Exhibits required under Part VII of Annex C - SRC Rule 12
Total Processing Time : Within 45 days as mandated under Section 12.6 of the SRC
How to avail of the service :

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Presents <u>SEC Form 12-1</u> for pre-evaluation			Specialist		1) SEC Form 12-1 2) Audited Financial Statements (AFS) and Additional components of the AFS 3) Statement of Management Responsibility on the AFS 4) Required Exhibits (Part VII of Annex "C")
2	2.1 Reviews documents. Accomplishes pre-evaluation checklist and provides copy to the applicant based on the documents presented. If COMPLETE , go to Step 2.3 . If INCOMPLETE , go to Step 2.2		1 hour	Specialist	Please see SEC Memorandum Circular No. 3, series of 2017	Pre-evaluation Checklist

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
2		2.2 Returns document to applicant for compliance. END	5 minutes	Specialist		
		2.3 Computes Filing Fee and issues Payment Assessment Form (PAF) and advises applicant to pay prescribed fee to the Cashier. Go to Step 3	10 minutes			
3	Pays the prescribed filing fee to the Cashier	Issue Official Receipt and machine validate PAF	varies	Cashier	Please see SEC Memorandum Circular No. 3, series of 2017	
4	Submits PAF together with the required documents and its attachments to receiving clerk/support staff.	4.1 Receives/stamps and encodes documents;	10 minutes	Support Staff		
		4.2 Delivers documents to Assistant Director (AD) for assignment. Go to Step 5.1	10 minutes			
		4.3 Updates documents and delivers to assigned Securities Specialist and Legal Counsel. Go to Step 6.	10 minutes			
		4.4 Transmits letter to the Registrant. Go to Step 7.	30 minutes			
		4.5 Delivers Memo to Supervising Commissioner/Commission Secretary for Agenda	10 minutes			
		4.6 Forwards records to ICTD for micro-filming. END	10 minutes			

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
5		5.1 Assigns application to Specialist and Legal Counsel. Return documents to Support Specialist. Go to Step 4.3 5.2 Reviews and initials the following: 5.2.a. DRAFT letter/ memo/ advisement/Pre-effective Letter/ Order of Registration/ Permit to Sell/Notice 5.2.b. FINAL letter/memo/ advisement/Pre-effective letter/ memo/ advisement/ Order of Registration/ Permit to Sell/Notice 5.3 Go to Step 9.	10 minutes 1 business day	Support Staff		
6		If Initial Filing: 6.1 Reviews documents 6.2 Refers the Underwriting/ Management/Distribution Agreement to Securities Market Division 6.3 Refers Financial Statements to OGA/Refers ID Matters to CGFD/ Refers to EIPD, OGC, CRMD/ Repeats Step 8 6.4 Refers to OTHER GOVERNMENT AGENCIES/EXTENSION OFFICE/PSE (if applicable) 6.5 Conducts Ocular Inspection (if applicable/allowed) 6.6 Prepares and initials DRAFT/FINAL 1st COMMENT LETTER based on findings. Repeats Step 5.2	7 business days 4 business days 1 to 2 business days	Securities Specialist / Legal Counsel		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
6		IF 1st Revision – Compliance with 1st COMMENT LETTER 6.7 Repeat Steps 6.1, 6.3, 6.4 and/or conducts meeting with the Registrant. 6.7.a. If compliant with all the requirements, Go to Step 6.8.a. 6.7.b. If still not compliant, prepares and initials DRAFT/FINAL 2nd-COMMENT LETTER. Repeats Step 5.2. IF 2nd Revision – Compliance with 2nd COMMENT LETTER 6.8 Repeats Steps 6.1, 6.3, 6.4 and/or conducts meeting with the Registrant. 6.8.a. If AFS were cleared by the OGA, prepares and initials DRAFT/FINAL MEMO. Repeat Step 5.2 6.8.b. If still not compliant or <u>NO COMPLIANCE</u>, endorses to Legal Counsel for Hearing. 6.9 Prepares DRAFT/FINAL NOTICE OF HEARING. Repeats Step 5.2. 6.10 Legal Counsel holds meeting for REJECTION of the application. 6.11 Prepares DRAFT/FINAL REJECTION LETTER. Repeat Step 5.2.	3 business days 3 business days 30 minutes 2 hours 1 hour	Securities Specialist/ Legal Counsel		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
7	7.1 Files reply/compliance with Comment Letter to support staff 7.1a. Set appointment with Office of the Director for schedule of Management Presentation 7.1b. Conducts Presentation with MSRD Staff If reply to 1st Comment Letter or 2nd Comment Letter. Repeats Steps 4.1 and 4.3. 7.2 If application is deferred, submits compliance requirements. Repeats Steps 4.1 and 4.3. 7.3 If rendered effective, submits FINAL PROSPECTUS. Repeats Steps 4.1, 4.3 and Go to Step 11 7.4 Receives ORDER OF REGISTRATION and PERMIT TO SELL/REJECTION. Go to Step 13					
8		8.1.a Reviews and evaluates AFS; 8.1.b. Reviews and evaluates ID qualifications 8.2 Endorses findings to MSRD. Go to Step 6.6		OGA CGFD OGA/CGFD		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
9		9.1 For DRAFT COMMENT/PRE-EFFECTIVE LETTER/MEMORANDUM/REJECTION LETTER/ ORDER OF REGISTRATION/PERMIT TO SELL/NOTICE		Director		
		9.1.a. Reviews and initials documents	3 hours			
		9.1.b. Returns document to Support Staff. Go to Steps 4.3 and 6.7 or 6.8 or 6.9	10 minutes			
		9.2 For FINAL COMMENT/PRE-EFFECTIVE/ADVISEMENT LETTER/NOTICE.	3 hours			
		Reviews and signs document. Repeat Step 4.4	1 business day			
		9.3 If FINAL MEMO, reviews and signs document. Returns documents to Support Staff. Go to Step 4.5.	1 hour			
		9.4 Presents to the Commission En Banc.				
		9.5 Informs Specialist/Legal Counsel of En Banc Decision. Go to Step 10.	10 minutes			
		For ORDER OF REGISTRATION and PERMIT TO SELL				
		9.6. Reviews and signs document. Returns document to Support Staff. Go to Steps 4.3 and 12.4				

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
10		Upon receipt of the Commission's action on the Memorandum: If Registration Statement is DENIED/ DEFERRED 10.1 Prepare DRAFT/FINAL ADVISEMENT LETTER Repeat Steps 5.2, 9.1, 9.2 and 4.4 If Registration Statement is RENDERED EFFECTIVE, 10.2 Prepare PRE-EFFECTIVE LETTER. Repeat Steps 5.2, 9.1, 9.2 and go to Step 7.3	2 business days	Securities Specialist		
11		11.1 Computes adjustment fee, if necessary and informs registrant of the additional fee. Go to Steps 3 and 4.3. 11.2 If COMPLETE. Go to Step 12 11.3 If INCOMPLETE, notifies registrant to comply with and submit the requirements. Go to Step 7.3	30 minutes	Securities Specialist		
12		Prepares CERTIFICATE OF PERMIT TO SELL and ORDER OF REGISTRATION 12.1 Prints draft/final copies of Certificate of Permit to Sell and Order of Registration 12.2 Initials copy 12.3 Repeat Steps 5.2 and 9.6 12.4 Notifies issuer that the Permit and Order are ready for release at the MSRD. Go to Step 7.4 12.5 Forwards records to Support Staff. Go to Step 4.6	10 minutes 5 minutes 10 minutes	Securities Specialist/ Legal Counsel		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
13	Publication/uploading of Order rendering effective the Registration Statement	Repeat Step 4.1 and 4.3	15 minutes	Support Staff		
14	Submits written notification of completion or termination of the offering including the number of securities sold	Repeat Step 6.8.a, 5.2, 5.3 Repeat Step 9.1, 9.2 and 9.4	A week after receipt of termination report	Specialist Director		
END OF TRANSACTION						

****The allotted processing time covers all submissions and evaluations of documents, i.e., initial and subsequent submissions per Comment letter/s.***

Filing Fee:

Maximum aggregate price of securities to be offered	Amount of Filing fee
Not more than P500 Million	0.10% of the maximum aggregate price of the securities to be offered
More than P500 Million but not more than P750 Million	P500,000 plus 0.075% of the excess over P500 Million
More than P750 Million but not more than P1 Billion	P687,500 plus 0.05% of the excess over P750 Million
More than P1 Billion	P812,500 plus 0.025% of the excess over P1 Billion

The registration/filing fee is subject to 1% legal Research Fee (but not less than Fifty Pesos) which shall be paid at the time of filing. Securities to be registered but which are not part of the offering, shall be based on Par Value

Shelf Registration:

Upon filing of Registration Statement – based on value of the 1st Tranche

Filing fees for subsequent tranches – payable within seven (7) business days prior to commencement of the offer/sale

Petition for Voluntary Revocation of Certificate of Permit to Sell Securities for Sale and Order of Registration for Equities, Debt Securities, Real Estate Investment Trust (REIT)

Schedule of availability of service	:	Monday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	Registered Issuers, Publicly Listed Securities Issuers
What are the requirements	:	1) Verified Petition for Revocation of Registration 2) Board Resolution 3) List of Stockholders 4) All relevant books and papers 5) Proposed Notice of Filing of Petition for Voluntary Revocation of Registration of Securities, reciting the facts supporting the said petition . 6) Payment Assessment Form/Official Receipt
Total Processing Time	:	Within 20 days
How to avail of the service	:	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Presents Petition for Revocation	Issues Payment Assessment Form (PAF)	10 minutes	Specialist	P10,000	
2	Receives the PAF and proceeds to Cashier for payment	Issues Official Receipt and machine validate PAF	Varies	Cashier	Amount Imposed	
3	Forwards validated PAF and documents to Support Staff	Receives the validated PAF and documents. Forwards to Support Staff	10 minutes	Office of the Director		
4		4.1 Receives and encodes documents; 4.2 Delivers documents to Assistant Director (AD) for assignment. Go to Step 5.1 4.3 Updates records and/or delivers documents to assigned Legal Counsel. Go Step 6.1	10 minutes 10 minutes	Support Staff		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
4		4.4 Transmits letter to the Registrant. Go to Step 5.	30 minutes	Support Staff		
		4.5 Delivers Memo to Supervising Commissioner/ Commission Sec- retary for En Banc presentation. Go to Step 7.4	10 minutes			
		4.6 Forwards records to ICTD for mi- crofilming and uploading in SEC's website and Fax copy to PSE/ PDEx. END	15 minutes			
5		5.1 Assigns application to Legal Counsel. Forwards documents to Support Staff. Go to Steps 4.3	10 minutes	Assistant Director		
		5.2 Reviews and initials the following:				
		5.2.a. DRAFT letter/ memo/ advisement/ Order of Revoca- tion. Go to Step 7.1 and Step 4.3	1 day			
6		5.2.b. FINAL letter/memo/ ad- visement letter/ Order of Revo- cation. Go to Step 7	1 day	Legal Counsel		
		6.1 Reviews documents, prepares and initials DRAFT/FINAL Notice of Filing of Petition for Voluntary Revocation . Go to Steps 5.2, 7.1/9 and 4.3	1 day			
		6.2 Prepares DRAFT/FINAL Memo.				
		6.3 Repeat Step 5.2				

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEEs	FORM
7		7.1 For DRAFT COMMENT/ NOTICE/ MEMORANDUM/ORDER 7.1.a. Reviews and initials document 7.1.b. Returns document to Legal Counsel. Go to Step 6.1 7.2 For FINAL COMMENT/ NOTICE/ MEMORANDUM/ORDER 7.2.a. Reviews and signs document. Go to Step 4.3, 4.4 and 4.6 7.3 If FINAL MEMO, reviews and signs document. Go to Step 4.5. 7.4 Presents to the Commission En Banc 7.5 Informs Legal Counsel of En Banc Decision. Go to Step 6.2 7.6 For ORDER OF REVOCATION 7.6.a Reviews and signs document. Go to Step 4.3 and 4.6	3 hours 3 hours 1 day 10 minutes	Director		
8	Receives and publishes approved Notice of Filing of Petition for Voluntary Revocation					
9	Submits Affidavit of Publication	Receives affidavit and wait for complaints. Go to Step 5.2	15 business days			

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEE\$	FORM
10		Upon receipt of the Commission's action on the Memorandum: If DENIED/DEFERRED 10.1 Prepare DRAFT/FINAL ADVISEMENT LETTER. Repeat Steps 4.2, 6.2, 7.1, 7.2 and 4.4 10.2 If GRANTED. Go to Step 11	30 minutes	Legal Counsel		
11		Prepares ORDER OF REVOCATION 11.1 Prints draft/final copies of Order of Revocation 11.2 Initial Copy 11.3 Repeat Steps 5.2 and Go to Step 7.6 11.4 Notifies issuer that the Order is ready for release at the MSRD. Go to Step 12 and Step 4.6		Legal Counsel		
12	12.1 Receives ORDER of Revocation . 12.2 Submits Affidavit of Publication	12.1 Endorse copy of the Order to ICTD for posting 12.2 Posting of Order of Revocation at Commission's website	Varies	Specialist ICTD Staff		
END OF TRANSACTION						

Application for Confirmation of Exempt Transaction

Schedule of availability of service	:	Monday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	Any person seeking for confirmation of an exemption from the Commission
What are the requirements	:	1) <u>SEC Form 10.1</u> 2) Written Disclosure 3) Notice to Stockholders 4) List of Stockholders 5) Latest Audited Financial Statements 6) Waiver of Pre-emptive Rights (if applicable) 7) Monitoring Sheet <u>Additional Requirements for Listed Companies:</u> 1) Mandate letter from Underwriters 2) Underwriting Agreement 3) Certification of No Remuneration/Compensation 4) Prospectus
Total Processing Time	:	Within 7 days
How to avail of the service	:	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Secures Application for Registration from MSRD/ SEC website	Gives client the application form for confirmation of exemption and additional instructions	10 minutes	Support Staff		1) <u>SEC Form 10.1</u> 2) Other documents
2	Presents documents	Pre-processes the accomplished form and supporting documents If incomplete, returns document for completion If complete, prepares the Payment Assessment Form and advises client to pay the prescribed fee at the Cashier.	30 minutes	Specialist		Application Letter with supporting documents
3	Presents the PAF at the Cashier and settles the prescribed fee	Processes payment and issues Official Receipt and validate PAF N.B. Fees paid relative to the exemption shall be credited as filing fee for the subsequent registration of exempted securities	10 minutes	Cashier	1/10 of 1% of the Aggregate Total Value of the Shares / Securities to be sold or issued but in no case less than P1,000.	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEE\$	FORM
4	Submits application, supporting documents and machine-validated PAF/ Official Receipt	a) Receives and forwards the application form to the CRMD Staff. b) Advises the applicant to follow-up the application at MSRDR. c) Upon receipt of the application, • Encodes the application in the SEC Internal Database, and provides "Document ID Number" • Attaches a copy of the latest submitted (Amended) Articles of Incorporation and/or any incorporation documents. d) Logs and delivers the application form to MSRDR	3-5 days	CRMD Support Staff CRMD Staff CRMD Support Staff		
5		Receives, encodes and forwards application for confirmation to the Assistant Director	15 minutes	Support Staff		
6		Makes an evaluation of the request. Issues resolution on the application	1 hour	Specialist		
7		Reviews and makes additional inputs, if necessary	1 hour	Chief Counsel		
8		Reviews and signs the resolution	1 day	Director		
9	Picks-up and receives the Resolution or Letter from MSRDR	Transmits resolution to applicant and Electronic Records Management Division	15 minutes	Executive Assistant		
END OF TRANSACTION						

Application for Exemption from Registration of Stock Option Plan

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service : Any entity that issues stock offering plan
What are the requirements :

- A. Letter Request containing the following information:
 - Registered Name of the Applicant/User
 - Purpose of the Grant of the Applicant
 - Number of Option Shares to be issued/Offer Price
 - Names and Addresses of the Applicant subsidiaries and affiliated companies and their dates of registration with the SEC
 - Issue Price or Exchange Rate, including the source or basis of the "option shares at the time of filing"
 - Term of the Stock Option Plan
- B. Latest Audited Financial Statements
- C. Articles of Incorporation of the Applicant/Issuer
- D. Board of Directors' and Stockholders' Resolution approving the plan and authorizing the issuance of stock options
- E. Notarized attestation of the Corporate Secretary of the applicant pursuant to Rule 10.2.3.2:
 - Approval of the applicant's Board of Directors and required Stockholders' approval of the stock offering plan
 - Genuineness and due execution of the Plan, a copy of which shall be attached to the certificate
 - If applicable, Breakdown of the number of option shares earlier exempted from registration, the shares subscribed by the optionees, and the remaining unissued shares computed on a year-to year basis, status of the unissued shares and an explanation on why the applicant has renewed its application in spite of the availability of unissued shares
 - If the applicant is a foreign corporation, the procedures or guidelines of the Plan on the sale, assignment, transfer or disposition of the shares acquired by the optionees.
- F. Certificate under Oath by the applicant's Head of Human Relations or equivalent position, or President of the Employees Union, at the option at the applicants, on the following items:
 - Names and positions of eligible or qualified optionees and number of allotment per employee
 - Statement that the optionees have been informed about the terms and conditions, including the attendant risks of the Plan, to enable them to make a reasonable judgment on the advantages and disadvantages of the Plan
 - Reading materials, i.e. brochures, pamphlets, etc., if any
 - Disclosure whether or not there are Independent Directors grantees. If yes, disclose the total percentage of ownership after the grant
- G. Undertaking to pay price difference from the price at the time of filing before the SEC
- H. Undertaking for the Issuer to give continuous access on its Key Performance Indicators

Total Processing Time : Within 20 days

How to avail of the service :

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Secures checklist from the SEC website under Forms and Fees, Miscellaneous Applications					
2	Presents the accomplished form and supporting documents for pre-processing	Pre-processes the accomplished form and supporting documents 2.1.a If incomplete, returns documents for completion 2.1.b If complete, prepares the Payment Assessment Form and advises client to pay the prescribed fee at the Cashier.	30 minutes	Specialist		Application Letter with supporting documents
3	Presents the PAF at the Cashier and settles the prescribed fee	Processes payment and issues Official Receipt and validate PAF	10 minutes	Cashier	1/10 of 1% of the Aggregate Total Value of the Shares / Securities being offered plus 1% LRF	
4	Submits application, supporting documents and machine-validated PAF/Official Receipt	4.1 Receives and forwards the application form to the CRMD staff 4.2 Advises applicant to follow-up the application at MSRD. 4.3 Upon receipt of the application, • Encodes the application in the SEC Internal Database, and provides "Document ID Number" • Attaches a copy of the latest submitted (Amended) Articles of Incorporation documents. 4.4 Logs and delivers the application form to MSRD				

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
5	Submits application, supporting documents and machine-validated PAF/Official Receipt	5.1 Receives and forwards the application form to the CRMD Staff. 5.2 Receives and encodes documents; 5.3 Delivers document to Assistant Director (AD) for assignment. 5.4 Updates records and delivers documents to assigned Specialist. Go to Step 6 5.5 Transmits letter to applicant. Go to Step 7 5.6 Delivers Memo to Supervising Commissioner/Commission Secretary 5.7 Forwards records to ICTD for microfilming. END	3-5 days	Support Staff		
6	Presents the accomplished form and supporting documents for pre-processing.	6.1 Assigns application to Specialist 6.2 Reviews and initials the following: 6.2.a. DRAFT letter/memo advisement/Resolution 6.2.b. FINAL letter/memo advisement/Resolution	1 day	Assistant Director		
7		7.1 Reviews documents 7.2 Prepares and initials DRAFT/FINAL Comment Letter/Memo based on findings. Go to Step 6.1 6.3 Prepares DRAFT/FINAL Memo/Resolution. Go to Step 8	3 days	Specialist		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
8	Files reply/compliance with Comment Letter	If compliant, go to Step 7.2		Specialist		
9		For DRAFT/FINAL Comment/Memo/Resolution 9.1 Reviews and initials DRAFT/FINAL Comment/Memo 9.2 Returns DRAFT/FINAL Comment/Memo to Specialist. Go to Step 7.1 9.3 Informs Specialist of En Banc Decision. Go to Step 7.2 9.4 Reviews and signs Resolution . Go to Step 5.6	2 days	Director		
10	Picks up and receives the Resolution or Letter from MSRD.					
END OF TRANSACTION						

Application for Exemption from Registration of Limited Public Offering and Other Exempt Transaction

Schedule of availability of service	:	Monday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	Any person seeking exemption from registration under Rule 10.2 by reason of small amount involved or the limited character of the public offering
What are the requirements	:	1) Letter Request 2) Other documents that the Commission may prescribe
Total Processing Time	:	Within 20 days
How to avail of the service	:	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Secures checklist of requirements from the SEC website under Forms and Fees, Miscellaneous Applications					
2	Presents the accomplished form and supporting documents for pre-processing	Pre-processes the accomplished form and supporting documents 2.1.a If incomplete, returns documents for completion 2.1.b If complete, prepares the Payment Assessment Form and advises client to pay the prescribed fee at the Cashier	30 minutes	Specialist		Application Letter with supporting documents
3	Presents the PAF at the Cashier and settles the prescribed fee	Processes payment and issues Official Receipt and validates PAF	10 minutes	Cashier	1/10 of 1% of the Aggregate Total Value of the Shares / Securities being offered plus 1% LRF	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
4	Submits application, supporting documents and machine-validated PAF	4.1 Receives and encodes documents; 4.2 Delivers document to Assistant Director (AD) for assignment. 4.3 Updates records and delivers documents to assigned Specialist. Go to Step 6 4.4 Transmits letter to applicant. Go to Step 7 4.5 Delivers Memo to Supervising Commissioner/Commission Secretary 4.6 Forwards records to ICTD for microfilming. END	10 minutes	Support Staff		
5	Presents the accomplished form and supporting documents for pre-processing	5.1 Assigns application to Specialist 5.2 Reviews and initials the following: 5.2.a. DRAFT letter/memo advisement/Resolution 5.2.b. FINAL letter/memo advisement/Resolution	30 minutes	Assistant Director		
6		6.1 Reviews documents, prepares and initials DRAFT/FINAL Comment Letter based on findings. Go to Step 5.1 6.2 Prepares DRAFT/FINAL Memo/Resolution. Go to Step 8		Specialist		
7	Files reply/compliance with Comment Letter	If compliant, Go to Step 6.2		Specialist		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
8		For DRAFT/FINAL Comment/Memo/Resolution 8.1 Reviews and initials DRAFT/FINAL Comment/Memo/Resolution 8.2 Returns DRAFT/FINAL Comment/Memo/Resolution to Specialist. Go to Step 6.1 8.3 Informs Specialist of En Banc Decision. Go to Step 6.3 8.5 Reviews and signs Resolution . Go to Step 4.6		Director		
9	Picks-up and receives the Resolution or Letter from MSRD.					
END OF TRANSACTION						

Review of Information Statement prior to its Distribution in the Stockholders Meeting

Schedule of availability of service	:	Monday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	Registered Issuer of Equities, Debt Securities and Real Estate Investment Trust (REIT) and Reporting Companies
What are the requirements	:	1) SEC Form 20-IS 2) Management Report
Total Processing Time	:	Within 7 days
How to avail of the service	:	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Presents Preliminary copies of Information Statement (IS) and Management Report (MR)	Prepares Payment Assessment Form (PAF) and advises client to pay the prescribed fee at the Cashier	10 minutes	Specialist	P7,575 for Registrant P5,050 other than the registrant	1) SEC Form 20-IS (Preliminary) 2) Management Report 3) Audited Financial Statements with Supplementary Schedules (Interim FS, if applicable)
2	Presents the PAF at the Cashier and settles the prescribed fee	Processes payment and issues Official Receipt and validates PAF	10 minutes	Cashier		
3	Submits IS, MR and machine-validated PAF	a) Receives and forwards documents b) Receives, encodes and/or forwards documents to assigned Specialist	5 minutes 5 minutes	Executive Assistant Support Staff		
4		a) Reviews and prepares DRAFT/FINAL comment letter b) Reviews and Initials DRAFT/FINAL Comment letter c) Reviews and signs FINAL Comment Letter d) Faxes/Mails comment letter	1 day ¹ 30 minutes 1 hour 5 minutes	Specialist Assistant Director Director Executive Assistant		

¹May vary due to the number of applications being reviewed by the Specialist

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
5	Files Definitive IS and MR. Calls MSRD Specialist for clearance. If compliant: Distributes copies to stockholders. END	a) Reviews documents, if compliant, advises to proceed with the distribution of IS and MR to stockholders. Go to Step 7 b) If not compliant, informs the registrant to comply with the comments accordingly. Repeat Steps 2 to 5.		Specialist	P5,000 for Amended Definitive IS (Haphazard Filing)	1) <u>SEC Form 20-IS</u> (Definitive Copy) 2) Management Report 3) Audited Financial Statements with Supplementary Schedules (Interim FS, if applicable)
6	6.1 Submits necessary information/documents 6.2 Files an undertaking to comply with Commission directive 6.3 Submits Order of Publication	a) Reviews documents b) Forwards request to Lawyer and prepares Order allowing Issuer to distribute. Repeat Steps 4 (b & c) c) Consolidates documents and forwards to Support Staff. Repeat Step 4c		Specialist/Lawyer		
7		Encodes and forwards documents to ICTD for microfilming. END		Support Staff		
END OF TRANSACTION						

Request for Exemptive Relief/Confidential Treatment of Information Filed

Schedule of availability of service	:	Monday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	Registered Issuer of Equities, Debt Securities and Real Estate Investment Trust (REIT)
What are the requirements	:	Letter Request and the required exhibits
Total Processing Time	:	Within 20 days
How to avail of the service	:	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Submits documents	Issues Payment Assessment Form (PAF)	10 minutes	Specialist	P50,000 per issue and per company* Request for confidentiality has no filing fee	Letter Request
2	Receives PAF and proceeds to Cashier for payment	Receives payment and issues Official Receipt and machine validates PAF	Varies	Cashier	Amount imposed	
3	Forwards validated PAF and documents to receiving	Receives the validated PAF and documents. Forwards to handling Specialist	10 minutes	Support Staff		
		3.1 Receives and encodes documents	10 minutes			
		3.2 Delivers documents to Assistant Director (AD) for assignment. Go to Step 4.1	10 minutes			
		3.3 Updates records and delivers documents to assigned Legal Counsel. Go to Step 5.1.	10 minutes			
		3.4 Transmits letter to registrant. Go to Step 8.	30 minutes			
		3.5 Delivers Memo to Supervising Commissioner/Commission Secretary for En Banc presentation.	10 minutes			
		3.6 Forwards records to ICTD for micro-filming. END	15 minutes			

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
4		4.1 Assigns application to Legal Counsel. Forwards documents to Support Staff. Go to Step 3.3 4.2 Reviews and initials the following: 4.2.a. DRAFT letter/memo/advisement. Go to Step 6.1 and 7.1 4.2.b. FINAL letter/memo/advisement letter. Go to Step 7.2	10 minutes 1 day	Assistant Director		
5		5.1 Reviews documents 5.1.a. If the request is novel, prepares and initials DRAFT/FINAL letter directing to provide additional information from the company. Go to Step 4.2 5.1.b. If the request is not novel or the department has received the additional information pursuant to Step 5.1.a hereof, prepares Memorandum to the Commission En Banc. Go to Step 6. 5.2 Prepares and initials DRAFT/FINAL letter of advisement. Repeat Steps		Legal Counsel		
6		6.1 For DRAFT COMMENT/NOTICE/MEMORANDUM 6.1.a. Reviews and initials documents. Go to Step 4.2.b. 6.1.b. Returns document to Legal Counsel.		Director		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
		6.2 For FINAL COMMENT/NOTICE		Director		
		6.2.a. Reviews and signs document. Go to Step 4.2.b.				
		6.3 If FINAL MEMO , reviews and signs document.				
		6.4 Presents to the Commission En Banc				
		6.5 Informs Legal Counsel of En Banc Decision .				
7		7.1 Receives advice of the resolution of the Commission on the application.	1 day after the Commission En Banc meeting	Legal Counsel		
		7.1.a If approved, prepares a letter informing the applicant of the approval. Repeat Step 4.2.				
		7.1.b If not approved, prepares a letter informing the applicant of the denial of the request and additional instructions/guidance from the Commission. Repeat Step 4.2				
		7.2 Seals documents and forwards to Office of the Commission Secretary for safe keeping . END				
8	Receives Letter of Advice-ment					
END OF TRANSACTION						

Request for Comment/Recommendation on the Application for Articles of Incorporation/ Partnership/By-Laws and Amendments relative thereto

Schedule of availability of service	:	Monday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	Holder of a Secondary License
What are the requirements	:	SEC MSRD Request Form
Total Processing Time	:	Within 3 days
How to avail of the service	:	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Secures SEC-MSRD request form	Advises applicant to submit SEC-MSRD request form and gives client the necessary instructions	10 minutes	Support Staff		SEC-MSRD request form
2	Submits filled-up SEC-MSRD request form with attached application for registration/amendments to Articles of Incorporation/By-Laws and Partnership	Receives request form or request letter, logs in and forwards the request letter to the assigned Specialist, if applicant is a holder of a secondary license. If not, prepares comments/ recommendations	30 minutes	Support Staff		

PROCESSING PROCEDURES

1		Logs in and forwards request letter to Specialist- in- charge.	10 minutes	Support Staff		
2		Evaluates request and prepares the comments/recommendations and returns to Support Staff for recording purposes and submission to the Assistant Director.	2 hours	Specialist assigned		
3		Reviews Comments/ Recommendation: If no revision is needed, forwards to Director for signature. If revision is needed, returns to specialist for revision.	1 hour	Securities Counsel/ Chief Counsel/ Assistant Director		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
4		Makes the necessary revision and forwards the documents to the Support Staff for recording.	15 minutes	Specialist assigned		
5		5.1 Forwards the comments/ recommendations to the Assistant Director for initial. 5.2 Forwards the comment/ recommendations to the Director for final review/signature	10 minutes	Support Staff		
6		Reviews comments/ recommendation and recommends revisions, if warranted. If no further comment/revisions, signs and forwards to the Executive Assistant for release	Within 1 day	Director		
7		Files comments/recommendations, request letter and supporting documents.	10 minutes	Specialist assigned		
END OF TRANSACTION						

Accreditation of Surety Companies

Schedule of availability of service	:	Monday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	Surety Companies
What are the requirements	:	All documents enumerated in Form SCA-001
Total Processing Time	:	Within 7 days
How to avail of the service	:	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
PRE PROCESSING						
1	Secures application form	Provides client application forms, and checklist of requirements.	5 minutes	Specialist assigned		Form SCA-001
2	Presents application and supporting documents	1) Pre-evaluates application and supporting documents <u>if application and supporting documents are not complete</u> , these are returned to applicant with the list of requirements not complied with <u>if application and supporting documents are complete</u> , the Specialist -in -charge clears application for payment of the prescribed fees (proceeds to No. 2)	30 minutes	Specialist assigned		PAF
		2) Prepares Payment Assessment Form (PAF) and instructs applicant to leave a copy of the application documents with MSRD and to proceed to the Cashier	10 minutes			
3	Presents the PAF at the Cashier and settles the required fee	Processes payment and issues OFFICIAL RECEIPT and machine validates PAF	10 minutes	Cashier	Filing Fee: P5,000.00 LRF*: P50.00	
4	Submits the machine-validated PAF	Secures and attaches the machine-validated PAF to the application documents.	1 minute 3 minutes	Specialist assigned		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
PROCESSING PROCEDURES						
1		Assigns application to Specialist in charge and inputs in logbook	5 minutes	Support Staff		
2		Forwards documents to Specialist in-charge	3 minutes	Support Staff		
3		Reviews application and supporting documents using checklist.	1 day	Specialist assigned		
4		If application is fully compliant with all requirements, prepares Memorandum to Commission to En Banc	1 day	Specialist assigned		
5		Reviews memorandum and forwards it to Support Staff	Within 1 day	Legal Counsel/Assistant Director		
6		Support staff logs memorandum and forwards it to Director	30 minutes	Support Staff		
7		Reviews memorandum	Within 1 day	Director		
8		Signs and presents Memo to the Commission En Banc for consideration	Within the immediately succeeding Commission En Banc meeting	Director		
9		Receives advice of the resolution of the Commission on the application: If approved: a) Prepares Certificates of Accreditation b) Prints two (2) copies c) Initials on copies d) Director signs certificate e) Releases Certificate of accreditation and forwards duplicate file to Specialist assigned f) Files Certificate and all supporting documents	Within 1 day after the Commission En Banc meeting	Specialist assigned		
END OF TRANSACTION						

Request for SEC MSRD Certification

Schedule of availability of service	:	Monday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	Any entity, individual, government office and other SEC Department
What are the requirements	:	Letter and/or Memo Request for Certification
Total Processing Time	:	Within 1-3 days
How to avail of the service	:	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Files letter or memo request to MSRD	a) Receives letter or memo request for certification; and b) Prepares Payment Assessment Form (PAF) and advises client to pay the prescribed fee at the Cashier. Note: Only letter-request from private entities and individuals are subject for payment. The memo request from other Department and government agencies are exempt from payment.	1 minutes 3 minutes	Support Staff Support Staff		
2	Presents the PAF at the Cashier and settles the prescribed fee	Processes payment and issues OR and machine-validated PAF.	10 minutes	SEC Cashier	P500	
3	Submits the machine validated-PAF/OR.	Receives, logs and forwards the letter or memo request and the machine-validated PAF/OR to concerned Division and assigned Specialist for verification if holder of a secondary license or not.	3 minutes	Support Staff		
PROCESSING PROCEDURES						
1		Evaluates and verifies the letter or memo request and/or confirms if holder of a secondary license or not.	10 minutes	Specialist		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
2		After evaluation/verification: <u>On Request for Certification on whether or not the entity or individual has secondary license as Broker/Dealer, GSEDs, IH, ICA, MFD and market professional:</u>				
		a) Prepares Memorandum for CRMD-Licensing Unit	5 minutes	Support Staff		
		b) Forwards Memo for review/initials	3 minutes	Support Staff		
		c) Reviews and initials the Memo	30 minutes	Chief Counsel		
		d) Forwards Memo to the Director for signature	3 minutes	Support Staff		
		e) Reviews and signs the Memo	1 hour	Director		
		f) Forwards Memo to CRMD	3 minutes	Support Staff		
3		Upon receipt of the CRMD Memorandum reply:				
		a) Receives, logs and forwards the CRMD Memo to assigned Specialist	3 minutes	Support Staff		
		b) Prepares Certification	5 minutes	Support Staff		
		c) Forwards Certification for review/initials	3 minutes	Support Staff		
		d) Reviews and initials the Certification	30 minutes	Chief Counsel		
		e) Forwards Certification to the Director for signature	3 minutes	Support Staff		
		f) Reviews and signs the Certification	1 hour	Director		
	Receives or picks up the Certification	g) Transmits or Issues Certification to requesting party	3 minutes	Support Staff		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
4		<u>On Request for Certification on whether or not the entity is a Registered Issuer of Securities:</u> <i>There is no need for an endorsement to CRMD, but instead proceed to Processing Procedures No. 3 b to g</i>				
END OF TRANSACTION						

Application of Registration as an Exchange/Exchange-SRO/Clearing Agency/ Clearing Agency-SRO and Depository

Schedule of availability of service	:	Monday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	Exchanges and Other Securities Trading Markets
What are the requirements	:	A. Cover Sheet B. SEC Form-33/SEC Form 33-SRO (For Exchange); SEC Form 39-SRO; SEC Form 42-CA/SEC Form 42-SRO (For Clearing Agency); SEC Form 42-SD/SEC Form 42-SRO C. Statements and Exhibits required by SEC Form-33/SEC Form 33-SRO; SEC Form 42-CA/SEC Form 42-SRO; SEC Form 42-SD/SEC Form 42-SRO D. Copy of the latest GIS E. Copy of the license of the CPA F. Manual on Corporate Governance G. Other requirements under Section 33.1 and 39.1.1 of the 2015 SRC Rules (for Exchange/Exchange-SRO) H. Other requirements under Section 42.1 and 39.1.1 of the 2015 SRC Rules (for Clearing Agency and Securities Depository)
Total Processing Time	:	Within 90 days as mandated under SRC Section 33.4 and Section 40
How to avail of the service	:	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Secures Application for Registration from MSRD.	Gives client the necessary application form and additional instructions	10 minutes	Support Staff		a) SEC Form 33/SEC Form 33-SRO b) SEC Form 39-SRO c) SEC Form 42-CA/SEC Form 42-SRO d) SEC Form 42-SD/SEC Form 42-SRO
2	Presents the accomplished form and supporting documents for pre-processing by the MSRD Specialist	Pre-processes the accomplished form and supporting documents a) If incomplete, applicant completes the documents first. b) If documents are complete, prepares the Payment Assessment Form and advises client to pay the prescribed fee at the Cashier.	30 minutes	Specialist	Please see separate schedule of fees and charges here or SEC Memorandum Circular No. 3, series of 2017	Accomplished SEC Form With supporting documents

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
3	Presents the PAF at the Cashier and settles the prescribed fee	Processes payment and issues Official Receipt and validate PAF	10 minutes	Cashier	P50,500 (inclusive of 1% Legal Research Fee)	
4	Submits application, supporting documents and machine-validated PAF/ OR	Receives, encodes and forwards the application to the Assistant Director or Specialist or Legal Counsel	10 minutes	Support Staff		
5		Reviews and examines documents as to their compliance with the requirements of the SRC. a) If the documents are deficient, requests applicant to correct deficiencies. OTHERWISE, proceed to STEP 6 . b) Accepts corrected documents.	90 days (SRC Section 33.4 and Section 40)	Chief Counsel Securities Counsel Examiner Specialist		
6		Prepares Comment or Memorandum elevating the matter to the Commission En Banc for its approval.		Chief Counsel Securities Counsel Examiner Specialist		
7		Reviews the Comment and/or Memorandum.		Assistant Director		
8		Reviews and signs the Comment and/or Memorandum for presentation to the Commission En Banc.		Director		
9		Transmits the Memorandum to the Commission Secretary for inclusion in the Agenda of the Commission En Banc's meeting.		Executive Assistant		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
10		Presents the application to the Commission En Banc.		Director		
11		If registration is approved, a) Prepares the certificate or license, and forwards it to the Division's support staff. b) Assigns and records license number to the prepared certificate or license. c) Forwards the certificate or license, and other documents to the AD for review and initial. d) AD reviews and initials. e) Forwards the certificate or license, and other documents to the Director for review and signature. f) Director reviews and signs. g) Records and then forwards originally-signed certificate or license to the ERMD-Releasing Section for release. h) Provides the IPSP w/ a replicate copy of the certificate or license for filing. i) Files replicate copy.	15 minutes 5 minutes 2 minutes 1 hour 2 minutes 1 hour 10 minutes 1 minute 2 minutes	Specialist Support Staff Support Staff Assistant Director Support Staff Director Support Staff Support Staff Specialist/Support Staff		
12		If the Commission favors instituting Proceedings for denial, it a) Schedules hearing b) Conducts hearing c) Makes decision		Director Commission		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
13		If after hearing, registration is approved, go to STEP 11 .				
14		If after hearing, registration is denied,				
		a) Drafts response letter informing applicant of the decision.	2 hours	Specialist		
		b) Forwards draft copy to AD for review.	2 minutes	Specialist		
		c) AD reviews draft letter and gives instruction.	1 hour	Assistant Director		
		d) Prepares final copy incorporating suggested changes by the AD, if any.	30 minutes	Specialist		
		e) Forwards the letter to the AD for review and signature.	2 minutes	Support Staff		
		f) AD reviews and initials.	30 minutes	Assistant Director		
		g) Forwards the letter to the Director for review and signature.	2 minutes	Support Staff		
		h) Director reviews and signs.	1 hour	Director		
		i) Records and forwards to the Mailing Section of the SEC the signed letter for transmittal to the applicant.	10 minutes	Support Staff		
		j) Provides the IPSD with a replicate copy of the letter for filing.	1 minute	Support Staff		
		k) Files replicate copy.	2 minutes	Specialist Support/Clerical		
15	Picks-up and receives the license/certificate from ERMD-Releasing, or Denial Letter from MSRD	Verbally requests applicant to pick up and receive the a) License or certificate, if approved, or b) Denial letter, if denied.	20 minutes	Specialist		
END OF TRANSACTION						

Filing Fee:

	New	Annual Fees
Exchanges	PhP50,000 + LRF of 1%	See table below
Philippine Stock Exchange (PSE) Additional Fees of Exchanges	Per Semester, 1/100 of 1% of the aggregate amount of sales of securities transacted on such Exchange during the preceding calendar year or any part thereof.	
Philippine Dealing and Exchange Corporation (PDEX) Additional Fees of Exchanges	Per Semester, 1/1,000 of 1% of the aggregate amount of sales of securities transacted on such Exchange during the preceding calendar year or any part thereof. <i>(The complete list of Transaction Fees for the Value Turnovers per Semester was provided in SEC Memorandum Circular No. 12, Series of 2016)</i>	
Clearing Agencies	PhP50,000 + LRF of 1%	1/1,000 of 1% of transactions cleared and settled in the previous year + LRF of 1%
Central Depositories	PhP50,000 + LRF of 1%	1/2,000 of 1% of securities in custody during the previous year + LRF of 1%
Self Regulatory Organizations (SRO)	PhP50,000 + LRF of 1%	PhP100,000 + LRF of 1%

Application of Registration as Registrar of Qualified Buyer

Schedule of availability of service	:	Monday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	Any entity as may be allowed by the Commission
What are the requirements	:	
		A. Cover Sheet
		B. SEC Form 39-Registrar
		C. Attachments required by SEC Form 39-Registrar
Total Processing Time	:	Within 7 days
How to avail of the service	:	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Secures Application for Registration from MSRD.	Gives client the necessary application form and additional instructions	10 minutes	Support Staff		SEC Form 39-Registrar/AMD
2	Submits the accomplished form and other documents to MSRD for review and processing	Evaluates registration documents submitted and prepares letter to applicant to make presentation on their registry procedures	15 minutes	Specialist/Examiner		Accomplished SEC Form With supporting documents
3	Makes a presentation to MSRD on the registry procedures.	Attends the presentation to MSRD on the registry procedures.	30 minutes	Specialist/Examiner		
4		Specialist reviews the contents of the submitted documents as well as the presentation made as to their compliance with the requirements of relevant laws, rules and regulations of the SRC a) If registration documents is complete and compliant, proceeds immediately to STEP 9 b) If registration documents are deficient and non-compliant, sends deficiency letter to applicant	1 hour	Specialist/Examiner		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
5		Preparation of deficiency letter a) Specialist prepares letter to applicant for the deficiency(ies)/ observation(s) noted b) Specialist forwards the draft to the AD for further review c) AD reviews and comments d) AD returns draft to the Specialist for revision, if any e) Specialist finalizes the draft, initials and forwards the same to the AD f) AD reviews, initials and forwards to Director for final review and approval g) Director reviews and signs Director forwards signed letter to the Support/Clerical Staff for transmittal h) Support Staff transmits letter to applicant	30 minutes 2 minutes 1 hour 15 minutes 15 minutes 1 hour 10 minutes	Specialist/Examiner Specialist/Examiner Assistant Director Specialist/Examiner Assistant Director Director Support Staff		
6		6.1 Support Staff receives reply letter from the applicant and supporting documents, if any 6.2 Support Staff logs the document and forwards it to the AD	5 minutes	Support Staff		
7		AD forwards the additional documents to the concerned Specialist	5 minutes	Support Staff		
8		Specialist reviews and evaluates again the contents of the additional documents submitted a) If additional documents are sufficient and compliant, proceed to STEP 9 b) If additional documents are still deficient and non-compliant, send deficiency letter to applicant. Proceed to STEP 5	1 hour	Specialist/Examiner		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
9		Preparation of approval letter a) Specialist prepares letter to applicant approving its registration application b) Specialist forwards the draft to the Assistant Director (AD) for further review c) AD reviews and comments d) AD returns draft to the Specialist for revision, if any e) Specialist finalizes the draft, initials and forwards the same to the AD f) AD reviews, initials and forwards to Director for final review and approval g) Director reviews and signs h) Director forwards signed letter to the Support/Clerical Staff for transmittal	30 minutes 1 hour 30 minutes 20 minutes 1 hour	Specialist/Examiner Assistant Director Specialist/Examiner Assistant Director Director		
10		Specialist files the documents and furnishes a copy to the monitoring division of MSRD	within 5 minutes	Specialist/Examiner		
END OF TRANSACTION						

Application of Operator of Alternative Trading System and Central Trade Reporting System

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00 PM (no noon break)

Who may avail of the service : Any entity as may be allowed by the Commission

What are the requirements :

For ATS Registration

- A. Cover Sheet
- B. ATS Registration Form ([ATS Form 1](#))
- C. Statements and Exhibits required by ATS Form 1
- D. Copy of the latest GIS
- E. Copy of the license of the CPA
- F. Manual on Corporate Governance
- G. Requirements under Section II of the SEC Rules on alternative Trading System

For CTRS Registration

- A. Cover Sheet
- B. Application for Central Trade Reporting System
- C. Statements and Exhibits required by Section 17 of SEC Memorandum Circular No. 14 Series of 2006
- D. Copy of the latest GIS
- E. Copy of the license of the CPA
- F. Manual on Corporate Governance

Total Processing Time : Within 90 days as mandated under SRC Section 33.4 and Section 40

How to avail of the service :

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Secures Application for Registration from MSRD.	Gives client the necessary application form and additional instructions	10 minutes	Support Staff		ATS Form 1 (for ATS)
2	Presents the accomplished form and supporting documents for pre-processing by the MSRD Specialist	Pre-process the accomplished form and supporting documents a) If incomplete, requires the applicant to complete the documents first. b) If complete, prepares the Payment Assessment Form and advises client to pay the prescribed fee at the Cashier.	30 minutes	Specialist		Accomplished SEC Form With supporting documents

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
3	Presents the PAF at the Cashier and settles the prescribed fee	Processes payment and issues Official Receipt and validate PAF	10 minutes	Cashier	P50,500 (inclusive of 1% Legal Research Fee)	
4	Submits application, supporting documents and machine-validated PAF/ OR	Receives, encodes and forwards the application to the Assistant Director or Specialist or Legal Counsel	10 minutes	Support Staff		
5		Reviews and examines documents as to their compliance with the requirements of the SRC. a) If the documents are deficient, requests applicant to correct deficiencies. OTHERWISE, go to STEP 6. b) Accepts corrected documents.	90 days	Chief Counsel Securities Counsel Examiner Specialist		
6		Prepares Comment or Memorandum elevating the matter to the Commission En Banc for its approval.		Chief Counsel Securities Counsel Examiner Specialist		
7		Reviews the Comment and/or Memorandum.		Assistant Director		
8		Reviews and signs the Comment and/or Memorandum for presentation to the Commission En Banc.		Director		
9		Transmits the Memorandum to the Commission Secretary for inclusion in the Agenda of the Commission En Banc's meeting.		Executive Assistant		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
10		Presents the application to the Commission En Banc.		Director		
11		If registration is approved, a) Prepares the certificate or license, and forwards it to the Division's support staff. b) Assigns and records license number to the prepared certificate or license. c) Forwards the certificate or license, and other documents to the AD for review and initial. d) AD reviews and initials. e) Forwards the certificate or license, and other documents to the Director for review and signature. f) Director reviews and signs. g) Records and then forwards originally-signed certificate or license to the ERMD-Releasing Section for release. h) Provides the IPSP w/ a replicate copy of the certificate or license for filing. i) Files replicate copy.	15 minutes 5 minutes 2 minutes 1 hour 2 minutes 1 hour 10 minutes 1 minute 2 minutes	Specialist Support Staff Support Staff Assistant Director Support Staff Director Support Staff Support Staff Specialist Support Staff		
12		If the Commission favors instituting Proceedings for denial, it a) Schedules hearing b) Conducts hearing c) Makes decision.		Director Commission En Banc Commission En Banc		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
13		If after hearing, registration is approved, go to STEP 11 .				
14		If after hearing, registration is denied,				
		a) Drafts response letter informing applicant of the decision.	2 hours	Specialist		
		b) Forwards draft copy to AD for review.	2 minutes	Specialist		
		c) AD reviews draft letter and gives instruction.	1 hour	Assistant Director		
		d) Prepares final copy incorporating suggested changes by the AD, if any.	30 minutes	Specialist		
		e) Forwards the letter to the AD for review and signature.	2 minutes	Support Staff		
		f) AD reviews and initials.	30 minutes	Assistant Director		
		g) Forwards the letter to the Director for review and signature.	2 minutes	Support Staff		
		h) Director reviews and signs.	1 hour	Director		
		i) Records and forwards to the Mailing Section of the SEC the signed letter for transmittal to the applicant.	10 minutes	Support Staff		
		j) Provides the IPSD with a replicate copy of the letter for filing.	1 minute	Support Staff		
		k) Files replicate copy.	2 minutes	Specialist Support Staff		
15	Picks-up and receives the license/certificate from ERMD-Releasing, or Denial Letter from MSRD	Verbally requests applicant to pick up and receive the a) License or certificate, if approved, or b) Denial letter, if denied.	20 minutes	Specialist		
END OF TRANSACTION						

Application for Over-the-Counter Market/Association of Securities Brokers and Dealers

Schedule of availability of service	:	Monday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	Any entity as may be allowed by the Commission
What are the requirements	:	A. Cover Sheet B. SEC Form 39-BD (for Association of Securities Brokers and Dealers)/ SEC Form 33-SRO (OTC Market) C. Statements and Exhibits required by SEC Form 39-BD and SEC Form 33-SRO D. Copy of the latest GIS E. Copy of the license of the CPA F. Manual on Corporate Governance G. Other requirements under Section 39.1.2 of the 2015 SRC Rules (for Association of Securities Brokers and Dealers) H. Other requirements required by SEC Memorandum Circular No.14 series of 2006 (for OTC Market)
Total Processing Time	:	Within 90 days as mandated under SRC Section 33.4 and Section 40
How to avail of the service	:	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Secures Application for Registration from MSRD.	Gives client the necessary application form and additional instructions	10 minutes	Support Staff		SEC Form 39-BD SEC Form 33-SRO
2	Presents the accomplished form and supporting documents for pre-processing by the MSRD Specialist	Pre-processes the accomplished form and supporting documents a) If incomplete, requires the applicant to complete the documents first. b) If complete, prepares the Payment Assessment Form and advises client to pay the prescribed fee at the Cashier.	30 minutes	Specialist		Accomplished SEC Form With supporting documents
3	Presents the PAF at the Cashier and settles the prescribed fee	Processes payment and issues O.R. and validates PAF	10 minutes	Cashier	Php50,500 (inclusive of 1% Legal Research Fee)	
4	Submits application, supporting documents and machine-validated PAF/ OR	Receives, encodes and forwards the application to the Assistant Director or Specialist or Legal Counsel	10 minutes	Support Staff		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
5		Reviews and examines documents as to their compliance with the requirements of the SRC. a) If the documents are deficient, requests applicant to correct deficiencies. OTHERWISE, go to STEP 6. b) Accepts corrected documents.	90 days	Chief Counsel Securities Counsel Examiner Specialist		
6		Prepares Comment or Memorandum elevating the matter to the Commission En Banc for its approval.		Chief Counsel Securities Counsel Examiner Specialist		
7		Reviews the Comment and/or Memorandum.		Assistant Director		
8		Reviews and signs the Comment and/or Memorandum for presentation to the Commission En Banc.		Director		
9		Transmits the Memorandum to the Commission Secretary for inclusion in the Agenda of the Commission En Banc's meeting.		Executive Assistant		
10		Presents the application to the Commission <i>En Banc</i> .		Director		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
11		If registration is approved, a) Prepares the certificate or license, and forwards it to the Division's support staff. b) Assigns and records license number to the prepared certificate or license. c) Forwards the certificate or license, and other documents to the AD for review and initial. d) AD reviews and initials. e) Forwards the certificate or license, and other documents to the Director for review and signature. f) Director reviews and signs. g) Records and then forwards originally-signed certificate or license to the ERMD-Releasing Section for release. h) Provides the IPSD w/ a replicate copy of the certificate or license for filing. i) Files replicate copy.	15 minutes 5 minutes 2 minutes 1 hour 2 minutes 1 hour 10 minutes 1 minute 2 minutes	Specialist Support Staff Support Staff Assistant Director Support Staff Director Support Staff Support Staff Specialist Support Staff		
12		If the Commission favors instituting Proceedings for denial, it a) Schedules hearing b) Conducts hearing c) Makes decision		Director Commission Commission		
13		If after hearing, registration is approved, go to STEP 11.				

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
14		If after hearing, registration is denied, a) Drafts response letter informing applicant of the decision. b) Forwards draft copy to AD for review. c) AD reviews draft letter and gives instruction. d) Prepares final copy incorporating suggested changes by the AD, if any. e) Forwards the letter to the AD for review and signature. f) AD reviews and initials. g) Forwards the letter to the Director for review and signature. h) Director reviews and signs. i) Records and forwards to the Mailing Section of the SEC the signed letter for transmittal to the applicant. j) Provides the IPSD with a replicate copy of the letter for filing. k) Files replicate copy.	2 hours 2 minutes 1 hour 30 minutes 2 minutes 30 minutes 2 minutes 1 hour 10 minutes 1 minute 2 minutes	Specialist Specialist Assistant Director Specialist Support Staff Assistant Director Support Staff Director Support Staff Support Staff Support Staff		
15	Picks-up and receives the license/certificate from ERMD-Releasing, or Denial Letter from MSRD	Verbally requests applicant to pick up and receive the a) License or certificate, if approved, or b) Denial letter, if denied.	20 minutes	Specialist		
END OF TRANSACTION						

Corporate Governance and Finance Department

- 1) Registers securities of Investment Companies (Mutual Fund Companies [MFCs] or Closed-End Companies), Exchange-Traded Funds (ETFs) and Issuers of Proprietary and Non-Proprietary securities;
- 2) Licenses Investment Companies (ICs) or MFCs or Closed-End Company;
- 3) Accredits Corporate Governance Institutional Training Providers (CGITP);
- 4) Approves In-House Corporate Governance Trainings/Seminars of Publicly-Listed Companies (PLCs);
- 5) Monitors Public Companies (PCs), ICs, ETFs, Financing Companies (FCs), Lending Companies (LCs), Issuers of Proprietary and Non-Proprietary Securities, and Foundations' compliance with existing laws and regulations;
- 6) Monitors PLCs', PCs', ICs', ETFs', and Issuers of Proprietary and Non-Proprietary Securities' compliance with the Code of Corporate Governance for PLCs (CG Code for PLCs), Revised Code of Corporate Governance (RCCG), and other governance issuances of the Commission;
- 7) Promotes good corporate practices and principles;
- 8) Participates in Congressional hearings on proposed bills affecting the Department;
- 9) Participates in inter-agency and private sector meetings or consultations;
- 10) Performs such other functions as may be directed by the Chair and Commissioners.

LIST OF TRANSACTIONS:

- 1) Application for License as an Investment Company (IC) [Mutual Fund Company (MFC) or Closed-end Company]
- 2) Application for Registration of Securities for Issuance of Certificate of Permit to Sell Securities and Order of Registration for ICs, ETFs and Issuers of Proprietary and Non-Proprietary Securities
- 3) Application for Accreditation as CGITP
- 4) Application for Renewal of Accreditation as CGITP
- 5) Accreditation of Microfinance NGOs under Republic Act No. 10693 (Microfinance NGOs Act)
- 6) Processing of Information Statement (IS)
- 7) Request for Clearance for Financing / Lending Companies / Foundations / Microfinance NGOs
- 8) Request for Clearance for PLCs, ICs, ETFs, PCs, and Issuers of Proprietary and Non-Proprietary Securities
- 9) Request for Approval of In-House Corporate Governance Trainings/Seminars of PLCs
- 10) Request for Exemptive Relief/Confidential Treatment
- 11) Request for Comment on Articles of Incorporation and/or By-Laws of PLCs, ICs, ETFs, PCs, and Issuers of Proprietary and Non-Proprietary Securities
- 12) Petition for Voluntary Revocation
- 13) Request for Payment Assessment Form (For Payment of Annual Fees and Penalties)

Application for License as an Investment Company [Mutual Fund Company (MFC) or Closed-End Company]*

Schedule of availability of service	:	Monday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	Any corporation that intends to operate as an Investment Company
What are the requirements	:	1) Accomplished <u>SEC Form ICA 7-A</u> 2) Exhibits
How to avail of the service	:	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Registers with the Security Guard and gets a Request Slip.	Gives the Client a Request Slip	5 minutes	Guard on Duty		Request Slip
2.1	Presents SEC Form ICA 7-A for pre-evaluation	Reviews documents. Accomplishes pre-evaluation checklist and provides copy of the checklist to the applicant. If COMPLETE , go to Step 2.3 . If INCOMPLETE , go to Step 2.2	*	Officer of the day		Pre-evaluation checklist
2.2		Returns document to applicant for compliance END	5 minutes			
2.3		Issues Payment Assessment Form (PAF)	10 minutes			
3	Presents the PAF and pays the prescribed Filing Fee to the Cashier	Receives payments and issues Official Receipt (OR)	Varies	Cashier	P10,000 + 1% LRF	
4	Presents PAF together with the required documents and its attachments to receiving clerk/ support staff	Receives and delivers documents to the Support Staff for recording. Records and delivers the documents to the Assistant Director for assignment*	10 minutes 10 minutes	Officer of the day Support Staff		
END OF TRANSACTION						

*This is processed simultaneously with the application to sell securities to the public (SEC Form 12-1 and its exhibits).

Application for Registration of Securities for Issuance of Certificate of Permit to Sell Securities and Order of Registration for Investment Companies (ICs), Exchange Traded Funds (ETFs), and Issuers of Proprietary/Non-Proprietary Securities

Schedule of availability of service	:	Monday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	Any corporation that intends to register for sale or offer for sale securities to the Public for ICs, ETFs, and Issuers of Proprietary and Non-Proprietary Securities
What are the requirements	:	1) Accomplished <u>SEC Form 12-1 ICA</u> for ICs, <u>SEC Form 12-1 ETF</u> for ETFs, and SEC Form 12-1 for Issuers of Proprietary and Non-Proprietary Securities 2) Attach the following pertinent documents:

I. Prospectus and Financial Statements

II. Exhibits

- a) Draft Notice re Filing of Registration Statements (RS) for Publication (Proof of Publication of Notice, with Affidavit and copy of Publication, shall be submitted after the publication);
- b) Articles of Incorporation and By-laws which are compliant with the provisions of the SRC and its IRR;
- c) Opinion re: Tax Matter;
- d) Consents of Experts and Independent Counsel;
- e) Notarized Curriculum Vitae and Recent Photographs of Officers and Members of the Board of Directors;
- f) Bank Authorization which shall be continuous as long as the registration of securities of the issuer is effective;
- g) Copy of Board Resolution approving the securities offering and authorizing the filing of the RS;
- h) Duly verified Board Resolution dated and manually signed by a majority of the issuer's Board of Directors; approving the disclosures contained in the RS and assuming responsibility for the information contained therein;
- i) Secretary's Certificate as to adoption by the company's Board re: (1) Adoption of a Fit and Proper Rule for the selection of corporate directors/officer; (2) Submission of an Undertaking allowing the SEC to resolve conflicting issues regarding the selection of independent directors;
- j) Sample of Subscription Agreement/Form which are compliant with SRC Rules or ICA IRR;
- k) Manual on Corporate Governance; at least 2 Independent Directors;
- l) Anti-Money Laundering Manual;
- m) Monitoring Clearance, if previously operating as ordinary corporation;
- n) Material contracts/documents which would support the disclosures of the registrant

Additional Exhibits

a) Investment Companies:

- i) Management Contract/Agreement;
- ii) Distribution Agreement;
- iii) Custodian or Escrow Agreement;
- iv) Transfer Agency Agreement;
- v) Advisory Agreement (if any);
- vi) Certification, under oath, by the President and Chairman of the Board, or their equivalent in rank, describing the involvement, if any, by management or members of the Board of Directors in companies that the investment company will be dealing with;
- vii) Product Highlight Sheet; and
- viii) Redemption Form

b) Exchange Traded Funds:

- i) Contract/Agreement with Fund Manager;
- ii) Contract/Agreement with Authorized Participants;
- iii) Contract/Agreement with Market Maker;
- iv) Contract/Agreement with Index Provider;
- v) Contract/Agreement with Custodian Bank;
- vi) Contract/Agreement with Transfer Agent;
- vii) Certification under oath, by the President and Chairman of the Board, or their equivalent in rank, describing the involvement, if any, by management or members of the Board of Directors in companies that the investment company will be dealing with; and
- viii) Key Product Information

c) Proprietary/Non-Proprietary Securities:

- i) Escrow/Custodian Agreement with a reputable bank;
- ii) Credit Line Agreement (if project is not yet completed);
- iii) House/Membership Rules and Compliance Certificate;
- iv) Environmental Compliance Certificate;
- v) Lease Contract (if property is under Lease);
- vi) Certified true copy of Transfer Certificate of Title (TCT);
- vii) Brochures and other selling materials;
- viii) Development Agreement, if any;
- ix) Copy of Trust Agreement (if timeshares);
- x) Project Plan and Timetable of Project Construction;
- xi) Copy of Pertinent Contracts executed in relation to the Registration Statement;
- xii) Opinion re: Legality of Issue (notarized);
- xiii) Resort Calendar (if timeshares);
- xiv) Notarized undertaking that in the event the project for which the securities are sold is not completed as disclosed, it shall refund all investments of purchasers within ten (10) days from written demand

How to avail of the service :

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Registers with the Security Guard and gets a Request Slip.	Gives the Client a Request Slip.	5 minutes	Guard on duty		Request Slip
2.1	Presents application documents and exhibits for Pre-evaluation	Reviews documents. Accomplishes pre-evaluation checklist and provide copy of the checklist to the applicant.	Varies	Officer of the day		Pre-evaluation checklist
		If COMPLETE , go to Step 2.3 If INCOMPLETE , go to Step 2.2				
2.2		Returns document to applicant for compliance END	5 minutes	Officer of the day		
2.3		Computes filing fees and issues PAF	10 minutes	Officer of the day	1) Please see SEC MC No. 3, series of 2017 for the registration of securities other than Unitized Mutual Fund 2) P12,000 + 1% LRF for the Amended Registration Statement 3) P10,000 + 1% LRF for the Unitized Mutual Fund Based on the amount indicated in the PAF	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
3	Pays the prescribed Filing fee at the Cashier	Receives payment and issues OR	Varies	Cashier		
4.1	Submits PAF with the required documents and its attachments to CGFD	Receives the application and forwards to Support Clerk for recording	5 minutes	Officer of the day		
4.2		Receives and encodes application;	10 minutes	Support Staff		
4.3		Delivers documents to Asst. Director for assignment. Go to Step 5.1	10 minutes			
4.4		Prepares mailing envelop and transmittal slip, and forwards letter to ICTD for mailing. Go to Step 7	15 minutes			
4.5		Releases the Order of Registration and Certificate of Permit to Offer Securities for Sale to the Public; Go to Step 7.4	15 minutes			
4.6		Forwards records to ICTD for micro-filming. END	10 minutes			
5.1		Assigns application to Specialist and Legal Counsel. Go to Steps 6	15 minutes	Asst. Director		
5.2		Reviews and initials the Comment Letter and forwards it to the Office of the Director. Go to Step 8.1	1 day			
5.3		Reviews and initials draft/final Memorandum to Commission En Banc (CEB). Go to step 8.2				
5.4		Reviews and initials pre-effective letter, Order of Registration and Permit to Sell Securities to the Public. Go to Step 8.4	1 day	Asst. Director		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
6.1		Reviews documents; refers the Management/Distribution Agreement and other contracts to Markets and Securities Regulations Department (MSRD) ; refers financial statements to the Office of the General Accountant (OGA) ; and conducts ocular inspection. If MSRD and OGA still have comments, go to Step 6.2 . If none, go to Step 6.3 <u>For compliance with the Comment Letter, repeats Step 6.1</u>	10 days	Securities Specialist		
6.2		Prepares COMMENT LETTER based on findings. Go to Step 5.2		Legal Counsel		
6.3		Prepares Memorandum to CEB. Go to step 5.3	3 days			
6.4		Prepares pre-effective letter informing the applicant of CEB's decision. Go to steps 7.2 and 7.3 If the application is deferred by the CEB, the reasons for the deferral is indicated in the pre-effective letter. If the application is approved by the CEB, prepares ORDER OF REGISTRATION and CERTIFICATE OF PERMIT TO OFFER SECURITIES FOR SALE . Go to Steps 5.4 and 8.4	1 day			
7.1	Files reply to the Comment Letter with revised RS and Prospectus with all lacking documents. Repeat Step 4.1					

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
7.2	If application is deferred by CEB, Submits compliance requirements. Repeat Step 4.1					
7.3	If application is rendered effective, submits FINAL PROSPECTUS . Repeat Step 4.1					
7.4	Receives ORDER OF REGISTRATION and PERMIT TO SELL. END					
8.1		Reviews and signs the Comment Letter. Go to Step 4.3	1 day	Director		
8.2		Reviews and signs the Memorandum to CEB and advises the Executive Assistant to forward the documents to the Supervising Commissioner for review and for agenda in the CEB meeting.	1 day			
8.3		Presents the application to the CEB for approval , and informs the Securities Specialist/Legal Counsel of its approval or disapproval	½ day			
8.4		Reviews and signs pre-effective letter, Order of Registration and Permit to Sell Securities to the Public. Go to Step 4.4	½ day			
END OF TRANSACTION						

Duration : 20 working days from receipt of complete documentary requirements

Filing Fee :

Maximum aggregate price of securities to be offered	Amount of Filing fee
Not more than P500 Million	0.10% of the maximum aggregate price of the securities to be offered
More than P500 Million but not more than P750 Million	P500,000 plus 0.075% of the excess over P500 Million
More than P750 Million but not more than P1 Billion	P687,500 plus 0.05% of the excess over P750 Million
More than P1 Billion	P812,500 plus 0.025% of the excess over P1 Billion

The registration/filing fee is subject to 1% Legal Research Fee [which shall not be less than Fifty Pesos (P50.00)] which shall be paid at the time of filing. Securities to be registered but which are not part of the offering, shall be based on Par Value Shelf Registration: The following shall apply if the registration is by tranches:

- a) Upon filing of Registration Statement (RS) – based on value of the 1st Tranche
- b) Filing fees for subsequent tranches – payable within seven (7) business days prior to commencement of the offer/sale
- c) Registration Fee of Mutual Funds – based on Net Asset Value per share but in no case less than par value
- d) The registrant shall execute an Undertaking to pay the remaining registration fees not later than thirty (30) business days prior to the expiry of the three-year period reckoned from the date of effectivity of the RS.
- e) Amended Registration Statement (any amendment except price increase is P12,000 plus 1% Legal Research Fee

Application for Accreditation as Corporate Governance Institutional Training Provider (CGITP)

Schedule of availability of service	:	Monday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	All Private and Public Institutional Training Provider (ITP)
What are the requirements	:	Application for Accreditation and required documents under <u>SEC MC No. 11, series of 2012</u>

An ITP may be accredited provided it follows the procedural requirements and the minimum standards of the Commission:

- 1) That the ITP is formally organized to conduct training activities and has adequate track record of successfully conducting corporate training programs including preferably training in corporate governance;
- 2) That the ITP has a sound business plan including reasonable training fees for conducting corporate governance training and adequate financial and organizational resources to execute the same;
- 3) That the ITP can guarantee a qualified line-up of trainers who can effectively deliver the required training in accordance with the Code of Corporate Governance;
- 4) That the trainers line-up per course offering should at least have one experienced corporate director/CEO;
- 5) That the ITP can provide for review its intended course materials and conduct a dry run for the Commission.

The authorized officer of the applicant ITP must submit to the Commission, the following:

- 1) Written application for accreditation as an institutional training provider;
- 2) Certification that it meets the procedural requirements and minimum standards of the Commission as stated on items a-e above;
- 3) Supporting documents such as:
 - Summary of business experience and plan;
 - Credentials of resource persons;
 - Course program and training materials;
 - Latest Audited Financial Statements
 - Latest General Information Sheet
- 4) Processing fee amounting to Five Thousand Fifty Pesos (P5,050) shall be paid to the Commission by the applicant.

Validity of the Accreditation	:	The accreditation of an ITP shall expire or be automatically delisted after three (3) years from the date of approval of accreditation, unless an application for its renewal is filed not later than thirty (30) business days before its expiration.
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How to avail of the service :

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Registers with the Guard	Instructs Client where to proceed	5 Minutes	Guard on Duty		
2a	Submits documents to Specialist-in-Charge	1) Reviews the documents and finds it complete and in order	30 Minutes	Specialist-in-Charge		
		2) Reviews the documents and informs the client to comply with all requirements and to resubmit documents	45 minutes	Specialist-in-Charge		
2b	Takes note of the requirements for compliance and resubmits documents	Reviews the documents and finds it complete and in order	30 minutes	Specialist-in-Charge		
3		Issues PAF upon submission of complete requirements	15 minutes	Specialist-in-Charge	P5,050	
4	Pays corresponding fee at the Cashier	Receives payment and issues OR	Varies	Cashier		
5	Submits PAF with the required documents and its attachments to CGFD	Receives the documents with PAF and issues acknowledgment receipt	10 minutes	Support Staff		
6		Assigns the application	15 minutes	Asst. Director		
7		Drafts Memorandum and signs initials.	4 days	Specialist-in-Charge		
		Reviews Memorandum and signs initials.		Asst. Director		
		Reviews and signs Memorandum.		Director		
		Submits Memorandum to the En Banc for inclusion in the agenda and approval.		Executive Assistant		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
8		Issues Advisement Letter and Certificate of Accreditation after En Banc approves application and signs initials.	1 day	Specialist-in-Charge		
		Reviews Advisement Letter and Certificate of Accreditation and signs initials.		Asst. Director		
		Reviews and signs Advisement Letter and Certificate of Accreditation.		Director		
9		Sends out/Releases Advisement Letter and Certificate of Accreditation as ITP	1 day	Specialist-in-Charge / Support Staff		
END OF TRANSACTION						

Duration : Seven (7) business days upon receipt of complete documentary requirements and payment of application fee.

Application for Renewal of Accreditation as CGITP

Schedule of availability of service	:	Monday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	All Private and Public Institutional Training Provider (ITP)
What are the requirements	:	Application for Accreditation and required documents under <u>SEC MC No. 11, series of 2012</u>

An ITP may be accredited provided it follows the procedural requirements and the minimum standards of the Commission:

- 1) That the ITP is formally organized to conduct training activities and has adequate track record of successfully conducting corporate training programs including preferably training in corporate governance;
- 2) That the ITP has a sound business plan including reasonable training fees for conducting corporate governance training and adequate financial and organizational resources to execute the same;
- 3) That the ITP can guarantee a qualified line-up of trainers who can effectively deliver the required training in accordance with the Code of Corporate Governance;
- 4) That the trainers line-up per course offering should at least have one experienced corporate director/CEO;
- 5) That the ITP can provide for review its intended course materials and conduct a dry run for the Commission.

The authorized officer of the applicant ITP must submit to the Commission, the following:

- 1) Written application for accreditation as an institutional training provider;
- 2) Certification that it meets the procedural requirements and minimum standards of the Commission as stated on items a-e above;
- 3) Supporting documents such as:
 - Summary of business experience and plan;
 - Credentials of resource persons;
 - Course program and training materials;
 - Latest Audited Financial Statements
 - Latest General Information Sheet
- 4) Processing fee amounting to Five Thousand Fifty Pesos (P5,050) shall be paid to the Commission by the applicant.

Validity of the Accreditation	:	The accreditation of an ITP shall expire or be automatically delisted after three (3) years from the date of approval of accreditation, unless an application for its renewal is filed not later than thirty (30) business days before its expiration.
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How to avail of the service :

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Registers with the Guard	Instructs Client where to proceed	5 Minutes	Guard on Duty		
2a	Submits documents to Specialist-in-Charge	1) Reviews the documents and finds it complete and in order	30 Minutes	Specialist-in-Charge		
		2) Reviews the documents and informs the client to comply with all requirements and to resubmit documents	45 minutes	Specialist-in-Charge		
2b	Takes note of the requirements for compliance and resubmits documents	Reviews the documents and finds it complete and in order	30 minutes	Specialist-in-Charge		
3		Issues PAF upon submission of complete requirements	15 minutes	Specialist-in-Charge	P5,050	
4	Pays corresponding fee at the Cashier	Receives payment and issues OR	Varies	Cashier		
5	Submits PAF with the required documents and its attachments to CGFD	Receives the documents with PAF and issues acknowledgment receipt	10 minutes	Support Staff		
6		Assigns the application	15 minutes	Asst. Director		
7		Drafts Memorandum and signs initials.	4 days	Specialist-in-Charge		
		Reviews Memorandum and signs initials.		Asst. Director		
		Reviews and signs Memorandum.		Director		
		Submits Memorandum to the En Banc for inclusion in the agenda and approval.		Executive Assistant		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
8		Issues Advisement Letter and Certificate of Accreditation after En Banc approves application and signs initials.	1 day	Specialist-in-Charge		
		Reviews Advisement Letter and Certificate of Accreditation and signs initials.		Asst. Director		
		Reviews and signs Advisement Letter and Certificate of Accreditation.		Director		
9		Sends out/Releases Advisement Letter and Certificate of Accreditation as ITP	1 day	Specialist-in-Charge / Support Staff		
END OF TRANSACTION						

Duration : Seven (7) business days upon receipt of complete documentary requirements and payment of application fee.

Accreditation of Microfinance NGOs under Republic Act No. 10693 (Microfinance NGOs Act)

Schedule of availability of service	:	Monday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	All Nonstock, Nonprofit Organizations engaged in Microfinance Activities as indicated in their purpose clause operating at least three (3) consecutive years (pursuant to Rule 4 of the Implementing Rules and Regulations of RA 10693)
Purposes of Request	:	For the availment of the tax preferential rate of two percent (2%) based on its gross receipts from microfinance operations.
What are the requirements	:	Certificate of Accreditation for year 2018 shall be issued upon submission of the requirements under Microfinance NGO Regulatory Council (MNRC) Memorandum Circular No. 1, series of 2018 such as: 1) Latest Certificate of No Derogatory Information (CNDI) issued not earlier than 03 January 2018 by the Company Registration Monitoring Department (CRMD) and/or Extension Offices of the Securities and Exchange Commission (SEC); 2) Notarized prescribed Certification from the Chairperson of the Board, President and Chief Financial Officer or his/her equivalent indicating the adoption of the Standard Chart of Accounts in the submission of the 2018 Audited Financial Statements and every year thereafter. Said form is available in the SEC Website under the MNRC webpage (Forms). <i>NOTE: In case the required signatories are not available to sign the said document, a notarized Certification from the MF-NGO's Corporate Secretary shall be provided indicating therein that the signatory/ies is/are authorized by the Board to sign on behalf of the required signatory/ies;</i> 3) Results of the self-rated assessment of its 2017 Microfinance operations using the prescribed Performance Standards Form. Said form is available in the SEC Website under the MNRC webpage (Forms). <i>NOTE: Please print all sheets (Encode Data Here, Criteria, Financial Report Card, Social Report Card, Governance Report Card and Over-all Report Card) for submission. Kindly ensure that all items are provided in the hard copies to be submitted.</i> 4) Latest filed General Information Sheet (GIS) duly received by the SEC,* 5) Latest Amended Articles of Incorporation (AAI) and By-Laws,* and 6) Official Receipt (OR) and Original Payment Assessment Form (PAF) for Accreditation (<u>NOTE: Payment of Accreditation fees for 2018 is deferred until further notice.</u>) 7) In case of spin-off: a) Audited Financial Statements of the old entity for the last three (3) years, (3 years until the year the newly established MF-NGO was incorporated) b) Microfinance Operations Report of the old entity for the last 3 years, (3 years until the year the newly established MF-NGO was incorporated) c) Proof that the Officers/Trustees of the old and new entities are the same (e.g. Board of Trustees Resolutions and Secretary Certificates);

- d) Certification from the old/existing entity stating that the new entity is established for the micro-finance operations of the old/existing entity;
- e) Further evidence of microfinance activities of the old entity for the past 3 years, as applicable:
 - i. Sample of executed Loan Application/Promissory Note and Loan Contract with Terms and Conditions;
 - ii. Sample of Receipts of Payment Collection;
 - iii. Operations Manual of the old entity;
 - iv. Book of Accounts; and
 - v. AFS and GIS of the old and new entities (from the year the new entity was incorporated).
- 8) For the release of the Certificate of Accreditation:
 - a) If claimed in person:
 - i. An authorization letter signed by the Chairperson, President or CEO of the MF-NGO authorizing the representative to claim the Certificate;
 - ii. Any valid government ID with signature; and
 - iii. Documentary Stamp Tax (DST)
 - b) If by registered mail:
 - i. An authorization letter signed by the Chairperson, President or CEO authorizing the MNRC to send the Certificate to the MF-NGO's principal office address by registered mail; and
 - ii. DST

The authorization letter and DST shall be transmitted to:

MNRC Secretariat
 Corporate Governance and Finance Department
 Securities and Exchange Commission
 Ground Floor, North Wing Hall, Secretariat Building
 PICC Complex, Vicente Sotto Street
 1307 Pasay City

- iii. Send an advance copy of the authorization letter and proof of transmittal (e.g. receipt and tracking number) to cgfd@sec.gov.ph

**If documents are not viewable/available in the SEC i-Report/i-View System to ensure a more expeditious action on the application or request.*

Duration : 20 days

How to avail of the service : **a)** Walk-in or **b)** Through registered mail

a) Walk-in

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Registers with the Guard and gets Request Slip	Gives the Client a Request Slip	5 minutes	Guard on Duty	Fees are provided in the last portion	Request Slip
2	Accomplishes Request Slip	Records request and forwards to assigned Processor	5 minutes	Officer of the Day (OD)		
3.1	Presents documentary requirements for preliminary assessment. The applicant must declare whether it is an original application or an application for a spin-off	OD shall preliminarily assess the company if eligible for accreditation (i.e. must be operating as a Microfinance NGO (MF-NGO) for at least 3 years pursuant to Rule 4 of the IRR of RA 10693)	30 minutes	OD Processor*** (from the MNRC Secretariat)		Pre-evaluation checklist
		If eligible , go to Step 4 If not eligible , go to Step 3.2 .	5 minutes	Processor***		
3.2	Applicant receives Notice of Denial.	Issues Notice of Denial and returns documents submitted. [End of Transaction] .	30 – 40 minutes	Processor***		
4.a	If incomplete documents, applicant receives the documents submitted for pre-assessment with a Notice of Conference and Deficiency Form.	4.a If incomplete documents , give Notice of Conference and Deficiency Form and return the documents submitted [End of Transaction]	45 minutes	Processor***		
4.b	If with complete documents, proceed to Step 5	4.b If complete documents were presented , proceed to Step 5 .				
5	Receives the Payment Assessment Form (PAF) (Fees N/A for 2018, until further notice)	Generates and issues PAF and directs client to pay at the Cashier. Advises the client to return and submit original PAF and photocopy of OR	5 – 15 minutes	Processor*** / OD		
		Proceed to Step 6				

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
6	Presents PAF and pays the accreditation fee to the Cashier (Fees N/A for 2018, until further notice)	Cashier receives payment and issues Official Receipt (OR) Proceed to Step 7	Varies	Cashier		
7	Submits the original machine validated PAF and photocopy of OR (Fees N/A for 2018, until further notice)	Receives original PAF and photocopy of the OR. Proceed to Step 8	2 minutes	Processor***		
8	Receives the acknowledgement receipt.	Issues acknowledgement receipt and informs applicant to await the decision on the application Proceed to Step 9	10 – 15 minutes	Processor*** OD		
9		Delivers documents to MNRC Secretary for assignment.	5 minutes	Processor*** MNRC Secretary		
10		Evaluation of requirements. a) Reviews and evaluates the documents. – 9 days b) Advises client of initial results of evaluation and items for compliance/clarifications, if any. – 1 day c) Clients presents/submits documents for compliance/clarifications - varies c) Processor receives compliance/clarification documents once complete and proceed to Step d. d) Reviews clarification/ compliance documents. - 5 days e) Prepares a Memorandum with a recommendation to the MNRC (i.e. approval/denial) – 1 day	16 days			

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
11		MNRC decides on the approval/denial of the application	Varies	MNRC		
		(NOTE: subject to the schedule of MNRC meeting.)				
12.1		Prepares the Certificate of Accreditation/Notice of Denial.		Processor*** MNRC Secretary		
12.2		Chairperson signs Certificate of Accreditation/Notice of Denial.	2 days	Chairperson of MNRC		
		Proceed to Step 13.				
13	Receives the Notice of Approval/Notice of Denial	Issues Notice of Approval/ Notice of Denial and coordinate with applicant regarding mode of release of Certificate of Accreditation.	Varies	Processor***		
	If approved , applicant to submit/present authorization letter, copy of valid I.D. and DST for release of Certification	If approved , releases/mails Certification upon receipt of authorization letter, copy of valid I.D. and DST. [End of Transaction]				
** (1) Volume of walk-in client without complaint but with application for clearance for amendment of Articles of Incorporation/ By-Laws, and Certificate of No Derogatory Information; (2) Volume of Walk-in Client with complaint; (3) Volume of inquiries of client; (4) Number of the reports being monitored for review and evaluation and date of registration of the company; (5) Volume of documents to be printed;(6)Printer buffering system; (7) Retrieval and viewing of reports thru SEC i-View; and/or retrieval of documents from the Records Division; (8) System interruption; and (9) Frequency of monitoring. *** Accountant, Examiner, Specialist, or Support Clerk						
END OF TRANSACTION						

b) By registered mail

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Submits all documentary requirements for accreditation. Party shall notify the MNRC Secretariat of the transmittal via email at cgfd@sec.gov.ph . Proof of transmittal shall be provided (i.e. receipt and tracking no.)	In coordination with CRU, MNRC Secretariat monitors the arrival of the documents CRU receives the documentary requirements for accreditation	Varies	CRU Processor** (MNRC Secretariat)	Fees are provided in the last portion	
2		CRU forwards the application documents to the Secretariat	Varies	CRU Processor***		
3.1	The applicant must declare whether it is an original application or an application for a spin-off	Processor shall preliminarily assess the company if eligible for accreditation (i.e. must be operating as a Microfinance NGO (MF-NGO) for at least 3 years) If eligible , proceed to Step 4 If not eligible or incomplete documents , proceed to Step 3.2 .	30 minutes 5 minutes	OD Processor*** Processor***		Pre-evaluation checklist
3.2	Receives Notice of Denial via mail/courier.	Issues Notice of Denial and sends the same to applicant via mail/courier/email [End of Transaction] .	1 day	Processor*** Mailing Unit		
4.a		If with complete documents , issues a Notice of Eligibility for Accreditation and shall require the applicant to pay an Accreditation Fee. Proceed to Step 5 . Mailing Unit to release Notice via mail, courier, e-mail and/or fax.	2 days	Processor*** Mailing Unit		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
5	Proceeds to Cashier of the Head Office or nearest SEC Extension Office (SEC-EO) for payment for accreditation fee (Fees N/A for 2018, until further notice)	SEC-EO Processor generates and issues Payment Assessment Form (PAF) and directs client to pay at the Cashier. Processor shall advise the client to return and submit original PAF and photocopy of OR	5 – 10 minutes	Processor***/OD		
	Emails the scanned copy of the PAF and OR to the MNRC Secretariat at cgfd@sec.gov.ph	MNRC Secretariat confirms the transaction with the SEC-EO	Varies	MNRC Secretariat at SEC-EO		
6		Evaluation of requirements.	16 days			
		a) Reviews and evaluates the documents. – 9 days				
		b) Advises client of initial results of evaluation and items for compliance/clarifications, if any. – 1 day				
	c) Clients presents/submits documents for compliance/clarifications - varies	c) Processor receives compliance/clarification documents once complete and proceed to Step d .		Processor*** MNRC Secretary		
		d) Reviews clarification/ compliance documents. - 5 days				
		e) Prepares a Memorandum with a recommendation to the MNRC (i.e. approval/denial) – 1 day				
7		MNRC decides on the approval/denial of the application	Varies	MNRC		
		(NOTE: subject to the schedule of MNRC meeting.)				

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
8.1		Prepares the Certificate of Accreditation/Notice of Denial.		Processor*** MNRC Secretary		
8.2		Chairperson signs Certificate of Accreditation/Notice of Denial.	2 days	Chairperson of MNRC		
9	Receives the Notice of Approval/Notice of Denial	Proceed to Step 9 . Issues Notice of Approval/ Notice of Denial and coordinate with applicant regarding mode of release of Certificate of Accreditation.	Varies	Processor***		
	If approved , applicant to submit/present authorization letter, copy of valid I.D. and DST for release of Certification	If approved , releases/mails Certification upon receipt of authorization letter, copy of valid I.D. and DST. [End of Transaction]				

* (1) Volume of walk-in client without complaint but with application for clearance for amendment of Articles of Incorporation/ By-Laws, and Certificate of No Degradatory Information; (2) Volume of Walk-in Client with complaint; (3) Volume of inquiries of client; (4) Number of the reports being monitored for review and evaluation and date of registration of the company; (5) Volume of documents to be printed;(6)Printer buffering system; (7) Retrieval and viewing of reports thru SEC i-View; and/or retrieval of documents from the Records Division; (8) System interruption; and (9) Frequency of monitoring.

** Accountant, Examiner, Specialist, or Support Clerk

END OF TRANSACTION

FEES

Total Portfolio	Accreditation Fee
Not more than P 200 Million	P 20,000.00
More than P200 Million but not more than P800 Million	P 30,000.00
More than P800 Million but not more than P1 Billion	P 40,000.00
More than P1 Billion	P 50,000.00

NOTE: Payment of accreditation fee is suspended until further notice.

Processing of Information Statement (SEC Form 20-IS)

Schedule of availability of service	:	Monday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	Investment Company, ETF Company, Public Company, Issuer of Proprietary and Non-Proprietary Securities
What are the requirements	:	Information Statement (SEC Form 20-IS)
Duration	:	7 working days from receipt of Preliminary Information Statement; 3 working day from receipt of Definitive Information Statement
How to avail of the service	:	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Registers with the Security Guard and gets a Request Slip.	Gives the Client a Request Slip.	5 minutes	Guard on Duty		Request Slip
2	Requests Payment Assessment Form for the filing fee.	Issues Payment Assessment Form (PAF)	10 minutes*	Officer-of-the-Day	*P7,500 plus 1% LRF P5,000 plus 1% LRF for the amended DIS and those Proxy Statement filed by a person other than the Reporting Company	
3	Presents the PAF and pays the filing fee at the Cashier	Receives payment and issues Official Receipt	Varies	Cashier		
4.1	Presents the Preliminary Information Statement (for initial)/ Definitive Information Statement (for the final/ amendment)	Receives the Preliminary Information Statement (PIS)/Amended Definitive Information Statement (DIS) together with the cashier validated PAF and forwards application to the support staff for recording.				
4.2		Submission of compliance: Receives DIS and forwards it to the support staff for recording.	5 minutes	Officer-of-the-Day		
5.1		Records the application and forwards documents to the assigned Securities Specialist. Go to Step 6.1.	10 minutes	Support Staff		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
5.2		Transmits letter to the Company;	15 minutes	Support Staff		
5.3		Updates registry and forwards records to ICTD for microfilming. [End of Transaction]	10 minutes			
6.1		Evaluates the Preliminary Information Statement (PIS) pursuant to SRC Rules 20 and 68, as amended at the same time forwards a copy of the PIS to the Corporate Governance Division for evaluation on the qualifications of Independent Directors. The Specialist will use a checklist of requirements which may be attached to the comment letter. Note: If the PIS is not compliant, Go to Step 6.2. If compliant, informs the applicant (via telephone call) to proceed with the filing of Definitive Information Statement (DIS) and Go to Step 9.	3 days	Securities Specialist		
6.2		Prepares Comment Letter and attaches the checklist. Go to Step 7	1 day			
6.3		Evaluates the DIS whether it is compliant with SRC Rules 20 and 68, as amended as per checklist attached to the Comment Letter. If the DIS is compliant, informs the company (via phone call) to proceed with the distribution. Forwards the documents to the Support Staff for recording. Go to Step 5.3. If the submitted DIS is NOT compliant, Repeat Steps 6.2, 7, 8, 4.2., 5.1 and 6.3				

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
7		Reviews and initials the Draft/Final comment letter and forwards to the Office of the Director. Go to Step 8.	1 day	Assistant Director		
8		Reviews and signs the Draft/Final Comment Letter. Go to Steps 5.2 and 5.3	½ day	Director		
9	Files Definitive Information Statement (DIS)	Repeat Steps 1, 4.2 and 5.1. Go to Step 6.3. Issues clearance for distribution. Go to Step 7.5	1 day			
		If the submission is NOT compliant, Repeat Steps 8, 9, 10 and 7.4				
10	Files Amended Definitive Information Statement	Repeat Steps 1, 4.2, 5.1, and 6.3				
END OF TRANSACTION						

*The time allotted for the issuance of PAF may vary depending on the online status of the SEC PAF. The fees are based on the Consolidated Schedule of Fees and Charges (SEC Memorandum Circular No. 3, Series of 2017).

Request for Clearance of Financing/Lending Companies/Foundations/Microfinance NGOs

Schedule of availability of service	:	Monday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	Financing Companies (FCs)/Lending Companies (LCs)/Foundations/Microfinance NGOs (MF-NGOs)
Duration	:	15 working days from receipt of complete documents
Purposes of Request for Monitoring	:	

- 1) No derogatory record/Good standing
- 2) Amendment of AI/BL
- 3) Application of Certificate of Authority (CA) Branch Office, Extension Office, Agency or Unit
- 4) Complaints

What are the requirements :

- 1) Request Slip (from the CGFD or endorsed from other departments)
- 2) Certificate of Incorporation*
- 3) Certificate of Authority (CA)*
- 4) Latest approved Articles of Incorporation (AI)*
- 5) Latest approved By-Laws (BL)*
- 6) General Information Sheet (GIS) for the last two years*
- 7) Audited Financial Statements (AFS) for the last two years*
- 8) Photocopy of the registration page of the Stock and Transfer Book/Membership Book duly registered with the Commission

Additional Requirements:

- 9) For Foundations/MF-NGOs:
 - a) Notarized Sworn Statement of the President and the Treasurer (SS) using the prescribed form in SEC Notice dated 18 April 2013 in relation to SEC Memorandum Circular No. 8, Series of 2006 for the last two (2) years*
 - b) Certification of Existence of Programs/Projects/Activities(CEP) for the last two (2) years, as applicable;*
 - c) As applicable, Certification using the prescribed form in SEC Memorandum Circular No. 15 series of 2016 for the last two (2) years; in lieu of the (a) and (b)* (effectivity for the year 2016 SS and CEP onwards)
- 10) For MF-NGOs: Sworn Statement of the President and the Treasurer using the prescribed form in SEC Memorandum Circular No. 4, Series of 2013 for the last two (2) years*
- 11) For FCs and LCs:
 - a) Special Form of Financial Statements for the last two (2) years*
 - b) Annual Information Statements for the last two (2) years (if there are issuance of exempt commercial papers including loans/advances of Directors, Officers, Stockholders and related-interest (DOSRI))*
 - c) Semi-Annual Financial Statements for the last two (2) years*
 - d) Revised Anti-Money Laundering Operating Manual (if with P10 Million or more paid up capital and/or more than 40% foreign equity)
 - e) AMLA Compliance Form
- 12) For FCs only: Revised Manual on Corporate Governance (if with total assets of P50 Million or more; and/or have more than 40% foreign participation in their voting stock; and/or have issued exempt or registered commercial papers)*.

** If documents are not viewable/available in the SEC i-Report/i-View System to ensure a more expeditious action on the application or request.*

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Registers with the Guard and gets Request Slip	Gives the Client a Request Slip	5 minutes	Guard on Duty		Request Slip
2	Accomplishes and gives the Request Slip	Records Request and forwards to assigned Processor	5 minutes	Guard on Duty Officer of the Day (OD)		
3	Submits the application or request together with the complete documentary requirements to the OD.	Preliminarily assesses the application/request and the documents submitted by the client.	Varies	OD		
4	Waits for the Acknowledgment Receipt/Notice of Conference and Deficiency Form	Checks compliance of the corporation with the reportorial and other requirements through SEC i-View and/or records of the Department.	25 minutes	OD		
	a) If compliant , waits for the issuance of an Acknowledgment Receipt. Go to Step 5 .	a) If compliant , issues an Acknowledgment Receipt Form.		OD		
	b) If not compliant , waits for the issuance of Notice of Conference and Deficiency and shall be required to comply with the deficient requirements. [End of Transaction]	b) If not compliant , issues a Notice of Conference and Deficiency Form and immediately informs the applicant or requesting party of any deficiency in the accompanying requirements.	30 minutes	OD		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
5	Waits for the Clearance	Evaluates Request and checks compliance/submission of the corporation.	For evaluation of contents of documents submitted:	Processor** Examiner Specialist		
	5.a) <u>If compliant or not compliant but without monetary penalty</u> , waits for updating of CIS/URDB or signed Monitoring Sheet (MS)/ Confirmation of Payment (COP)/ No Penalty (NP).	5.a) <u>If compliant or not compliant but without monetary penalty</u> 5.a.1) Prepares/Updates MS 5.a.2) Reviews MS 5.a.3) Signs MS/NP 5.a.4) Updates CIS/URDB. Issues signed MS/ COP/NP, upon request [End of Transaction]	0-3 years- 3 days 4-10 years- 5 days 11 years & above- 7 days			
	5.b) <u>If compliant with final assessed monetary penalty</u> , waits for updating of CIS/URDB or signed MS/ COP	5.b) <u>If compliant with final assessed monetary penalty</u> , waits for updating of CIS/URDB or signed MS/COP 5.b.1) Prepares/Updates MS 5.b.2) Reviews MS 5.b.3) Steps 6 to 8. 5.b.4) Signs MS/COP 5.b.5) Updates CIS/URDB. Issues signed MS/NP, upon request 5.b.6) Issues signed MS/ COP, upon request 5.b.7) Prepares Order on Payment of Penalty (OPP) 5.b.8) Signs OPP. [End of Transaction]	For evaluation of contents of documents submitted: 0-3 years- 3 days 4-10 years- 5 days 11 years & above- 7 days	Processor** Examiner Specialist		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
	5.c) If not compliant with tentative assessed monetary penalty, submits required reports per list of deficiency/ies and waits for updating of CIS/URDB or signed MS/COP	5.c) If not compliant with tentative assessed monetary penalty, provides client with Notice of Conference and Deficiency Form. Upon compliance, go to Steps 5.b.3	For evaluation of contents of documents submitted: 0-3 years- 3 days 4-10 years- 5 days 11 years & above- 7 days	Processor** Examiner Specialist		
6	Waits for issuance of PAF	Generates and issues Payment Assessment Form (PAF) assessed fines/penalties and advises the client to pay at the Cashier	5 minutes	Processor** Examiner Specialist		
7	Presents PAF at the Cashier and pays the fines/penalties	Receives payment and issues Official Receipt (OR)	Varies	Cashier		
8	Submits machine validated PAF and photocopy of OR	After payment, go to Steps 5.b.4 to 5.b.8.	5minutes	Processor**		
* (1) Volume of walk-in client without complaint but with application for clearance for amendment of Articles of Incorporation/ By-Laws, and Certificate of No Derogatory Information; (2) Volume of Walk-in Client with complaint; (3) Volume of inquiries of client; (4) Number of the reports being monitored for review and evaluation and date of registration of the company; (5) Volume of documents to be printed;(6)Printer buffering system; (7) Retrieval and viewing of reports thru SEC i-View; and/or retrieval of documents from the Records Division; (8) System interruption; and (9) Frequency of monitoring. ** Accountant, Examiner, Specialist, or Support Clerk						
END OF TRANSACTION						

Request for Clearance of Publicly-listed Companies (PLCs)*, Investment Companies, Exchange Traded Funds (ETFs), Public Companies (PCs), and Issuers of Proprietary and Non-Proprietary Securities

Schedule of availability of service	:	Monday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	Investment Companies, ETF Companies, PCs and Issuers of Proprietary and Non-Proprietary Securities
Duration	:	3 days
How to avail of the Service	:	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Registers with the Security Guard and gets a Request Slip.	Gives the Client a Request Slip.	5 minutes	Guard on Duty		Request Slip
2	Accomplishes Request Slip and submits it to the Officer-of-the-Day	Receives Request Slip and forwards it to the Specialist in-Charge	5 minutes	Officer-of-the-Day		
3.1		Monitors company's compliance with reportorial requirements thru index and SEC i-Report.	2 days	Securities Specialist		
3.2		Prepares Monitoring Slip indicating therein whether the company is compliant or there are deficiencies or violations and unpaid penalties.	10 Minutes			
4		Reviews and initials the Monitoring Slip and forwards it to the Office of the Director.	½ day	Assistant Director		
5		Reviews and signs the Monitoring Slip.	½ day	Director		
6		Releases the signed Monitoring Slip and keep file copy. [End of Transaction]	10 Minutes	Securities Specialist		
END OF TRANSACTION						

* For Corporate Governance Requirements

1. All applications for monitoring/clearance and good standing will be lodge at the Company Monitoring Division (CMD) of CRMD except those applications to change the name, and purpose of the corporation. CMD will access the Certification Issuance System (CIS) to determine the status of a corporation.
2. If the application is to change the name, and purpose of the corporation and/or the CMD found any deficiencies in the CIS, the company representative will go to CGFD.

Request for Approval of In-House Corporate Governance Training/Seminar of PLCs

Schedule of availability of service	:	Monday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	All Private and Public Institutional Training Provider (ITP), All PLCs
Duration	:	Seven (7) business days upon receipt of complete documentary requirements and payment of application fee.
What are the requirements	:	Request letter with supporting documents per SEC MC No. 2, series of 2015

In-House Corporate Governance Trainings/Seminars may either be –

- a) Those conducted by a company on its own; or
- b) Those conducted in partnership with accredited training providers.

A. Requirements when conducted by a company on its own

- 1) The Corporation shall file with the Commission a written request for approval of each in-house corporate governance training at least one (1) month before a scheduled training;
- 2) Together with the written request, it shall file a Certification that it has been conducting in-house corporate governance training for the company and that it can guarantee a qualified line-up of SEC accredited trainers, which include at least one experienced corporate director/CEO, who can effectively deliver, as a minimum, the required training in accordance with the Code of Corporate Governance for Publicly Listed Companies;
- 3) The Corporation shall submit for the Commission's examination a copy of its course outline and training materials for its own training programs together with the credentials of its resource speakers;
- 4) The requirement for SEC accredited trainers apply to local speakers only. For foreign speakers, the company shall submit the speaker's credentials for the Commission's prior approval;
- 5) A processing fee of Two Thousand Twenty Pesos (Php2,020.00) shall be paid for each application for approval of in-house corporate governance training filed with the Commission.

B. Requirement when conducted with accredited Institutional Training Provider

- 1) The training program, including the course outline and training materials and list of SEC Accredited trainers, shall be submitted to the Commission for approval at least one (1) month before the scheduled training program.

How to avail of the service :

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Registers with the Guard	Instructs Client where to proceed	5 Minutes	Guard on Duty		
2a	Submits documents to Specialist-in-Charge	1) Reviews the documents and finds it complete and in order	30 Minutes	Specialist-in-Charge		
		2) Reviews the documents and informs the client to comply with all requirements and to re-submit documents	45 Minutes	Specialist-in-Charge		
2b	Takes note of the requirements to be complied with and resubmits document	Reviews the documents and finds it complete and in order	30 Minutes	Specialist-in-Charge		
3		Issues Payment Assessment Form (<i>*only upon submission of complete requirements</i>)	15 Minutes	Specialist-in-Charge	P2,020.00 (inclusive of 1% Legal Research Fee)	
4	Pays corresponding fee at the Cashier	Receives payment and issues Original Receipt	Varies	Cashier		
5		Receives the documents with validated PAF and issues Acknowledgement Receipt	10 Minutes	Support Staff		
6		Assigns the Application	15 Minutes	Assistant Director		
7		Drafts Memorandum and signs initials	4 days	Specialist-in-Charge		
		Reviews Memorandum and signs initials		Assistant Director		
		Reviews and signs Memorandum		Director		
		Submits Memorandum to the En Banc for inclusion in the agenda and for approval		Executive Assistant		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
8		Issues Advisement Letter to the company re: approval of in-house Corporate Governance Training/Seminar and signs initials	1 day	Specialist-in-Charge		
		Reviews Advisement Letter re: approval of in-house Corporate Governance Training/Seminar and signs initials		Assistant Director		
		Reviews and signs Advisement Letter re: approval of in-house Corporate Governance Training/Seminar		Director		
9		Sends out/Releases Advisement Letter re: approval of in-house Corporate Governance Training/Seminar	1 day	Specialist-in-Charge/Support Staff		
END OF TRANSACTION						

Request for Exemptive Relief/Confidential Treatment

Schedule of availability of service	:	Monday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	Public Companies, Investment Companies and Issuers of Proprietary and Non-Proprietary Securities
What are the requirements	:	Request for Exemptive Relief/Confidential Treatment and required exhibits
Duration	:	If the request is not novel – 5 days (excluding the waiting time from submission of the Memorandum to the Commission En Banc (CEB) to include the request in the Agenda of Meeting up to the scheduled CEB meeting and the availability of the SEC resolution). If the request is novel – 10 days (excluding the waiting time for the company to comply with the comment letter and the time from submission of the Memorandum to CEB to include the request in the in the Agenda of Meeting up to the scheduled CEB meeting, and the availability of the SEC resolution)

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Registers with the Guard and gets a Request Slip.	Gives the Client a Request Slip.	5 minutes	Guard on Duty		Request Slip
2	Accomplishes Request Slip and submits it to the Officer-of-the-Day	Receives Request Slip and forwards it to Legal Counsel	5 minutes	Officer-of-the-Day		
3		a) Verifies number of companies and issues rules for exemption b) Issues Payment Assessment Form (PAF)	30 minutes	Officer-of-the-Day Legal Counsel	P50,000.00 per issue and per company	
4	Receives the PAF and proceeds to Cashier for payment	Receives payment and issues OR	Varies	Cashier	Based on amount indicated in PAF	
5	Presents the validated PAF and documents to Officer-of-the-Day	Receives the validated PAF and documents. Forwards to Support Staff for recording	10 minutes	Officer of the Day		
6.1		Receives and encodes documents	10 minutes	Support Staff		
6.2		Delivers documents to Assistant Director for assignment. Go to Step 7.1	5 minutes			
6.3		Prepares mailing envelop and transmittal slip, and forwards letter to ICTD for mailing and microfilming. Go to Step 10.	15 minutes			

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
7.1		Assigns application to Legal Counsel. Go to Step 8.	15 minutes	Assistant Director		
7.2		Reviews and initials Advisement Letter/Memorandum to the Commission en Banc (CEB) and forwards it to the Office of the Director. Go to Step 9.1	½ day			
8.1		Reviews documents	1 day	Legal Counsel		
		a) If the request is novel, prepares and initials DRAFT/FINAL letter directing to provide additional information from the company. Go to Step 7.2				
		b) If the request is not novel or the nature of the request has precedent, prepares Memorandum to the Commission en banc (CEB). Go to Step 7.2	1 day			
		c) If the request is novel or the department has received the additional information from the applicant pursuant to Step 8.1.a hereof, prepares Memorandum to the Commission en banc (CEB). Go to Step 7.2	5 days			
9.1		Reviews and signs the Advisement Letter/ Memorandum to CEB and advises the Executive Assistant to forward it to the Supervising Commissioner and Commission Secretary for Agenda.	½ day	Director		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
9.2		Presents the request for exemption/ confidential treatment to the CEB for approval and informs the Legal Counsel if the CEB approves or disapproves the request/s. Go to Step 8.2	½ day			
9.3		Reviews and signs advisement letter. Go to Step 6.3	½ day			
10	Receives advisement letter. Advisement letter directs Applicant/Client to provide additional information, Go to Step 8.1.b. OR Advisement letter denies or approves the request. END.					
END OF TRANSACTION						

Request for Comment on Articles of Incorporation and/or By-Laws of PLCs, Investment Companies, ETFs, PCs, Issuers of Proprietary and Non-Proprietary Securities

Schedule of availability of service	:	Monday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	PLCs, Investment Companies, ETFs, PCs and Issuers of Proprietary and Non-Proprietary Securities
What are the requirements	:	Copy of AOI and/or by-laws with referral from CRMD or request by Company
Duration	:	3 days
How to avail of the service	:	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Registers with the Guard and gets a Request Slip.	Gives the Client a Request Slip.	5 minutes	Guard on Duty		Request Slip
2	Accomplishes Request Slip and submits it with the copy of the AOI and/or By-Laws to the Officer-of-the-Day	Receives and forwards the document to the Assistant Director for assignment	5 minutes	Officer-of-the-Day		
3		Reviews copies of proposed Articles of Incorporation and/or By-Laws and prepares Memorandum to CRMD or Advisement Letter to Company	2 days	Legal Counsel		
4		Reviews and initials the Memorandum or Advisement Letter	2 hours	Assistant Director and Director		
5		Reviews and signs the Memorandum to CRMD or Advisement Letter to Company and advises the Executive Assistant to forward copy to CRMD or to Company. END	2 hours	Director		
END OF TRANSACTION						

Petition for Voluntary Revocation

Schedule of availability of service	:	Monday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	Investment Companies, Issuers of Proprietary and Non-Proprietary Securities
What are the requirements	:	1) Petition for Revocation and required exhibits under SRC Rule 13 2) Monitoring Clearance from CGFD Licensing Division and Corporate Governance Division
Duration	:	2 to 3 months total processing time inclusive of the publication of the Notice, 15 business days to allow affected parties to comment on the Petition and presentation to the Commission En Banc, which is variable.
How to avail of the service	:	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Registers with the Guard and gets a Request Slip.	Gives the Client a Request Slip.	5 minutes	Guard on Duty		Request Slip
2	Accomplishes Request Slip and submits it to Officer-of-the-Day	Receives Request Slip and forwards it to Legal Counsel	5 minutes	Officer-of-the-Day		
3		Issues Payment Assessment Form (PAF)	10 minutes	Legal Counsel	P10,000 + LRF of 1% of Filing Fee	
4	Receives the PAF and proceeds to Cashier for payment	Receives payment and issues OR	Varies	Cashier	Amount indicated in the PAF	
5	Forwards validated PAF and documents to Officer-of-the-Day	Receives the validated PAF and documents. Forwards to Support Staff	10 minutes	Officer of the Day		
6.1		Receives and encodes documents	10 minutes	Support Staff		
6.2		Delivers documents to Assistant Director for assignment. Go to Step 7.1	5 minutes			
6.3		Transmits document to the Registrant. If the document pertains to the Notice of Filing of Petition for Voluntary Revocation ("Notice") Go to Step 10.	15 minutes			
6.4		Forwards records to ICTD for micro-filming.	10 minutes			

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
7.1		Assigns application to Legal Counsel. Go to Step 8.	10 minutes	Assistant Director		
7.2		Reviews and initials the following: a) DRAFT Letter/Memorandum to the Commission en Banc (CEB)/ Advisement Letter/Order of Revocation/Notice. Go to Step 9.1 and 6.3 b) FINAL Letter/Memorandum to the Commission en Banc (CEB)/ Advisement Letter/Order of Revocation/Notice. Go to Step 9	1 day 1 day			
8.1		Reviews documents, prepares and initials DRAFT/FINAL Notice to be published by the Applicant/Client. Go to Steps 7.2, 9.1/9.2, 6.3 then 10	1 day	Legal Counsel		
8.2		Prepares and initials DRAFT/ FINAL MEMO. Repeat Step 7.2				
9.1		For DRAFT COMMENT/ NOTICE/ MEMORANDUM/ORDER a) Reviews and Initials document b) Returns document to Legal Counsel. Go to Step 8.1 or 8.2	3 hours	Director		
9.2		For FINAL COMMENT/ NOTICE/ MEMORANDUM/ORDER a) Reviews and signs document. Go to Step 6.3				
9.3		If FINAL MEMO, reviews and signs documents	1 day			

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
9.4		Memorandum is presented to the CEB				
9.5		Informs Legal Counsel of CEB decision. Go to Step 12	1 day			
9.6		For ORDER OF REVOCATION, reviews and signs documents. Go to Step 6.3	10 minutes			
10	Receives Notice of Publication and publishes in newspaper of general circulation. Go to Step 11.					
11	Submits Affidavit of Notice of Publication	Receives affidavit and wait for 15 business days to allow parties who stand to suffer any damage to file their complaints with the Commission. Go to Step 8.2		Legal Counsel		
12.1		Upon receipt of the Commission's action on the Memorandum: <u>If DENIED/DEFERRED</u> Prepares DRAFT/FINAL ADVISEMENT LETTER. Repeat Steps 7.2, 8.2, 9.1, 9.2 and 6.3.		Legal Counsel		
12.2		<u>If GRANTED</u> . Go to Step 13				
13.1		Prepares ORDER OF REVOCATION Prints draft/final copies of Order of Revocation	1 day	Legal Counsel		
13.2		Initials copy				
13.3		Repeats Steps 7.2 and Go to Step 9.6				
13.4		Notifies issuer that the Permit and Order are ready for release at the CGFD. Go to Step 6.3.				
END OF TRANSACTION						

Request for Payment Assessment Form (For Payment of Annual Fee and Penalties)

- Schedule of availability of service** : Monday to Friday, 8:00 AM to 5:00 PM (no noon break)
- Who may avail of the service** : Financing Companies, Lending Companies, Foundations, Microfinance NGOs
- Purposes of Request** :
- a) Annual Fee for Annual Information Statement (AIS) – Financing / Lending Company
 - b) Annual License Fee (AF) – To operate as a Financing / Lending Company, Investment Companies, ETF Companies, Public Companies and Issuers of Proprietary and Non-Proprietary Securities
 - c) Penalty/ies – Financing / Lending Companies, Foundations, and Microfinance NGOs
 - d) Penalty/ies – Publicly-Listed Companies (for Corporate Governance violations)
 - e) Penalty/ies – As referred/endorsed by the Office of the General Accountant (OGA) or other Departments
 - f) Penalty/ies – Investment Companies, ETF Companies, Public Companies and Issuers of Proprietary and Non-Proprietary Securities

What are the requirements :

- a) Request Slip (from the CGFD or endorsed from other departments),
- b) **For AIS:** Four (4) copies of duly accomplished AIS under SEC Form 85-18-1/2013-IS-ECP with SEC Cover Sheet,*
- c) **For AF:**
 - 1. Copy of Previous Official Receipt and/or PAF,*
 - 2. List of Branches certified by the Corporate Secretary
- d) **For Penalty/ies:** Final Monitoring Sheet/Assessment/Assessment Letter (for all covered institutions)
- e) **For Penalty/ies (OGA and Other Departments):** Show Cause Letter

**If documents are not viewable/available in SEC i-Report/i-View System to ensure a more expeditious action on the application or request.*

Duration :

- a) Request referring to payment of fees/penalties: **30 minutes to 1 hour** (depending on causes beyond the control of the division, such as the accessibility and performance of SEC i-Report e-payment and volume of clients at the Cashier)
- b) Request referring to monitoring in relation to an application for Amendment of Articles of Incorporation and/or By-laws:

***If compliant**– 1 to 2 hours

***If not compliant**– Walk-in clients are provided with “Routing Slip” indicating the deficiencies of the monitored companies for their compliance.

How to avail of the service :

a) Walk-in for Financing/Lending Companies, Foundations and Microfinance NGOs

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Registers with the Guard and gets a Request Slip	Gives the Client a Request Slip	5 minutes	Guard on Duty		Request Slip
2	Accomplishes and gives the Request Slip to Guard	Records Request and forwards to officer of the day (OD)	5 minutes	Guard on Duty Officer of the Day (OD)		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
3	Submits the complete documentary requirements to OD.	Evaluates/assesses the request and the documents submitted by the client. a) If compliant: Go to Step 4 (OD to advise the Client to wait) b) If not compliant: Issues Notice of Denial and informs the client of any deficiency in the requirements submitted/presented. [End of Transaction]	Varies	OD Processor***		
4	Waits for issuance of PAF	Generates and issues PAF and directs client to pay at the Cashier. OD advises the client to return and submit original PAF and photocopy of OR	2 minutes	Processor*** Examiner / Specialist	(See next page for fees)	
5	Presents PAF at the Cashier for Payment and pays the fees	Receives payment and issues Official Receipt (OR)	Varies	Cashier		
6	Submits the original machine validated PAF and photocopy of OR and/or SEC Form 85-18-1/2013-IS-ECP, in case of AIS, to OD.	Receives original PAF and photocopy of the OR and AIS, if applicable. [End of Transaction]	2 minutes	Processor***		

** (1) Volume of walk-in client without complaint but with application for clearance for amendment of Articles of Incorporation/ By-Laws, and Certificate of No Derogatory Information; (2) Volume of Walk-in Client with complaint; (3) Volume of inquiries of client; (4) Number of the reports being monitored for review and evaluation and date of registration of the company; (5) Volume of documents to be printed;(6)Printer buffering system; (7) Retrieval and viewing of reports thru SEC i-View; and/or retrieval of documents from the Records Division; (8) System interruption; and (9) Frequency of monitoring.

*** Accountant, Examiner, Specialist, or Support Clerk

END OF TRANSACTION

FEES

SEC Memorandum Circular No. 3 series of 2017

Annual Fee for FC/LC

Particulars	Rates
Head Office	1/8 of 1% of the required paid-up capital
Branch Office	

Annual Information Statement of Exempt Commercial Paper Issuer (SEC Form 85-18-1)

Maximum Aggregate price of Securities to be Offered	Amount of Filing Fee
Not more than P50 Million worth of CPs	P 10,000
Not more than P100 Million worth of CPs	P20,000
Up to P150 Million worth of CPs	P30,000
Issuance of more than P150 Million worth of CPs within a 12-month period	1/10 of 1% of the value of CPs

b) For PLCs*, Investment Companies, ETF Companies, PCs, and Issuers of Proprietary and Non-Proprietary Securities

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Registers with the Guard and gets a Request Slip	Gives the Client a Request Slip	5 minutes	Guard on Duty		Request Slip
2	Accomplishes Request Slip	Receives Request Slip and prepares Payment Assessment Form (PAF)	10 minutes	Officer-of-the-Day	Amount may vary	
3	Presents PAF and pay the annual fee/ penalty to the Cashier	Receives payment and issues Official Receipt. PAF is validated.	15 minutes	Cashier		
4	Returns the validated PAF to the Officer-of-the-Day	Receives the validated PAF; Forwards the PAF to the Specialist in-charged for appropriate action. END Note: The Specialist will prepare Order of Payment of Penalty and will be sent to the principal office address of the company via registered mail.	10 minutes	Officer-of-the-Day		

END OF TRANSACTION

* For Corporate Governance Violations

Company Registration and Monitoring Department (CRMD)

- 1) Registers domestic corporations and partnerships;
- 2) Approves applications for Amendment of the Articles of Incorporation/Articles of Partnership/By-Laws, Mergers, Consolidations, and other corporate reorganizations that require the prior approval of the Commission;
- 3) Licenses foreign corporations doing business in the Philippines and multinational companies;
- 4) Licenses lending, financing companies, and capital market participants;
- 5) Monitors compliance by registered domestic/licensed foreign corporations with their reportorial responsibilities under the Corporation Code and other existing laws;
- 6) Maintains custody over registration documents and documents that it has acted upon or directly filed with it;
- 7) Through the Company Registration System (CRS), acts on online appeal of name;
- 8) Issues certification on corporate filings and information;
- 9) Suspends/revokes certificates of incorporation/license to do business for non-compliance with reportorial requirements and other pertinent laws implemented by the Commission;
- 10) Attends court hearings and processes as witness and as resource person in inter-agency meetings and provides corporate records to other government agencies;
- 11) Hears/decides administrative cases within the Department's jurisdiction pursuant to 2016 SEC Rules of Procedure;
- 12) Acts on Petitions for Change of Corporate Name, Corrections on Articles of Incorporation and By-Laws, and Lifting the Suspension and Revocation Orders;
- 13) Undertakes special studies on corporate problems relating to registration and monitoring of corporations submitted to the Commission by the public and government agencies and instrumentalities and develops, recommends policies on registration and monitoring of corporations and licensed foreign corporations;
- 14) Attends to public queries; and
- 15) Performs such other functions as may be directed by the Chairperson and Commissioners.

LIST OF TRANSACTIONS:

- 1) Public Assistance (Walk-in Query, Complaint, etc.) / Guidance/Assistance on the Use of CRS
- 2) Registration of Corporations through the CRS
 - a) Stock Corporation
 - b) Non-Stock Corporation
 - c) Lending Companies
 - d) Financing Companies
- 3) Registration of Partnerships through the CRS
- 4) Licensing of Foreign Corporations through the CRS
- 5) Application for Amendment of Corporations, Partnerships, and Other Amendments through CRS
 - a) Amendment of Stock and Non-Stock Domestic Corporations
 - b) Amendment of Partnerships
 - c) Increase/Decrease of Authorized Capital Stock
 - d) Merger/Consolidation
 - e) Conversion of Branch Office to Representative Office (Vice Versa), Regional Area Headquarters (RHQ) to Regional Operating Headquarters (ROHQ) (Vice Versa), Change/Substitution of Resident Agent, Withdrawal of License and Other Amendments of Foreign Corporations
 - f) Voting Trust Agreements
 - g) Change in Par Value, Conversion, Reclassification, and Declassification of Shares
 - h) Dissolution of Domestic Corporations and Withdrawal of License of Branch and Representative Office
 - i) Amendment of Article VII of Articles of Incorporation and Other Applications (Confirmation of Valuation or Exempt Transaction [Other Than Cash Payment on Subscription], Property Dividend Declaration, Quasi-Reorganization, Equity Restructuring, Creation of Additional Paid-in Capital, and Dissolution of Domestic Corporation)
- 6) Actions (Two [2] Party Complaints/Petitions)
- 7) Petition for Correction
- 8) Application for Registration of Capital Market Professionals through the Capital Market Participants Registry System (CMPRS)
- 9) Application for Registration of Capital Market Institutions
- 10) Payment of Annual Fees/Renewal of Capital Market Professionals through CMPRS
- 11) Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock)
- 12) Request for Regular Monitoring of Foreign Corporations (Branch Offices, Representative Offices, Regional Area Headquarters and Regional Operating Headquarters)
- 13) Compliance with Securities Deposit
- 14) Petition to Lift Order of Revocation/Suspension
- 15) Request for Payment in Installment or Reduction of Fines
- 16) Monitoring of Corporations where there is more than one set of General Information Sheet (GIS) filed with the Commission

- 17) Compliance with SEC Memorandum Circular No. 14, series of 2013 (Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-Up Capital)
- 18) Petition for Cancellation or Substitution of Payment in relation to the use of properties that require Ownership Registration as Paid-Up Capital (SEC Memorandum Circular No. 14, series of 2013)
- 19) Certification of:
 - a) No Derogatory Records
 - b) Affirmative
 - c) Negative
 - d) Nationality of Corporations (Please see SEC Memorandum Circular No. 10, series of 2016)
- 20) Registration of Stock and Transfer/Membership Book
- 21) Issuance of Authenticated Copies for Government Agencies
- 22) Certification of Paid-Up Capital/Percentage of Ownership

SATELLITE OFFICE*

- Public Assistance (Walk-in Query, complaints, etc.) / Guidance/Assistance on the use of the Company Registration System (CRS)
- Registration of Corporations through CRS
 - ◆ Stock Corporation
 - ◆ Non-Stock Corporation
 - ◆ Lending Companies
 - ◆ Financing Companies
- Registration of Partnerships through CRS
- Licensing of Foreign Corporations through CRS
- Application for Amendment of Corporations, Partnerships, and Other Amendments through CRS
 - ◆ Amendment of Stock and Non-Stock Domestic Corporations
 - ◆ Amendment of Partnerships
 - ◆ Increase/Decrease of Authorized Capital Stock
 - ◆ Merger/Consolidation
 - ◆ Conversion of Branch Office to Representative Office (Vice Versa), Regional Area Headquarters (RHQ) to Regional Operating Headquarters (ROHQ) (Vice Versa), Change/Substitution of Resident Agent, Withdrawal of License and Other Amendments of Foreign Corporations
 - ◆ Voting Trust Agreements
- Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock)
- Request for Regular Monitoring of Foreign Corporations (Branch Offices, Representative Offices, Regional Area Headquarters and Regional Operating Headquarters)

*** The Satellite Offices only receive/pre-process applications/documents. It is still the Head Office that finalizes and issues the certification/license applied for.**

Public Assistance Center (Walk-in Query, Complaint, etc.)

Schedule of availability of service	:	Monday, 8:30 AM to 5:00 PM (no noon break); Tuesday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	Transacting Public
What are the requirements	:	None
How to avail of the service	:	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Proceeds to the Public Assistance Office	Calls client on a first come, first served basis		SEC CRMD Staff		None
2	a) Presents concern/s, query or complaint; or	a) Renders advice depending on the kind of concern or query; or b) Gives the appropriate checklist of requirements, guidelines and sample forms; or c) Refers to the appropriate division or unit of the CRMD or another SEC Department	Variable, depending on the kind or complexity of the concern or query	SEC CRMD Staff		Checklist of requirements or guidelines on SEC applications under the jurisdiction of various SEC Operating Departments. Pro-forma samples of applications, affidavits, certificates and forms required for various transactions to be filed with CRMD Referral slip to the appropriate CRMD Division/unit or SEC Department
	b) Presents written complaint	Endorses written complaint to the appropriate CRMD Division/ Unit or another SEC Department				Written complaint received by CRMD division/unit or concerned SEC Department, for appropriate action
END OF TRANSACTION						

Registration of Corporations through the Company Registration System (CRS)

Schedule of availability of service	:	Online Application (24 hours a day, 7 days a week) Submission of Physical Documents Monday 8:30 AM to 5:00 PM, no noon break Tuesday to Friday 8:00 AM to 5:00 PM, no noon break
Who may avail of the service	:	Applicant corporations thru their representatives
What are the requirements	:	Three (3) sets of the following (at least 2 originals, in A4 size bond paper)

A. Stock Corporation

- 1) Cover Sheet*
- 2) Articles of Incorporation (AI)*
- 3) Treasurer's Affidavit*
- 4) By-laws (BL)*
- 5) Other Requirements, if applicable
 - a. Foreign Investments Acts (F-100) Application Form*
 - b. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation
 - c. Affidavit of Relinquishment (in case Treasurer-in-Trust is a foreigner for a corporation with a partly nationalized business activity)
 - d. Authenticated Articles of Incorporation and By-Laws and supporting documents, in case any of the incorporator/s or authorized signatories signed the AI-BL or other documents in a foreign country
 - e. Endorsement/Clearance from other government agencies
 - f. Endorsement/Clearance from other Department/s of the SEC
 - g. Endorsement/Clearance from a) Philippine Economic Zone Authority (PEZA); b) Subic Bay Metropolitan Authority (SBMA) or Clark Development Corporation (CDC) and c) Cagayan Economic Zone Authority
 - h. Tax Identification Numbers (TIN) for Filipino incorporators, directors, and stockholders, including corporate subscribers
 - i. Tax Identification Numbers (TIN) or Passport Numbers for foreign incorporators, and directors
 - j. Proof of Existence of foreign corporate subscribers
- 6) Filing Fees:
 - a. Articles of Incorporation
 - Stock corporation with par value – 1/5 of 1% of the authorized capital stock or the subscription price of the subscribed capital stock, whichever is higher but not less than P2,000
 - Stock corporation without par value – 1/5 of 1% of the authorized capital stock computed at P100 per share of the subscription price of the subscribed capital stock, whichever is higher but not less than P2,000
 - a. By-laws—P1,000
 - b. Legal Research Fee—1% of the Total Amount of the Filing Fee for the Articles of Incorporation and By-laws but not less than P20
 - c. Reservation of Name—P100 for the corporate name and P100 per trade name, if applicable
 - d. Registration of Stock and Transfer Book—P150.00
- F) FIA Application—P3,000

***CRS In-Form**

What are the requirements :

B. Non-Stock, Non-Profit Corporation

- 1) Cover Sheet*
- 2) Articles of Incorporation (AI)*
- 3) By-Laws (BL)*
- 4) Other Requirements, if applicable
 - a. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation
 - b. List of names of contributors or donors and the amounts contributed or donated, certified by the Treasurer (not required if this is already stated in the Articles of Incorporation). There is no fixed amount of contribution required but only such amount as the incorporators and trustees may deem sufficient to enable the corporation to start operation, except in the case of a Foundation which must have a minimum contribution of at least One Million Pesos (P1,000,000.00) Cash
 - c. Endorsement/clearance from other government agencies
 - d. For a Foundation: a) Notarized Certificate of Bank Deposit of the contribution, which shall not be less than One Million Pesos (P1,000,000.00); and b) Statement of Willingness to allow the Commission to conduct an audit
 - e. For a Religious Corporation: a) Refer to Sections 109-116 of the Corporation Code; b) An affidavit of Affirmation or Verification by the chief priest, rabbi, minister or presiding elder (not required if this is already part of the Articles of Incorporation)
 - f. For a Federation: List of Member-Associations, certified by the Corporate Secretary
 - g. For a Condominium corporation/association: a) Master Deed with primary entry of the Register of Deeds; b) Certification that there is no other existing similar condominium association within the condominium project
 - h. Tax Identification Numbers (TIN) for Filipino incorporators, trustees, and members
 - i. Tax Identification Numbers (TIN) or Passport Numbers for foreign incorporators, trustees, and members
- 5) Filing Fee
 - a. Articles of Incorporation—P1,000
 - b. By-laws—P1,000
 - c. Legal Research Fee—P20
 - d. Reservation of Name—P100 for the corporate name and P100 per trade name, if applicable
 - e. Registration of Membership Book—P75.00

What are the requirements :

C. Application for Licensing of Lending Companies

- 1) All documents required for registration as a corporation
- 2) Cover Sheet*
- 3) Application Form
- 4) Information sheet of registrant company
- 5) Notarized Bank Certificate of Deposit of the Paid-up Capital
- 6) For Filipino Directors and Officers: Clearance from the National Bureau of Investigation (NBI)
- 8) Other requirements, if applicable:
 - a) Manual on Anti-Money Laundering:
 - If foreign participation in voting stock is more than 40%; or
 - If total assets is PhP10M or more
 - b) Manual on Corporate Governance
 - If foreign participation in voting stock is more than 40%; or
 - If total assets is PhP50M or more
 - If commercial paper issuer, either exempt or registered
 - c) Board Resolution on the Adoption of the Manual/s (Certified by the Corporate Secretary)
 - d) Photocopy of Alien Certificate of Registration or Immigration Certificate of Registration, for foreign directors and officers
 - e) Photocopy of passport showing valid visa or stay in the Philippines, for foreign directors and officers
 - f) Clearance from the Bureau of Immigration (BI), for foreign directors and officers
- 9) Filing Fee
 - a) Articles of Incorporation
 - Stock corporation with par value – 1/5 of 1% of the authorized capital stock or the subscription price of the subscribed capital stock, whichever is higher but not less than P2,000
 - Stock corporation without par value – 1/5 of 1% of the authorized capital stock computed at P100 per share of the subscription price of the subscribed capital stock, whichever is higher but not less than P2,000
 - B) By-laws—P1,000
 - C) Legal Research Fee—1% of the Total Amount of the Filing Fee for the Articles of Incorporation and By-laws but not less than P20
 - D) Reservation of Name—P100 for the corporate name and P100 per trade name, if applicable
 - E) License Fee—1/10 of 1% of the Paid-up Capital

What are the requirements :

D. Application for Licensing of Financing Companies

- 1) All documents required for registration as a corporation
- 2) Cover Sheet*
- 3) Application Form
- 4) Information sheet of registrant company
- 5) Notarized Bank Certificate of Deposit of the Paid-up Capital
- 6) Format of Disclosure Statement on Loan/Credit Transactions
- 7) For Filipino Directors and Officers: Clearance from the National Bureau of Investigation (NBI)
- 8) Other requirements, if applicable:
 - a) Manual on Anti-Money Laundering:
 - If foreign participation in voting stock is more than 40%; or
 - If total assets is PhP10M or more
 - b) Manual on Corporate Governance
 - If foreign participation in voting stock is more than 40%; or
 - If total assets is PhP50M or more
 - If commercial paper issuer, either exempt or registered
 - c) Board Resolution on the Adoption of the Manual/s (Certified by the Corporate Secretary)
 - d) Photocopy of Alien Certificate of Registration or Immigration Certificate of Registration, for foreign directors and officers
 - e) Photocopy of passport showing valid visa or stay in the Philippines, for foreign directors and officers
 - f) Clearance from the Bureau of Immigration (BI), for foreign directors and officers
 - g) Clearance from the Bangko Sentral ng Pilipinas, if the applicant is a subsidiary or affiliate of a bank and/or non-bank financial institution with quasi-banking license
- 9) Filing Fee
 - a) Articles of Incorporation
 - Stock corporation with par value – 1/5 of 1% of the authorized capital stock or the subscription price of the subscribed capital stock, whichever is higher but not less than P2,000
 - Stock corporation without par value – 1/5 of 1% of the authorized capital stock computed at P100 per share of the subscription price of the subscribed capital stock, whichever is higher but not less than P2,000
 - B) By-laws—P1,000
 - C) Legal Research Fee—1% of the Total Amount of the Filing Fee for the Articles of Incorporation and By-laws but not less than P20
 - D) Reservation of Name—P100 for the corporate name and P100 per trade name, if applicable
 - E) License Fee—1/10 of 1% of the Paid-up Capital

*CRS In-Form

How to avail of the service :

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
I-A	Creates an account in the Company Registration System (CRS) at crs.sec.gov.ph	SEC CRS	5-10 mins.	Applicant's Representative	None	CRS Online Fill-Up Forms
I-B	Verifies the created account through e-mail		1 min.	Applicant's Representative	None	N/A
I-C	Verifies proposed company name; trade/business names Online CRS services performed by the applicant's representative:	CRS Pre-Form	Varies depending on the availability of name/s		P100.00 per reservation and additional P100 per trade name	CRS Online Verification Form
I-C1	a) Online name verification	CRMD Appeal Officer approves or denies appeal		Applicant's Representative		
I-C2	a) Online appeal of rejected names by uploading supporting documents for appeal			Applicant's Representative		
I-D	Encodes data for registration documents	CRS In-Form		Applicant's Representative		CRS Form for Articles of Incorporation and By-laws , Treasurer's Affidavit, etc.
I-E	Uploads CRS-Generated or CRS Non-Generated documents			Applicant's Representative		
I-F		Evaluates uploaded documents for registration	Varies depending on complexity of submitted documents	CRMD Processor		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
II-A	Receives notification through e-mail and CRS accounts					
II-A1	-If for compliance, opens the compliance section in CRS	Issues compliance e-mail alert if the documents are incomplete or with deficiencies.				
II-A2	-If for payment, print the Order of Payment (if payment is through SEC Cashier, proceed to CRMD for the issuance of Payment Assessment Form)	Issues payment e-mail alert if the documents are complete and in order.				
II-B	Pays the filing fee online with Landbank, GCash, and on collection with Landbank, or SEC	Landbank, GCash, SEC Cashier/Extension Office/Satellite Office		Applicant's Representative	SEC Memorandum Circular No. 3, series of 2017	Order of Payment (Landbank or GCash) or Payment Assessment Form (SEC Cashier)
II-C	Uploads proof of payment of filing fee (Not required if payment is online) and signed and notarized documents	Notifies through e-mail to submit signed and notarized hard copies of documents		Applicant's Representative		
III		Tagged the application as "Received" if documentary requirements were uploaded correctly and completely. If not, it will be tagged as "Suspended"		CRMD Staff		
IV	Submits hard copies of uploaded documents at CRMD Receiving Unit	Ensures completeness and accuracy of submitted documents		CRMD Receiving Staff		
V-A		Generates Certificate of Registration		CRMD Approver's Staff		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
V-B		Signs the Certificate of Registration		CRMD Director / Approver		
V-C		Issues e-mail alert on the re-release of the Certificate				
VI	Receives the Certificate of Registration and Unified Registration Record (URR)	Releases the Certificate of Registration and URR	1-3 working days from receipt of hard copies of documents with proof of payment for CRS-generated forms 1-7 working days from receipt of hard copies of documents with proof of payment for Non-CRS forms 1-20 working days from receipt of hard copies of documents with proof of payment for CRS and Non-CRS generated forms but payment for subscription is non-cash 1-20 working days from receipt of hard copies of documents with proof of payment for registration with secondary license	CRMD Releasing Staff		
END OF TRANSACTION						

Registration of Partnerships through the Company Registration System (CRS)

- Schedule of availability of service** : Online Application (24 hours a day, 7 days a week)
Submission of Physical Documents
Monday 8:30 AM to 5:00 PM, no noon break
Tuesday to Friday 8:00 AM to 5:00 PM, no noon break
- Who may avail of the service** : Applicant Partnership thru their representatives
- What are the requirements** : Three (3) sets of the following (at least 2 originals, in A4 size bond paper)
- 1) Cover Sheet*
 - 2) Articles of Partnership*
 - 3) Other Requirements, if applicable:
 - a) Foreign Investments Act (F-102) Application Form*
 - b) Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Partnership
 - c) Endorsement/Clearance from other government agencies
 - d) Endorsement/Clearance from other Department/s of the SEC
 - e) Tax Identification Numbers (TIN) for Filipino partners
 - f) Tax Identification Numbers (TIN) or Passport Numbers for foreign partners
 - 4) Filing Fee
 - a) Articles of Partnership—1/5 of 1% of the partnership's capital but not less than P2,000
 - b) Legal Research Fee (LRF): 1% of the Registration/Filing Fee but not less than Twenty Pesos (P20)
 - c) Reservation of Name—P100 for the partnership name and P100 per trade name, if applicable
 - d) FIA Application—P3,000

How to avail of the service :

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
I-A	Creates an account in the Company Registration System (CRS) at crs.sec.gov.ph	SEC CRS	5-10 mins.	Applicant's Representative	None	CRS Online Fill-Up Forms
I-B	Verifies the created account through e-mail		1 min.	Applicant's Representative	None	N/A

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
I-C	Verifies proposed company name; trade/business names	CRS Pre-Form	Varies depending on the availability of name/s		P100.00 per reservation and additional P100 per trade name	CRS Online Verification Form
	Online CRS services performed by the applicant's representative:					
I-C1	a) Online name verification			Applicant's Representative		
I-C2	b) Online appeal of rejected names by uploading supporting documents for appeal	CRMD Appeal Officer approves or denies appeal		Applicant's Representative		
I-D	Encodes data for registration documents	CRS In-Form		Applicant's Representative		CRS Form for Articles of Partnership
I-E	Uploads CRS-Generated or CRS Non-Generated documents			Applicant's Representative		
I-F		Evaluates uploaded documents for registration	Varies depending on complexity of submitted documents	CRMD Processor		
II-A	Receives notification through e-mail and CRS accounts					
II-A1	-If for compliance, opens the compliance section in CRS	Issues compliance e-mail alert if the documents are incomplete or with deficiencies.				
II-A2	-If for payment, print the Order of Payment (if payment is through SEC Cashier, proceed to CRMD for the issuance of Payment Assessment Form)	Issues payment e-mail alert if the documents are complete and in order.				

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEEs	FORM
II-B	Pays the filing fee online with Landbank, GCash, and on collection with Landbank or SEC	Landbank, GCash, SEC Cashier/Extension Office/Satellite Office		Applicant's Representative	SEC Memorandum Circular No. 3, series of 2017	Order of Payment (Landbank or GCash) or Payment Assessment Form (SEC Cashier)
II-C	Uploads proof of payment of filing fee (Not required if payment is online) and signed and notarized documents	Notifies through e-mail to submit signed and notarized hard copies of documents		Applicant's Representative		
III		Tagged the application as "Received" if documentary requirements were uploaded correctly and completely. If not, it will be tagged as "Suspended"		CRMD Staff		
IV	Submits hard copies of uploaded documents at CRMD Receiving Unit	Ensures completeness and accuracy of submitted documents		CRMD Receiving Staff		
V-A		Generates Certificate of Registration		CRMD Approver's Staff		
V-B		Signs the Certificate of Registration		CRMD Director / Approver		
V-C		Issues e-mail alert on the release of the Certificate				
VI	Receives the Certificate of Registration and Unified Registration Record (URR)	Releases the Certificate of Registration	Within 1-3 working days from receipt of hard copies of documents with proof of payment	CRMD Releasing Staff		
END OF TRANSACTION						

Licensing of Foreign Corporations through the Company Registration System (CRS)

Schedule of availability of service : Online Application (24 hours a day, 7 days a week)
Submission of Physical Documents
Monday (8:30 AM to 5:00 PM, no noon break)
Tuesday to Friday (8:00 AM to 5:00 PM, no noon break)

Who may avail of the service : Applicant Foreign Corporations thru their representatives

What are the requirements : Three (3) sets of the following (at least 2 originals, A4 size bond paper)

A) Branch Office / Representative Office

- 1) Cover Sheet*
- 2) Application Form (AF)*
 - a) F-103 – Stock Branch Office (SBO)
 - b) F-104 – Stock Representative Office (SRO)
 - c) F-108 – Non-Stock Branch and Representative Office, including Foundations (NBO & NRO)
- 4) Authenticated copy of the Board Resolution
 - i) authorizing the establishment of the Branch/Representative Office in the Philippines
 - ii) designating the Resident Agent to whom summons and other legal processes may be served in behalf of the foreign corporation
 - iii) stipulating that in the absence of such Agent or upon cessation of its business in the Philippines, any summons or legal processes may be served to SEC as if the same is made upon the corporation at its home office
- 5) Authenticated copy of the Articles of Incorporation/ Partnership / Establishment with an English translation thereof if in a foreign language other than English
- 6) Financial Statements (per MC 11 of 2013)
 - a) For those whose home country requires audited financial statements, the applicant shall submit financial statements:**
 - for the immediately preceding year at the time of filing of the application
 - audited by an independent Certified Public Accountant of the home country
 - authenticated before the Philippine Consulate/Embassy

If the date of the AFS exceeds the one-year requirement, the applicant shall submit:

 - **Authenticated Audited Financial Statements that are available as of date of filing of the application; and**
 - **Authenticated Unaudited Financial Statements (AUFS) as of date not exceeding one (1) year immediately prior to the filing of the application signed by an officer of the foreign corporation.**
 - b) For those whose home country does not require audited financial statements, the applicant shall submit:**
 - Authenticated Unaudited Financial Statements as of a date not exceeding one (1) year immediately prior to the filing of the application; and
 - Authenticated Certification signed under oath by an officer of a responsible regulatory institution or by the applicant's legal counsel that the applicant is not required to prepare and submit audited financial statements, with citation of the law or regulation on which it is based. *(attach the print out of the law for verification purposes)*

***CRS In-Form**

7) Compliance with Financial Ratios

Stock Branch Office

Ratio	Formula	Benchmark Value
Solvency	Total Assets/Total Liabilities	1:1
Liquidity	Current Assets/Current Liabilities	1:1
Debt to Equity	Total Liabilities/Equity	3:1

Stock Representative Office, Non-Stock Branch Office & Non-Stock Representative Office

Ratio	Formula	Benchmark Value
Solvency	Total Assets/Total Liabilities	1:1

Notes:

(If Solvency Ratio is not within the Benchmark Value: application is rejected)

If Liquidity Ratio and/or Debt to Equity Ratio is/are not within the Benchmark Value/s: Submit PhP1M Surety Bond

8) Notarized proof of inward remittance such as bank certificate of inward remittance

9) Other requirements, if applicable

a) Affidavit of undertaking to change corporate name, if not stated in the AF

b) Residents Agent's acceptance of appointment, if RA is not the signatory to the AF

c) Indorsement/Clearance from appropriate government agencies

d) For foundations, Notarized Certificate of Bank Deposit of the amount of not less than PhP1M and Statement of willingness to allow the Commission to conduct an audit

B) Regional Area Headquarters (RHQ) and Regional Operating Headquarters (ROHQ)

1) Cover Sheet*

2) Application Form*

3) Certification from the Philippine Consulate/Embassy or the Philippine Commercial Attache or from the equivalent office of the Philippine DTI in the applicant's home country that said foreign firm is an entity engaged in international trade with affiliates, subsidiaries or branch offices in the Asia Pacific Region and other foreign markets; in case the Certification is issued by the equivalent office of the DTI, the same shall be authenticated by the Philippine Consulate/Embassy

4) Authenticated Certification from principal officer of the foreign entity to the effect that the said foreign entity has been authorized by its board of directors or governing body to establish its RHQ/ROHQ

5) Endorsement of the Board of Investments (BOI)

6) Other requirements, if applicable:

a) Affidavit of undertaking to change corporate name if not stated in the AF

B) Endorsement/Clearance from appropriate government agencies

***CRS In-Form**

How to avail of the service :

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
I-A	Creates an account in the Company Registration System (CRS) at crs.sec.gov.ph	SEC CRS	5-10 minutes	Applicant's Representative	None	CRS Online Fill-Up Forms
I-B	Verifies the created account through e-mail		1 minute	Applicant's Representative	None	N/A
I-C	Verifies foreign company name; trade/business names	CRS Pre-Form	Varies depending on the availability of name/s		P100.00 per reservation and additional P100 per trade name	CRS Online Verification Form
I-C1	Online CRS services performed by the applicant's representative:					
I-C2	a) Online name verification b) Online appeal of rejected names by uploading supporting documents for appeal	CRMD Appeal Officer approves or denies appeal		Applicant's Representative Applicant's Representative		
I-D	Encodes data for registration documents	CRS In-Form		Applicant's Representative		A) Foreign Investments Act (FIA) Form: B) Application Form for Regional Area Headquarters, and Regional Operating Headquarters
I-E	Uploads CRS-Generated or CRS Non-Generated documents			Applicant's Representative		
I-F		Evaluates uploaded documents for Registration	Varies depending on complexity of submitted documents	CRMD Processor		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
II-A	Receives notification through e-mail and CRS accounts			CRMD Staff / Processor		
II-A1	-If for compliance, opens the compliance section in CRS	Issues compliance e-mail alert if the documents are incomplete or with deficiencies.				
II-A2	-If for payment, print the Order of Payment (if payment is through SEC Cashier, proceed to CRMD for the issuance of Payment Assessment Form)	Issues payment e-mail alert if the documents are complete and in order.				
II-B	Pays the filing fee online with Landbank, GCash, and on collection with Landbank or SEC	Landbank, GCash, SEC Cashier/Extension Office/Satellite Office		Applicant's Representative	SEC Memorandum Circular No. 3, series of 2017	Order of Payment (Landbank or GCash) or Payment Assessment Form (SEC Cashier)
II-C	Uploads proof of payment of filing fee (Not required if payment is online) and signed and notarized documents	Notifies through e-mail to submit signed and notarized hard copies of documents		Applicant's Representative		
III		Tagged the application as "Received" if documentary requirements were uploaded correctly and completely. If not, it will be tagged as "Suspended"		CRMD Staff		
IV	Submits hard copies of uploaded documents at CRMD Receiving Unit	Ensures completeness and accuracy of submitted documents		CRMD Receiving Staff		
V-A		Generates the License to Transact Business in the Philippines		CRMD Approver's Staff		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
V-B		Signs the License		CRMD Director / Approver		
V-C		Issues e-mail alert on the re-release of the Certificate				
VI	Receives the License to Transact Business in the Philippines and Unified Registration Record (URR)	Releases the License and URR	Within 1-20 working days from receipt of hard copies of documents with proof of payment	CRMD Releasing Staff		
END OF TRANSACTION						

Application for Amendment of Corporations, Partnerships, and Other Amendments through CRS

Schedule of availability of service	:	Online Application (24 hours a day, 7 days a week)	
	:	Submission of Physical Documents	
	:	Monday	8:30 AM to 5:00 PM, no noon break
	:	Tuesday to Friday	8:00 AM to 5:00 PM, no noon break
Who may avail of the service	:	Applicant Companies through their Representatives	
What are the requirements	:	Three (3) sets of the following (at least 2 originals, in A4 size bond paper)	

A. AMENDED ARTICLES OF INCORPORATION

- 1) Cover Sheet
- 2) Directors' or Trustees' Certificate – a notarized document signed by a majority of the directors (*in case of stock corporations*) or trustees (*in case of non-stock corporations*) and the corporate secretary, certifying (i) the amendment of the Articles of Incorporation or By-laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders' or members' meeting; and (iv) the tax identification number of the signatories which shall be placed below their names.
- 3) Amended Articles of Incorporation/Amended By-laws—All amendments/changes made shall be indicated by underscoring the same followed by the date of the meeting approving the same (*i.e. As amended on _____*).
- 4) Notarized Secretary's Certificate on no pending case of intra-corporate dispute
- 5) Monitoring Clearance on Compliance with reportorial requirements or No Derogatory Record
- 6) Endorsement/Clearance from other government agencies or other SEC Departments, if applicable.

Note

*Amendment of the Articles of Incorporation may be made on the following:

- a.) Corporate name
- b.) Purpose (Primary/Secondary)
- c.) Principal Office Address / Branch Office Address
- d.) Number of directors/trustees
- e.) Authorized capital stock
- f.) Extension of Corporate Term

*The following cannot be amended: names, citizenship and residences of the incorporators and/or directors/trustees; names, citizenship and original subscription of the subscribers; names and contribution of each member; name of the designated Treasurer.

What are the requirements : Three (3) sets of the following (at least 2 originals, in A4 size bond paper)

B. AMENDED BY-LAWS

- 1) Cover Sheet
- 2) Amended By-laws
- 3) Directors' or Trustees' Certificate – a notarized document signed by a majority of the directors or trustees and the corporate secretary, certifying to (i) the amendment of the By-laws, indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders' or members' meeting, and (iv) the tax identification number of the signatories which shall be placed below their names
- 4) Notarized Secretary's Certificate on no pending case of intra-corporate dispute
- 5) Monitoring Clearance on Compliance with reportorial requirements or No Derogatory Record
- 6) Endorsement/Clearance from other government agencies or other SEC Departments, if applicable

C. AMENDED ARTICLES OF PARTNERSHIP

- 1) Cover Sheet
- 2) Amended Articles of Partnership signed by all partners and duly notarized
- 3) Endorsement/Clearance from other government agencies or other SEC Departments, if applicable

*If the amendment pertains to the transfer or assignment of interest/s, or the withdrawal, resignation or death of any partner, the document evidencing said fact shall be submitted in support of the application.

D. OTHER APPLICATIONS FOR AMENDMENT

(See the Attached)

How to avail of the service :

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
I-A	Creates an account in the Company Registration System (CRS) at crs.sec.gov.ph	SEC CRS	5-10 minutes	Applicant's Representative	None	CRS Online Fill-Up Forms
I-B	Verifies the created account through e-mail		1 minute	Applicant's Representative	None	N/A
I-C	Verifies proposed company name; trade/business names	CRS Pre-Form	Varies depending on the availability of name/s		P100.00 per reservation and additional P100 per trade name	CRS Online Verification Form
I-C1	Online CRS services performed by the applicant's representative: a) Online name verification	CRMD Appeal Officer approves or denies appeal		Applicant's Representative		
I-C2	b) Online appeal of rejected names by uploading supporting documents for appeal			Applicant's Representative		
I-D	Encodes data for amendment	CRS In-Form		Applicant's Representative		
I-E	Uploads documents for amendment			Applicant's Representative		
I-F		Evaluates uploaded documents	Varies depending on complexity of submitted documents	CRMD Processor		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
II-A	Receives notification through e-mail and CRS accounts					
II-A1	-If for compliance, opens the compliance section in CRS	Issues compliance e-mail alert if the documents are incomplete or with deficiencies.				
II-A2	-If for payment, print the Order of Payment (if payment is through SEC Cashier, proceed to CRMD for the issuance of Payment Assessment Form)	Issues payment e-mail alert if the documents are complete and in order.				
II-B	Pays the filing fee online with Landbank, GCash, and on collection with Landbank or SEC	Landbank, GCash, SEC Cashier/Extension Office/ Satellite Office		Applicant's Representative	SEC Memorandum Circular No. 3, series of 2017	Order of Payment (Landbank or GCash) or Payment Assessment Form (SEC Cashier)
II-C	Uploads proof of payment of filing fee (Not required if payment is online) and signed and notarized documents	Notifies through e-mail to submit signed and notarized hard copies of documents		Applicant's Representative		
III		Tagged the application as "Received" if documentary requirements were uploaded correctly and completely. If not, it will be tagged as "Suspended"		CRMD Staff		
IV	Submits hard copies of uploaded documents at CRMD Receiving Unit	Ensures completeness and accurateness of submitted documents		CRMD Receiving Staff		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
V-A		Generates Certificate of Filing of the Amended Articles of Incorporation or Amended By-Laws, etc.		CRMD Approver's Staff		
V-B		Signs the Certificate		CRMD Director / Approver		
V-C		Issues certificate e-mail alert				
VI	Receives the Approved Certificate of Amendment	Releases the Certificate	Within 1-7 working days from receipt of hard copies of documents with proof of payment: -amendment of name, purpose, principal office, number of directors, annual meeting, fiscal year, amendment of articles of partnership and other simple applications Within 1-20 working days from receipt of hard copies of documents with proof of payment: -Amendment of license, extension of term, authorized capital stock, dissolution, capital structure, merger, consolidation, equity restructuring, confirmation of valuation, voting trust agreements, and other complex applications	CRMD Releasing Staff		

Actions (Two [2] Party Complaints/Petitions)

Schedule of availability of service : Monday, 8:30 AM to 5:00 PM (no noon break), Tuesday to Friday, 8:00 AM to 5:00 PM (no noon break)

Who may avail of the service : Natural or juridical persons or entities authorized by law or a party in interest acting through an attorney-in-fact (SEC Rules of Procedure, Part 1, Rule II, Section 2-2)

What are the requirements :

- 1) Verified Complaint/Petition (SEC Rules of Procedure, Part 3, Rule III, Section 3-6)
- 2) Certificate of Non-Forum Shopping (SEC Rules of Procedure, Part 3, Rule III, Section 3-4)
- 3) Affidavits, Documents, and Other Supporting Documents (SEC Rules of Procedure, Part 3, Rule III, Section 3-9)
- 4) Monitoring Clearance
- 5) Docket Fee of Three Thousand Thirty (Php3,030.00) Pesos inclusive of Legal Research Fee (SEC Rules of Procedure, Part 3, Rule III, Section 3-10 in accordance with the Schedule of Fees forming part of the SEC Rules)

How to avail of the service :

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
Pre-processing						
I-A	Presents complaint/petition	Receives complaint/petition for evaluation	5 minutes	Support staff		Verified Complaint/Petition and supporting documents
I-B		Assignment for pre-processing	1 minute	Executive Assistant		
I-C		Pre-processing of the complaint / petition / evaluation of the formal requirements	1 hour	Securities Counsel of the CRMD		
I-C1		if the complaint/petition is complete and sufficient in form, the petition is forwarded to the Office of the Director for the issuance of the Payment Assessment Form (PAF) and instructs the client to pay the Docket Fee	5 minutes	Executive Assistant		Payment Assessment Form (PAF)

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEEs	FORM
Pre-processing						
I-C2		if the complaint/petition is incomplete and insufficient in form, the complaint/petition is returned to the applicant with a list of requirements not complied with	5 minutes	Executive Assistant		Payment Assessment Form (PAF)
I-D	Proceeds to the Cashier for the payment of the Docket Fee	Receives payment and issues Official Receipt	15 minutes	Cashier	P3,030.00 (inclusive of 1% LRF)	Official Receipt (OR)
II-A	Proceeds to the CRMD Receiving Unit	Receives the complaint/petition and the supporting documents to be forwarded to the Office of the Director for assignment to Securities Counsel of the CRMD	15 minutes	CRMD Receiving Unit		
II-B		Complaint/petition officially filed with the CRMD				
		Complaint/petition is assigned a docket number or case number	10 minutes	Executive Assistant		
		Assignment of the complaint/petition to a Hearing Officer (Securities Counsel of the CRMD)	2 minutes	Director		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
Proceedings Before the Hearing Officer						
III-A		Summons to the respondent shall be issued ordering respondent to file answer within fifteen (15) days from service of summons (SEC Rules of Procedure, Part 3, Rule IV, Section 4-1)	Within Ten (10) days from the date of the filing of the complaint/petition	Securities Counsel		
III-A1		if the respondent fails to answer the complaint/petition within the days prescribed, he shall be considered in default (SEC Rules of Procedure, Part 3, Rule III, Section 3-8)	within ten (10) days from service of the answer			
III-A2		the complainant may file a reply (SEC Rules of Procedure, Part 3, Rule III, Section 3-7)				
III-B		The case shall be set for conference (SEC Rules of Procedure, Part 3, Rule V, Section 5-1)	Within ten (10) days after the last pleading has been filed, or upon the expiration of the period within which to file the reply or rejoinder	Securities Counsel		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
Proceedings Before the Hearing Officer						
III-C		Decision rendered / Order Issued (SEC Rules of Procedure, Part 4, Rule II, Section 2-1)	within thirty (30) days from submission for resolution	Securities Counsel		
		*The filing of Motion for Reconsideration may be allowed (Part V, Rule I, Section 2-1 to 2-6)	Within fifteen (15) days from the receipt of the decision			
IV-A		Finality of the Decision (SEC Rules of Procedure, Part 4, Rule II, Section 2-4)	Within fifteen (15) days from notice of the decision			
		The Decision shall be entered in the Book of Entry of Judgments (SEC Rules of Procedure, Part 4, Rule II, Section 2-4)		Executive Assistant		
END OF TRANSACTION						

Petition for Correction

Schedule of availability of service : Monday, 8:30 AM to 5:00 PM (no noon break), Tuesday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service : Natural or juridical persons or entities authorized by law or a party in interest acting through an attorney-in-fact (SEC Rules of Procedure, Rule 2-2)

What are the requirements :

- 1) Verified Petition (SEC Rules of Procedure, Part 3, Rule III, Section 3-6)
- 2) Certificate of Non-Forum Shopping (SEC Rules of Procedure, Part 3, Rule III, Section 3-4)
- 3) Affidavits, Documents, and Other Supporting Documents (SEC Rules of Procedure, Part 3, Rule III, Section 3-9)
- 4) Corrected Articles of Incorporation
- 5) Monitoring Clearance
- 6) Docket Fee of Three Thousand Thirty (Php3,030.00) Pesos inclusive of Legal Research Fee (SEC Rules of Procedure, Part 3, Rule III, Section 3-10 in accordance with the Schedule of Fees forming part of the SEC Rules)

How to avail of the service :

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
Pre-processing						
I-A	Presents petition	Receives petition for evaluation	5 minutes	Support Staff		Verified petition and supporting documents
I-B		Assignment for pre-processing	1 minute	Executive Assistant		
I-C		Pre-processing of the petition/evaluation of the formal requirements	1 hour	Securities Counsel of the CRMD		
I-C1		if the petition is complete and sufficient in form, the petition is forwarded to the Office of the Director for the issuance of the Payment Assessment Form (PAF) and instructs the client to pay the Docket Fee	5 minutes	Executive Assistant		Payment Assessment Form (PAF)
I-C2		if the petition is incomplete and insufficient in form, the petition is returned to the applicant with a list of requirements not complied with				

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
Pre-processing						
I-D	Proceeds to the Cashier for the payment of the Docket Fee	Receives payment and issues Official Receipt	15 minutes	Cashier	P3,030.00 (inclusive of 1% LRF)	Official Receipt (OR)
II-A	Proceeds to the CRMD Receiving Unit	Receives the petition and the supporting documents to be forwarded to the Office of the Director for assignment to Securities Counsel of the CRMD	15 minutes	CRMD Receiving Unit		
II-B		Petition officially filed with the CRMD				
		Petition is assigned a docket number or case number	10 minutes	Executive Assistant		
		Assignment of the petition to a Hearing Officer (Securities Counsel of the CRMD)	2 minutes	Director		
Proceedings Before the Hearing Officer						
III-A		Order Issued (SEC Rules of Procedure, Part 4, Rule II, Section 2-1)	within thirty (30) days from submission for resolution	Securities Counsel		
IV-A		Finality of the Decision (SEC Rules of Procedure, Part 4, Rule II, Section 2-4)	Within fifteen (15) days from notice of the decision			
		The Decision shall be entered in the Book of Entry of Judgments (SEC Rules of Procedure, Part 4, Rule II, Section 2-4)		Executive Assistant		
END OF TRANSACTION						

Application for Registration of Capital Market Professionals

Associated Persons/Compliance Officers/Salesmen/Certified Investment Solicitors (Including replacement of Certificate of Registration due to amendment of corporate name of institution)

Schedule of availability of service : Online Application (24 hours a day, 7 days a week)
Submission of physical documents
Monday 8:30 AM to 5:00 PM, no noon break
Tuesday to Friday 8:00 AM to 5:00 PM, no noon break

Who may avail of the service : Individuals intending to be registered as capital market professionals under Republic Act No. 8799 (Securities Regulation Code), Presidential Decree No. 129 (Investment Houses Law) and Republic Act No. 2629 (Investment Company Act)

What are the requirements : Three (3) sets of the following (at least 2 originals, in A4 size bond paper)

- 1) Cover Sheet
- 2) Application Forms (SEC Form 28-S, SEC Form 28-AP, SEC Form IHU/GSED-CO-AP, SEC Form ICA-CO, SEC Form ICA-CIS) verified under oath by the employer
- 3) If an applicant is a foreigner, certified true copy of valid work permit duly issued by the Department of Labor and Employment (DOLE) or any appropriate agency
- 4) Copies of identity cards/passports of applicant
- 5) Evidence, preferably a certified true copy, that such person has complied with applicable examination requirements and/or meets other educational, professional or technical qualifications
- 6) Written evidence that the employer has agreed to employ such person contingent upon such person's registration as capital market professional
- 7) Proof of Passing the Exam for Capital Market Professionals

How to avail of the service :

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
I-A	Request for an account in the Capital Market Participants Registry System (CMPRS) at cmprs.sec.gov.ph		Varies	Company's Authorized Filer / Representative	N/A	Undertaking Secretary's Certificate User Designation Form
I-B	Process Account Request			Licensing Clerk	N/A	
I-C		Sends e-mail alert if account request is approved or denied				

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
II-A	Register New Capital Market Professionals			Company's Authorized Filer / Representative		
II-B	Uploads the document for registration			Company's Authorized Filer / Representative		
II-C	Evaluates uploaded documents		10-15 minutes	Licensing Specialist		
II-C1		If compliant, uploads the signed Payment Assessment Form			SEC Memorandum Circular No. 3, series of 2017	
II-C2		If non-compliant, sends notification that documents submitted are incomplete and/or non-compliant				
II-D	Pays the filing fee at SEC Cashier			Company's Authorized Filer / Representative		
II-E	Uploads the proof of payment			Company's Authorized Filer / Representative		
III-A	Submit hard copies of the uploaded documents			Company's Authorized Filer / Representative		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
IV-A		Generates the Certificate of Registration		Licensing Specialist		
IV-B		Signs the Certificate of Registration		CRMD Direc- tor		
IV-C		Encodes approved and signed Certificate of Registration		Licensing Clerk		
V-A	Receives the Certificate of Registration	Releases the Certificate of Registration		Licensing Specialist		

Application for Registration of Capital Market Institutions *not yet covered by CMPRS

Investment Houses/Underwriter of Securities/Broker Dealer/Broker Only/Dealer Only/Investment Company Advisers/Transfer Agents/Mutual Fund Distributors (Including amendments)

- Schedule of availability of service** : Monday, 8:30 AM to 5:00 PM (no noon break), Tuesday to Friday, 8:00 AM to 5:00 PM (no noon break)
- Who may avail of the service** : Companies intending to be registered as capital market institutions under Republic Act No. 8799 (Securities Regulation Code), Presidential Decree No. 129 (Investment Houses Law) and Republic Act No. 2629 (Investment Company Act)
- What are the requirements** : Please refer to the attached Checklist of Requirements for each institution . The checklist may also be secured from the website or from the Licensing Unit's officer of the day.
Annex A – Mutual Fund Distributor
Annex B – Broker Dealer in Securities
Annex C – Investment Company Adviser
Annex D – Investment House/Underwriter of Securities
- How to avail of the service** :

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
I-A	Presents documents for evaluation/processing	Checks completeness of the documents and takes the application to the Assistant Director (AD)/Officer-in-Charge (OIC) for assignment	5 minutes	Officer of the Day		• SEC Form MFD • SEC Form 28-BD • SEC Form 36-TA • SEC Form ICA-IA • SEC Form IHU-A • SEC Form IH-BO
I-B		Assigns the application to a Counsel	1 minute	AD/OIC		
I-C		Records assignment	1 minute	Clerk		
I-D	Waits to be called by the Specialist	Evaluates the application <i>(In case of deficiency, the applicant is given a checklist citing the deficiency; application is returned to the applicant for compliance)</i>	2 hours	Counsel/ Specialist		
I-E		Prepares the Memorandum for the Commission En Banc	1 hour	Counsel/ Specialist		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
I-F		Reviews the application and the Memorandum <i>(In case of any finding, the license and application are returned to the processor for appropriate action)</i>	2 hours	AD/OIC		
I-G		Reviews and approves the Memorandum and the issuance of Payment Assessment Form (PAF) <i>(In case of any finding, the license and application are returned to Licensing Unit for appropriate action)</i>	2 hours	Director		
I-H	Pays the assessed fees	Issues the PAF	5 minutes	Counsel/ Specialist	• Mutual Fund Distributor: P5,000 + LRF • Brokers/Dealers (Main Office): P75,000 + LRF • Broker (Main Office): P40,000 + LRF • Dealer (Main Office): P40,000 + LRF • Broker/Dealer Branch Office: P10,000 + LRF • Investment House/ Underwriter: P75,000 + LRF • Investment House/Underwriter with GSED: P75,000 + LRF • Investment House Branch Office: P10,000 + LRF • GSED: P75,000 + LRF • Investment Company Adviser: P15,000 + LRF • Transfer Agents: P10,000 + LRF • *LRF: 1% of the Registration/ Filing Fee but not less than P50	PAF

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
II-A		Upon receipt of application documents from the CRMD-CFRD, re-evaluates the application and finalizes the Memorandum <i>(In case of deficiency, the applicant is immediately informed)</i>	1 hour	Counsel/ Specialist		
II-B		Reviews and initials the Memorandum <i>(In case of any finding, the license and application are returned to the processor for appropriate action)</i>	1 hour	AD/OIC		
II-C		Reviews, signs and forwards the Memorandum to the En Banc, through the Supervising Commissioner <i>(In case of any finding, the license and application are returned to Licensing Unit for appropriate action)</i>	30 minutes	Director		
II-D		Deliberates on/approves the application <i>(In case of any finding, the Memorandum and application is returned to CRMD-LU for appropriate action)</i>	30 minutes	Commission En Banc		
III-A		Upon receipt of the approved application from the En Banc, prepares the Certificate of Registration	5 minutes	Counsel/ Specialist		
III-B		Reviews and initials the Certificate of Registration <i>(In case of any finding, the license and application are returned to the processor for appropriate action)</i>	30 minutes	AD/OIC		
IV	Claims the Certificate of Registration	Reviews and signs the Certificate of Registration <i>(In case of any finding, the license and application are returned to Licensing Unit for appropriate action)</i>	30 minutes	Director		

Payment of Annual Fees of Capital Market Professionals through the Capital Market Participants Registry System (CMPRS)

Associated Persons/Compliance Officers/Salesmen/Certified Investment Solicitors (Including replacement of Certificate of Registration due to amendment of corporate name of institution)

Schedule of availability of service :

- Online Application, 24 hours a day, 7 days a week
- Submission of physical documents
 - Monday 8:30 AM to 5:00 PM, no noon break
 - Tuesday to Friday 8:00 AM to 5:00 PM, no noon break

Who may avail of the service :

Individuals intending to be renew as capital market professionals under Republic Act No. 8799 (Securities Regulation Code), Presidential Decree No. 129 (Investment Houses Law) and Republic Act No. 2629 (Investment Company Act)

How to avail of the service :

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
I-A	Fill-up application for annual fees			Company's Authorized Filer / Representative		Sec Form NELET-AF SEC Form TLIST-AF-P (downloadable in SEC website)
I-B	Uploads documents for annual fees			Company's Authorized Filer / Representative		
I-C	Evaluates uploaded documents		10-15 minutes	Licensing Specialist		
I-C1		If compliant, uploads the signed Payment Assessment Form			SEC Memorandum Circular No. 3, series of 2017	
I-C2		If non-compliant, sends notification that documents submitted are incomplete and/or non-compliant				

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
I-D	Pays the filing fee at SEC Cashier			Company's Authorized Filer / Representative		
I-E	Uploads the proof of payment			Company's Authorized Filer / Representative		
II-A	Submits hard copies of the uploaded documents			Company's Authorized Filer / Representative		
III-A		Generates the Certificate of Registration		Licensing Specialist		
III-B		Signs the Certificate of Registration		CRMD Director		
III-C		Encodes approved and signed Certificate of Registration		Licensing Clerk		
IV	Receives the Confirmation of Payment	Releases the Confirmation of Payment		Licensing Specialist		

Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock)

*Except foundations, publicly listed corporations and corporations with secondary license

Schedule of availability of service : Monday, 8:30 AM to 5:00 PM (no noon break), Tuesday to Friday, 8:00 AM to 5:00 PM (no noon break)

Who may avail of the service : General transacting public for:

- a) Registered corporations;
- b) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation;
- c) Corporations with Notice of Deficiencies and Hearing or Orders; and
- d) Corporations with applications to be filed with the Corporate and Partnership Registration Division, Financial Audit and Analysis Division and Corporate Filing and Records Division

What are the requirements :

- 1) Copy of the Latest due Financial Statements and any amendments thereto (duly stamped received by BIR and SEC)
- 2) Copy of the Latest due General Information Sheet and any amendments thereto (duly stamped received by SEC)
- 3) Copies of the Certificate of Incorporation and latest Certificate of filing of Amended Articles or By-laws (if any) together with copies of the latest Articles of Incorporation and By-laws
- 4) Copy of Registration of Stock and Transfer Book/Membership Book
- 5) Copy of the latest Confirmation of Payment (COP), if any
- 6) Other documents (per monitorer's instructions) such as:
 - Secretary's Certificate explaining the double filing of General Information Sheet;
 - Secretary's Certificate of No Intra-Corporate Dispute;
 - Secretary's Certificate (Clarification);
 - Affidavit of the Corporate Secretary (Anti-Dummy Law/One and the Same/Auditor);
 - General Form for Financial Statements when the gross revenue/total assets exceeds Five Million Pesos (P5,000,000)
 - OGA's Acknowledgement on Functional Currency

How to avail of the service :

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
I-A		Provides request form with checklist	2 mins.	Officer of the Day	N/A	Request Form with Checklist

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
I-B	Submits completely filled-up "Request for Monitoring" and the required documents	Pre-evaluates required documents	10 mins.	Officer of the Day		Request Form with Checklist and required documents.
I-B1		a) If documents are not complete, the same are returned together with the checklist of the requirements;				
I-B2		b) If documents are complete the request is accepted and issues an acknowledgement receipt indicating the date of return				
I-C		Prints system generated Document Index List (DIL)	5 mins.	Support Staff		Document Index List
I-D		Assigns DIL with attached documents to a particular monitorer / analyst	2 mins.	Support Staff		
I-E		Determines compliance, deficiencies and violations, and prepares the Monitoring Sheet (MS)	30-45 mins. on average per corporation	Monitor	Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Memorandum Circular No. 8, series of 2009 (MC8-2009); Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010	Monitoring Sheet

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
I-F	Returns on assigned day, and if is agreeable to the findings presented, signs the MS	Presents the findings to the applicant If there are no deficiencies, the MS prepared by the Monitor will indicate such finding and will be directly submitted to the Assistant Director/ Officer-in-Charge for review and signing Note: If applicable, clarifications and further compliance may be required by the monitor prior to the release of the MS (With the approval of CMD's Assistant Director of CRMD Director, a clarificatory conference with the parties may be called)	15 mins.	Monitor		
I-G		Prepares and issues the Payment Assessment Form (PAF)	5 mins.	Monitor		Payment Assessment Form
I-H	Pays the assessed fines			Applicant		
	Note: Applicant with request for reduction or payment in installment of fines, the procedure for reduction of fines or payment in installment will be followed.					

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
II-A	Presents machine-validated PAF	Receives the PAF together with the other documents and indicates date of the release of the Confirmation of Payment of Fines (COP)	5 mins.	Support Staff		PAF
II-B		Prepares the COP	5 mins.	Support Staff		Confirmation of Payment of Fines
II-C		Review and signs the COP or MS, if without penalty If upon review, there are determined deficiencies/ corrections, it will be returned to the applicant until the same has been complied with	10 mins.	Assistant Director/ Officer-in-Charge		
III	Returns on assigned day (should not exceed 20 working days from receipt of request)	Releases the COP and MS	2 mins.	Support Staff		
END OF TRANSACTION						

Request for Regular Monitoring of Foreign Corporations (Branch Offices, Representative Offices , Regional Area Headquarters and Regional Operating Headquarters)

*Except foundations

- Schedule of availability of service** : Monday, 8:30 AM to 5:00 PM (no noon break), Tuesday to Friday, 8:00 AM to 5:00 PM (no noon break)
- Who may avail of the service** : Walk-in applicants for:
- a) Licensed foreign corporations;
 - b) Revoked foreign corporations;
 - c) Foreign corporations with Notice of Deficiencies and Hearing or Orders; and
 - d) Foreign corporations with applications to be filed with the Corporate and Partnership Registration Division
- What are the requirements** :
- 1) Latest due Financial Statements and any amendments thereto (duly stamped received by BIR and SEC)
 - 2) Latest due General Information Sheet and any amendments thereto (duly stamped received by BIR and SEC)
 - 3) SEC License and Application
 - 4) If with Foreign Directors, Special Audit Purpose Income Statement/Special Audited Financial Statement
 - 5) For Branch Offices of Foreign Airline Companies, Modified Formula
- How to avail of the service** :

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
I-A		Provides request form with checklist	2 mins.	Officer of the Day		Request form with checklist
I-B	Presents filled –up “Request for Monitoring” and required documents	Pre-evaluates required documents. a. If documents are not complete, the same are returned with the checklist of the requirements b. If documents are complete the “Officer of the Day” accepts the request for monitoring	10 mins.	Officer of the Day		
I-C		Prints system generated Document Index List (DIL)	5 mins.	Support Staff		Document Index List
I-D		Determines compliance, deficiencies and violations, and prepares the Monitoring Sheet (MS). (Including compliance with Securities Deposit* and Inward Remittance in case of branch offices, and Regional Operating Headquarters (ROHQ) and Regional headquarters (RHQ), respectively)	30 – 45 mins.	Monitor	Memorandum Circular No. 15, series of 2006 (MC15-2006); and MC8-2009	Monitoring Sheet

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
I-E		Reviews findings of the Monitor	15 mins.	Specialist/ Counsel		
I-F	If agreeable to the findings presented, signs the MS	Presents the findings to the applicant. Note: If there are no deficiencies, the MS indicating such finding will be directly submitted to the Assistant Director/Officer-in-Charge for review and signing	10 mins.	Monitor		
I-G		Prepares the Payment Assessment Form (PAF)	5 mins.	Monitor		Payment Assessment Form
I-H	Pays assessed fines			Applicant		
II-A	Presents the PAF with cashier's validation	Receives the PAF together with the other documents and indicates date of the release of the Confirmation of Payment of Fines (COP)	5 mins.	Support Staff		
II-B		Prepares the Confirmation of Payment of Fines (COP)	5 mins.	Monitor		Confirmation of Payment of Fines
II-C		Reviews and signs the COP or MS, if without penalty If upon review, there are determined deficiencies/corrections, it will be returned to the applicant until the same has been complied with	10 mins.	Assistant Director/ Officer-in-Charge		
III	Returns on assigned day (should not exceed 20 working days from receipt of request)	Release of the COP and MS. Note: In case of Securities Deposit, the Certificate of the deposit of securities (Initial, Substitution and Additional) is issued to the foreign corporation upon compliance	2 mins.	Support Staff		
END OF TRANSACTION						

Process Compliance with Securities Deposit

Schedule of availability of service : Monday, 8:30 AM to 5:00 PM (no noon break), Tuesday to Friday, 8:00 AM to 5:00 PM (no noon break)

Who may avail of the service : Foreign Branch Offices (stock corporations)

What are the requirements :

- 1) Copy of latest Certificate of Securities Deposit (if any); and
- 2) Four (4) sets of the following:
 - a) Cover Sheet
 - b) Notarized cover letter requesting for the acceptance of securities deposit signed by the Resident Agent or any authorized representative
 - c) Photocopy of Confirmation of Sale (in case of Treasury Bill) or original copy if Government Bonds
 - d) Original copy of Proof of Earmarking of Treasury Bills in favor of SEC

How to avail of the service :

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
I-A	Submits the documentary requirements	Checks the completeness of requirements (If documents are incomplete or non-compliant, the same are returned with the checklist of the requirements)	10 mins.	Monitor		
I-B		Steps I-C to I-F of the monitoring of Foreign Corporations will be followed				
I-C		Computes for the required securities deposit based on its latest due AFS	15 mins.	Monitor		
I-C1		a) In case of foreign airline companies the Corporation must submit a Modified Formula Computation for the computation of the required securities deposit (Sec. 5, Memorandum Circular #2, series of 2012)				Memorandum Circular No. 2, series of 2012 (MC2-2012)
I-C2		b) Computation is done simultaneously with the monitoring of the Foreign branch office				
I-D		Prepares and issues the Payment Assessment Form	5 mins.	Monitor		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
I-E	Pays custodian/ monitoring fee			Applicant		
II-A		Prepares report of the securities deposit	10 mins.	Monitor		
II-B		Reviews the report of the securities deposit	5 mins.	Specialist/ Counsel		
III-A		Prepares and generates Certificate of Securities Deposit	5 mins.	Monitor		
III-B		Reviews the generated Certificate of Securities Deposit	10 mins.	Assistant Director/ Officer-in-Charge		
III-C		Transmits the Certificate of Securities of Deposit to the Office of the Director for signing	2 mins.	Support Staff		
III-D		Transmits the following documents to the Financial Management Department for safekeeping: • AR Bonds • Stock Certificates • Other non-scripless securities				
END OF TRANSACTION						

Petition to Lift Order of Revocation/Suspension

- Schedule of availability of service** : Monday, 8:30 AM to 5:00 PM (no noon break), Tuesday to Friday, 8:00 AM to 5:00 PM (no noon break)
- Who may avail of the service** : Corporations whose certificates of registration were revoked or suspended by the Commission for failure to comply with the reportorial requirements and whose corporate term has not yet expired
- What are the requirements** : Pursuant to Memorandum Circular No. 5, series of 2016
- 1) Verified petition to set aside the Order of Revocation or Suspension
 - 2) Director's or Trustee's Certificate
 - 3) Latest due Audited Financial Statements
 - 4) Latest due General Information Sheet
 - 5) Copies of Certificate of Incorporation and latest Certificate of filing of Amended Articles or By-laws (if any) together with latest Articles of Incorporation and By-laws
 - 6) Copy of registration of stock and transfer book or membership book
 - 7) Secretary's Certificate of No Intra Corporate Controversy
 - 8) Sworn Certifications by the auditor
 - 9) Proofs of operation for each year, starting from the date of revocation or date of incorporation (for a suspension order) up to the time of the filing of the petition, any of the following but not limited to: s
 - Audited Financial Statements
 - Income Tax Returns
 - Mayor's or Business Permits
 - Contracts
 - Receipts howing payment of Real Estate Tax
 - Certification/Recognitions/Annual Conventions; or any similar/related documents
 - 10) Payment of penalties/fines imposed after monitoring
 - 11) Bureau of Internal Revenue Certificate of Registration
 - 12) Certification from the Corporate Secretary Certifying that its Latest Financial Statement and Income Tax Return were received by SEC and BIR, respectively
 - 13) Mayor's Permit / Business Clearance
 - 14) Certification/Letter from Concerned Government Agency/ies, insofar as applicable (Interposing No Objection)

How to avail of the service :

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
I-A	Presents the request form and documentary requirements	Checks the completeness of requirements If documents are incomplete or non-compliant, the same are returned with the checklist of the requirements	10 mins.	Monitor		Request form with Checklist and documentary requirements
I-B		Assigns the Petition	2 mins.	Assistant Director / Officer-in-Charge		
I-C		Steps I-E to I-H of the regular monitoring will be followed				
I-D	Pays the Petition Fee and Legal Research Fee together with the fines/penalties imposed thereon Note: Applicant with request for reduction or payment in installment of fines, the procedure for reduction of fines or payment in installment will be followed			Applicant	P3,000 petition fee + Legal Research Fee: 1% of Filing Fee but not less than Fifty Pesos (P50.00) shall be paid at the time of filing	
II-A		Dockets the Case	2 mins.	Staff		
II-B		Reviews the Petition to lift Order of Revocation and the attachments	30 mins.	Specialist/ Counsel		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
II-C		Prepares the draft Order setting aside the Order of Revocation or Suspension Note: if applicable, Summons and Clarificatory Conferences may be is-held at any time and the process will be held in abeyance until after the issues have been settled or complied with.	15 mins.	Specialist/ Counsel		
II-D		Reviews the draft Order	15 mins.	Assistant Director/ Officer-in-Charge		Draft Order
II-E		Reviews and approves the draft order	5 mins.	CRMD Director		
II-F		Prepares the final Order	5 mins.	Specialist/ Counsel		
II-G		Routes the Order to the Commission En Banc for signing	5 mins.	CRMD Director		Final Order
II-H		The Chairperson and Commissioners sign the Order	varies	Commission En Banc		
II-I		Receives the Order	2 mins.	Support Staff		
III-A		Prepares the transmittal letter	5 mins.	Specialist/ Counsel		
III-B		Reviews the transmittal letter	5 mins.	Assistant Director / Officer-in-Charge		Transmittal letter
III-B		Signs the transmittal letter	5 mins.	CRMD Director		
IV		Mails the Order	5 mins.	Support Staff		

Request for Payment in Installment or Reduction of Fines

Schedule of availability of service : Monday, 8:30 AM to 5:00 PM (no noon break), Tuesday to Friday, 8:00 AM to 5:00 PM (no noon break)

Who may avail of the service :
a) Non-stock corporations for reduction of fines; and
b) Stock and Non-stock corporations for installment of fines

What are the requirements :
1) Written request for the reduction of fines or payment in installments
2) Copy of the Monitoring Sheet with the final assessment
3) Copy of the latest due Financial Statements

How to avail of the service :

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
I-A	Sends letter requesting for reduction or installment payment of fines together with the attachments			Applicant		
I-B		Assigns the letter-request	2 mins.	Assistant Director/ Officer-in-Charge		
I-C		Reviews the request if it will qualify for reduction or installment payment	15 mins.	Assigned Monitor/ Specialist		
I-D		Prepares memorandum to the Commission En Banc However, corporations with Petition to Lift Order of Revocation/Suspension and requesting for payment in installment, the memorandum will be addressed to the Supervising Commissioner	5 mins.	Assigned Monitor/ Specialist		
I-E		Reviews and signs the memorandum	10 mins.	CRMD Director		
I-F		Presents the request to the Commission en banc or Supervising Commissioner as the case may be, for approval	Varies	En Banc		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
I-G		Secures a copy of the resolution	Varies	Support Staff		
II-A		Prepares the draft letter Informing the applicant about the decision of the En banc or Supervising Commissioner	10 mins.	Assigned Monitor/ Specialist		
II-B		Reviews the draft letter	10 mins.	Assistant Director/ Officer-in-Charge		
II-C		Approves and signs the letter	5 mins.	CRMD Director		
II-D		Mails the letter	5 mins.	Support Staff		
II-E	Pays the reduced fines or payment of the first installment Note: Assigned monitor will check monthly compliance of the particular corporation on their staggered payments	Steps I-G to II-C of the regular monitoring will be followed		Monitor Applicant		
III-A	Returns on assigned day	Releases the COP	2 mins.	Support Staff		
III-A1		A) For corporations with installment, Confirmation of Payment is issued only upon full payment				
III-A2		B) For corporations with petitions to set aside the Order of Revocation or Suspension, the COP and the Order granting the petition shall be withheld until full payment by of the total fines				
III-B		Reviews and signs the Confirmation of Payment	5 mins.	Assistant Director/ Officer-in-Charge		
IV		Releases the Confirmation of Payment	2 mins.	Support Staff		

END OF TRANSACTION

Monitoring of Corporations where there is more than one set of General Information Sheet (GIS) filed with the Commission

Schedule of availability of service	:	Monday, 8:30 AM to 5:00 PM (no noon break), Tuesday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	Transacting Public
What are the requirements	:	None
How to avail of the service	:	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
I-A	Submits request for monitoring	Determines and verifies that there is more than one set of GIS filed with the Commission by two or more different groups Note: Monitoring will be deferred	15 – 30 mins.	Monitor	N/A	N/A
I-B		Assigns the case	5 mins.	Assistant Director/Officer-in-Charge		
II-A		Prepares the Notice for a Clarificatory Conference addressed to the different groups	10 mins.	Assigned Specialist/ Counsel		
II-B	Representatives from the different groups answers or appears on the scheduled conference					
II-C		Determines that there is an existence of an intra-corporate issue, prepares the draft order recommending that the GIS in question be marked as disputed Note: monitoring shall continue to be deferred until the dispute is resolved by appropriate courts	30 mins.	Assigned Specialist/ Counsel		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
II-D		Reviews the draft order	15 - 30 mins. on an average	Assistant Director/Officer-in-Charge		
II-E		Further reviews, approves and/or signs the Order	30–45 mins. on an average but may vary on the complexity of the issue/s	CRMD Director		
III		Mails and transmits the Order to the parties, Corporate Filing and Records Division and the Electronic Records Management Division. The same shall also be entered in the Certification Issuance System – Unified Reference Database	10 mins.	Support Staff		
Note: Monitoring will be deferred						
END OF TRANSACTION						

Process Compliance with SEC Memorandum Circular no. 14, series of 2013 (Guidelines Covering the use of properties that require Ownership Registration as Paid-Up Capital)

Schedule of availability of service	:	Monday, 8:30 AM to 5:00 PM (no noon break), Tuesday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	Transacting Public
What are the requirements	:	
How to avail of the service	:	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
I-A	Presents at the Compliance Monitoring Division (CMD) proof/s of transfer of certificate/s of ownership in the name of the transferee corporation	a) Examines certificate/s or new title/s in the name of the transferee corporation, verifying against the original documents b) Endorses to the SEC receiving section if the new titles are valid and in accordance with law	5 mins. per certificate or title	Securities Counsel/ Securities Specialist		
I-B	Transferee corporation presents new certificates or titles to the SEC receiving section, with transmittal letter	Receives transmittal letter and the new titles and certificates of ownership and forwards to the CRMD Director		Receiving Clerk		Transmittal letter for the Certificates or new titles of property in the name of the transferee corporation stamped received by the SEC
I-C		Forwards certificates or new titles to CMD for evaluation and confirmation	5 mins,	CRMD Director		
I-D		Assigns certificates or new titles to Securities Counsel/ Securities Specialist	1 min.	Assistant Director/ Officer-in-Charge		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
II-A		Prepares draft letter/s confirming that proof/s of transfer of ownership of the property in the name of the transferee corporation/s is/are compliant with SEC rules and regulations.	5 to 60 mins. or variable depending on the number of titles and volume of supporting documents to be examined	Securities Counsel/ Securities Specialist		Draft of Confirmation Letter.
II-B		Reviews draft of confirmation letter and if sufficient, forwards to the CRMD Director	10 to 30 mins. or variable depending on the number of titles and volume of supporting documents	Assistant Director/ Officer-in-Charge		Final Draft of Confirmation Letter
II-C		Approves and signs confirmation letter	10 to 20 mins. depending on the number of titles and volume of supporting documents	CRMD Director		Confirmation letter that corporation is compliant with SEC MC No. 14, series of 2013 duly signed by the CRMD Director
END OF TRANSACTION						

Petition for Cancellation or Substitution of Payment in relation to the use of properties that require Ownership Registration as Paid-Up Capital (SEC Memorandum Circular no. 14, series of 2013)

Schedule of availability of service	:	Monday, 8:30 AM to 5:00 PM (no noon break), Tuesday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	Transacting Public
What are the requirements	:	
How to avail of the service	:	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
I-A	Presents verified petition for substitution of payment or cancellation of the related application using property as paid-up capital	Examines petition Stamps OK for payment if Petition is sufficient in form and substance	10 to 15 mins.	Securities Counsel/ Securities Specialist		
I-B		Issues Payment Assessment Form (PAF)	2 mins. per petition	Executive Assistant or Clerk under the CRMD Director	P2,000.00 plus Legal Research Fee: 1% of Filing Fee but not less than Fifty Pesos (P50.00) shall be paid at the time of filing	PAF
I-C		Initials PAF	5 secs.	Securities Counsel/ Securities Specialist and Executive Asst. or Clerk		Initialed PAF
I-D	Pays the Petition Fee at the Cashier	Issues Official Receipt and machine validates the PAF with the amount paid, date and time of payment	5 secs.	SEC Cashier		Official Receipt issued to petitioner-corporation and PAF machine validated
II-A		Receives Petition and forwards to the CRMD Director	5 mins.	Receiving Clerk		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
II-B		Assigns to Securities Counsel/ Securities Specialist for appropriate action	10 mins.	CRMD Director		
II-C		Reviews the Petition	20 mins. or variable, depending on the complexity of the Petition	Securities Counsel/ Securities Specialist		
II-D		Endorses to Financial Analysis and Audit Division (FAAD), if necessary	30 mins.	Securities Counsel/ Securities Specialist		Memorandum to FAAD
II-E		Evaluates and Prepares Report on the Petition	1 o 2 hrs. or variable	FAAD Financial Specialist		Report Recommending Approval or Denial of the Petition
III-A		Prepares draft Order on the Petition based on the merits or if applicable, per the FAAD Report	2 to 4 hrs. or variable	Securities Counsel/ Securities Specialist		Draft Order Approving or Denying the Petition
III-B		Reviews Draft Order and endorses to the CRMD Director	30 mins.	Assistant Director/Officer-in-Charge		Draft Order granting or denying the Petition, endorsed to the CRMD Director
III-C		Reviews and approves the Draft Order	20 mins.	CRMD Director		
III-D		Prepares the approved final Order together with the transmittal letter	5 mins.	Securities Counsel/ Securities Specialist		Final Draft Order granting or denying the Petition

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
III-E		Signs and Approves Final Order and Transmittal letter	5 mins.	CRMD Director		Order granting or denying the Petition, duly signed by the CRMD Director
IV	Petitioner corporation receives Order*	Releases Order	5 mins.	Executive Assistant or Clerk under the CRMD Director		Order granting or denying the Petition, duly signed by the CRMD Director and officially received by Petitioner
	*May appeal, if not satisfied with the Order to the Commission En Banc (CEB)					
END OF TRANSACTION						

Issuance of Certification of No Derogatory Information/Affirmative/Negative

Schedule of availability of service	:	Monday, 8:30 AM to 5:00 PM (no noon break), Tuesday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	The general public thru their representatives
What are the requirements	:	
How to avail of the service	:	

STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEEs	FORM
I-A	Secures service number from guard and fill up the Certification Form	Provides service number on a first come, first serve basis	1 min.	Guard on Duty	None	Certification Form
I-B	Proceeds to waiting area and wait for service number to be called			Records Assistant		
II.1-A	For: Affirmative Certification Presents request for certification	Verifies application form and refers applicant to CMD for issuance of verification report	10 mins.	Monitoring Analyst		
II.1-B		CMD verifies status and compliance of reports of the corporation. Issues verification report	5 mins.	Records Assistant		
II.1-C	Returns to CFRD and presents application form with verification report	Issues Payment Assessment Form	15 mins.	Records Assistant	P500	
III.1-A		Prepares Certification on Corporate Filing/Information	15 mins.	Records Specialist		
III.1-B		Reviews Certification	5 mins.	Assistant Director		
III.1-C		Signs Certification	5 mins.	Assistant Director		
IV.1-A	Presents proof of payment and acknowledges receipt of Certification	Releases Certification on Corporate Filing/Information	5 mins.	Records Assistant		
END OF TRANSACTION — FOR AFFIRMATIVE CERTIFICATION						

STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
II.2-A	For: Negative Certification Presents request for certification	Issues Payment Assessment Form	10 mins.	Records Assistant		
III.2-A		Verifies record and prepares Negative Certification	15 mins.	Records Assistant		
III.2-B		Reviews and signs the Certification	5 mins.	Assistant Director		
IV.2-A	Presents proof of payment and acknowledges receipt of Certification	Releases Certification on Corporate Filing/Information	5 mins.	Records Assistant		
END OF TRANSACTION — FOR NEGATIVE CERTIFICATION						
II.3-A	For: Certification of No Derogatory Information	Receives documents/ Endorses to Records Specialist for review	5 mins.	Records Assistant		
II.3-A1		a) If with Confirmation of Payment (COP), pays the certification fee	Issues Payment Assessment Form (PAF)	5 mins.	Records Specialist	P500
II.3-A2		a) If without COP, submit documentary requirements for monitoring	Monitors compliance	15 mins.	Records Specialist	Monitoring Sheet
II.3-A2.a		a) If no penalty , Issues PAF (then see steps 4, 5 & 6)	5 mins.			P500
II.3-A2.b		b) If with penalty , issues PAF for penalty and for certification				Penalty Varies +P500

STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
II.3-B	Pays the certification fee and penalty fee, if applicable and returns the documents to Records Specialist		5 mins.	Records Specialist	P500 + amount of penalty, if applicable	
III.3-A		Prepares Certificate of No-Derogatory Record	10 mins.	Records Specialist		
III.3-B		Reviews and signs Certification	5 mins.	Assistant Director		
IV.3-A	Presents proof of payment and acknowledges receipt of the Certification	Releases Certificate of No-Derogatory Record	5 mins.	Records Assistant		
END OF TRANSACTION — FOR CERTIFICATION OF NO DEROGATORY RECORD						

Registration of Stock and Transfer / Membership Book

Schedule of availability of service	:	Monday, 8:30 AM to 5:00 PM (no noon break), Tuesday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	Registrant corporations thru their representatives
What are the requirements	:	
How to avail of the service	:	

STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
I.A	Secures service number from guard	Gives service number on a first come, first serve basis	1 min.	Guard on duty	None	
I.B		Issues Payment Assessment Form • Stock Corporation • Non-Stock Corporation	1-2 mins.	Records Assistant	P150 P75	
I.C	Returns registration form and original receipt together with the book for stamping	Stamps and inputs name of corporation, date of approval	2-3 mins.	Records Assistant		
II.A	Acknowledges receipt of the stamped STB/Membership Book	Releases Stock and Transfer/ Membership Book duly stamped by SEC	3 mins.	Records Clerk	None	
END OF TRANSACTION						

Issuance of Authenticated Copies for Government Agencies

Schedule of availability of service : Monday, 8:30 AM to 5:00 PM (no noon break), Tuesday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service : Government agencies thru their representatives
What are the requirements :
How to avail of the service :

STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
I.A	Government agency sends letter-request	Receives letter request with supporting documents, if any then forwards to CRMD-Office of the Director		SEC Central Receiving Unit Staff		
I.B		Receives letter request then forwards to the Director/Assistant Director/Officer-in-Charge	5 minutes	Director's Executive Assistant	None	
I.C		Assigns letter request to Records Specialist	3 minutes	Director/Assistant Director/Officer-in-Charge		
I.D		Endorses to SEC Computer Operator for verification, and printing of records	3 minutes	Records Specialist		
II.A		Prints requested documents/records and prepares rubber stamp for signature	15 minutes	SEC Computer Operator		
II.B		Reviews and authenticates the requested records	10 minutes	Director/Assistant Director/Officer-in-Charge		
III.A		Prepares endorsement letter for signature of the Director	5 minutes	SEC Clerk		
III.B		Signs the endorsement letter	5 minutes	Director		
IV.A		Forwards the endorsement letter and authenticated copies of documents to the requesting government agency	10 minutes	Records Assistant		
END OF TRANSACTION						

Cash or Stock Dividend Declaration

Schedule of availability of service	:	Monday, 8:30 AM to 5:00 PM (no noon break), Tuesday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	Corporations duly registered at SEC
What are the requirements	:	Please refer to Annex E
How to avail of the service	:	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1.1	Presents application and supporting documents, together <u>with monitoring clearance</u> , for pre-processing	1) Pre-screens Applications and As-signs of to the Processor / Specialist <i>Note: Documents must be complete in accordance with checklist of requirements herein provided. Otherwise the same shall be rejected.</i>	5 minutes	Support Staff	None	Transaction Slip (Available at the Guard's Post)
		2) Pre-processes application and supporting documents a) If compliant , the assigned Processor prepares final checklist and forwards the same to the Asst. Director for review b) If non-compliant , prepares checklist of deficiencies	30 Minutes to 1 Hour	Specialist	None	
		3) Prepares Payment Assessment Form (PAF)	5 minutes	Specialist		PAF
- Please Proceed to Step 2 -						
1.2.1	Presents application and supporting documents, together <u>without monitoring clearance</u> , for pre-processing	1) Pre-screens Applications and As-signs to the Processor / Specialist <i>Note: Documents must be complete in accordance with checklist of requirements herein provided. Otherwise the same shall be rejected.</i>	5 minutes	Support Staff	None	Transaction Slip (Available at the Guard's Post)

Certification of Capital Structure / Percentage of Ownership

Schedule of availability of service	:	Monday, 8:30 AM to 5:00 PM (no noon break), Tuesday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	Corporations and Partnerships duly registered and recorded at SEC
What are the requirements	:	Please refer to Annex E
How to avail of the service	:	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1.1	Presents application and supporting documents, together <u>with monitoring clearance</u> , for pre-processing	1) Pre-screens Applications and Assigns to the Processor / Specialist <i>Note: Documents must be complete in accordance with checklist of requirements herein provided. Otherwise the same shall be rejected.</i> 2) Pre-processes application and supporting documents a) If compliant, the assigned Processor prepares final checklist and forwards the same to the Asst. Director for review b) If non-compliant, prepares checklist of deficiencies 3) Prepares Payment Assessment Form (PAF)	5 minutes 30 Minutes to 1 hour 5 minutes	Support Staff Specialist Specialist	None None	Transaction Slip (Available at the Guard's Post) PAF
- Please Proceed to Step 2 -						
1.2.1	Presents application and supporting documents, together <u>without monitoring clearance</u> , for pre-processing	1) Pre-screens Applications and Assigns to the Processor / Specialist <i>Note: Documents must be complete in accordance with checklist of requirements herein provided. Otherwise the same shall be rejected.</i>	5 minutes	Support Staff		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
		2) Pre-processes application and supporting documents a) If compliant , the assigned Processor forwards the application to the Asst. Director b) If non-compliant , prepares checklist of deficiencies	30 Minutes to 1 hour	Specialist		
		3) Monitors compliance with reportorial requirements and rules and regulations of SEC a) If assessed without PENALTY , the assigned Processor forwards the application to the Asst. Director provided the application documents are compliant (<i>item no. 2</i>) b) If assessed with PENALTY , Prepares and issues Payment Assessment Form (PAF)	3 to 4 Hours	Specialist		
1.2.2	Pays assessed penalties at the Cashier	Processes payment and Issues Official Receipt	5 minutes	Cashier		
1.2.3	Submits the machine-validated PAF and the application documents, if compliant (item 2 of 1.2.1), to the Assigned Processor	1) Prepares Confirmation of Payment of Penalties 2) Attaches the same to the application documents 3) Prepares Payment Assessment Form (PAF) for filing fee	5 to 10 minutes 1 minute 15 to 20 minutes			
2	Pays filing fee at the Cashier	Processes payment and Issues Official Receipt	5 minutes	Cashier	Please see Annex E	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
3	Submits the machine-validated PAF to CRMD Receiving Unit together with the application documents, if compliant (item 2 of 1.2.1), to the Assigned Processor thru the Counter Officer	1) Secures and attaches the PAF to the application 2) Prepares final checklist, retrieves records and generates certification 3) Reviews application 4) Approves and signs certification	1 to 2 days		None	PAF
4	Presents Official Receipt to the Counter Officer	1) Receives official receipts	5 Minutes	Support Staff (Counter Officer)		
		2) Releases Certification	5 Minutes	Support Staff (CPRD)		
END OF TRANSACTION						

ANNEXES

ANNEX A

MUTUAL FUND DISTRIBUTOR

CHECKLIST OF REQUIREMENTS

- 1) Cover Sheet
- 2) Application Form
- 3) Application (and supporting documents) for:
 - a) at least 1 Compliance Officer/Associated Person; and
 - b) at least 1 Certified Investment Solicitor
- 4) Cover letter, signed by the President, identifying the:
 - Names
 - Certificate of Registration Numbers
 - Tax Identification Numbers of the applicant's CIS
- 5) Photocopy of the current Distribution Agreement
 - between the ICA/MFD and the applicant
 - certified by the AP/CO
 - valid for the whole licensing year
- 6) Written undertaking
 - containing the conditions set by the SEC (with format)
 - signed by an authorized officer of the applicant
 - under oath
- 7) Amended Written Supervisory Procedures
 - to include procedures under the Distribution Agreement
- 8) Monitoring Clearance from appropriate Department/Division, if applicable
- 9) Others

Notes:

- Submit original + 3 copies
- Use size A4 bond paper
- All documents executed abroad should be authenticated by the Philippine Embassy or Consular Office
- **Only applications which are complete and compliant in form and substance shall be issued the Payment Assessment Form**

ANNEX B

BROKER DEALER IN SECURITIES

CHECKLIST OF REQUIREMENTS

- 1) Cover Sheet
- 2) Application Form (SEC Form 28-BD/28-BDA)
- 3) Application (and supporting documents) for:
 - a) at least 1 Associated Person; and
 - b) at least 1 Salesman
- 4) Continuing authorization for the Commission's duly authorized representative to verify all of the applicant's bank accounts
- 5) Proof of compliance with paid up capital requirements pursuant to SRC Rule 28.1.2.5.2
- 6) Certified True Copy of valid work permit of foreigners who are employees or officers of the applicant corporation duly issued by the Department of Labor and Employment (DOLE) or any appropriate agency
- 7) Copies of identity cards/passports of:
 - a) Individual applicants
 - Associated Person
 - Salesman
 - b) Officers
 - c) Directors
 - d) Persons who control more than 10% of a class of voting securities of applicant
- 1) Written Supervision and Control Procedures, including procedures for establishing and maintaining a "Chinese Wall" in accordance with SRC Rule 34.1 par. 2; taking into consideration the applicable requirements under the Anti-Money Laundering Act of 2001 (RA 9160 AA) and the Revised Code of Corporate Governance (SEC MC 6, S 2009)
- 2) Schedule of minimum commission charges as required by SRC Rule 30.2 par.5
- 3) Calculation of net capital requirements in accordance with SRC Rule 28.1.2.5.2 and SRC Rule 49.1.1.5 OR any other financial ratio/measure which the Commission may mandate in the future
- 4) Certified True Copy of educational, professional/technical or other academic qualification (SEC Form-Bio Data) of:
 - a) Directors
 - b) Officers
 - c) Associated Person/s
 - d) Salesman/men
 with 2 pcs. 2x2 current ID picture
 - attached to the original & a copy of the Bio Data
 - stapled at the top edge dorsal side of each picture must contain the printed name & signature of the Director/Officer/ Associated Person/ Salesman
- 12) Latest Audited Financial Statements
- 13) Where applicant has been in existence for more than one year, certified copies of Income Tax Returns for the 2 years preceding date of application
Detailed description of Organizational and Functional charts, the names and designations of the officers, including branch offices

ANNEX B

BROKER DEALER IN SECURITIES (continuation)

- 12) Detailed description of Organizational and Functional charts, the names and designations of the officers, including branch offices
- 13) If applicant is a corporation, certified copy of the following documents:
 - signed by the Corporate Secretary
 - under oath
 - a) With respect to a foreign corporation, certificate that the Board of Directors has authorized, in a resolution, the President and Corporate Secretary to sign an irrevocable consent to service of process upon the Commission as service to the corporation
 - b) Articles of Incorporation indicating that the purpose of the applicant is to engage in the business of a Broker Dealer
 - c) Board Resolution attesting to particulars contained in the application
- 16) Business Plan regarding proposed and/or current operations, including projected volume of business; should reflect applicant's ability & plans to engage in profitable level of business
- 17) A yearly schedule/timetable on the implementation of the training program for the staff, which specifies, among others,
 - the description of the training program
 - date of implementation
 - name of participants

in accordance with SRC Rule 30.2 D
- 18) If the applicant is not a member of or participant in an SRO, or has not applied for such membership or participation therein, a written undertaking that he will become a member or participant in an SRO in the near future
- 19) List of the
 - Board of Directors,
 - Officers, &
 - Employees
 - * identifying respective positions
 - * signed by the applicant's President
- 20) Manual on Corporate Governance
- 21) Manual on Anti Money Laundering
- 22) Risk Management Manual and Internal Control Procedures
- 23) Business Continuity and Disaster Recovery Plan
- 24) Comprehensive Information Technology Plan
- 25) Board Resolution on the Adoption of the Manuals
- 26) Copies of proposed contract of any activities or services that are being outsourced
- 27) All documents required for incorporation/ Filing of Amended Articles of Incorporation/Certificate of Increase in Capital Stock
- 28) Monitoring Clearance from appropriate Department/Division, if applicable

Notes:

- Submit original + 3 copies
- Use size A4 bond paper
- All documents executed abroad should be authenticated by the Philippine Embassy or Consular Office
- **Only applications which are complete and compliant in form and substance shall be issued the Payment Assessment Form**

ANNEX C

INVESTMENT HOUSE/INVESTMENT HOUSE engaged in dealing Government Securities / UNDERWRITER OF SECURITIES engaged in dealing Government Securities

CHECKLIST OF REQUIREMENTS

- 1) Cover Sheet
- 2) Application Form (IHU/IHU-A)
- 3) Application (and supporting documents) for:
 - a) at least 1 Compliance Officer; and
 - b) at least 1 Certified Investment Solicitor
- 4) Continuing authorization for the Commission's duly authorized representative to verify applicant's bank accounts. The authorization shall be for all banks wherein accounts are maintained by the applicant, its subsidiaries and affiliates and persons under common control with or by the applicant
- 5) Proof of compliance with minimum capital requirements
- 6) Bio-data of current Directors and Officers
 - using the prescribed format
 - notarized
 - with 2x2 ID picture
- 7) Registration approval from the BI of resident foreign Directors and Officers, if any
- 8) Valid Work Permit from the DOLE of all foreign Stockholders, Officers and other foreigners connected in any capacity with the applicant
- 9) Written Supervision and Control Procedures, including procedures to ensure compliance with PD 129 (IH Law), its IRR and other applicable rules pertaining to IH, and the SRC, including procedures for establishing and maintaining a "Chinese Wall" in accordance with SRC Rule 34.1-3
- 10) Latest Audited Financial Statements AND Latest Interim Financial Statements as of the end of the month prior to filing the application
- 11) Statement justifying its operations, signed by the President
- 12) Organization Chart, including Branch Offices
- 13) Certified copy of the Board Resolution attesting to particulars contained in the application
- 14) Business Plan regarding proposed and/or current operations, including investment direction and volume
- 15) Where more than 40% of the voting stock of the applicant is owned by foreigners:
 - a copy of the Certification from the Embassy of the country of which the applicant is a national attesting to the fact that the laws of that country/ state of the applicant allow Filipino citizens and corporations the same or similar rights
OR
 - an authenticated Certification by the authorized official of the appropriate foreign government of that country, attesting to the fact that the laws of that country/state of the applicant allow Filipino citizens and corporations the same or similar rights

ANNEX C

INVESTMENT HOUSE/INVESTMENT HOUSE engaged in dealing Government Securities / UNDERWRITER OF SECURITIES engaged in dealing Government Securities (continuation)

- 16) For foreign applicants:
 - Verification that the applicant has an EKB license from the BSP
 - A copy the favorable 2nd endorsement from the BSP if the applicant has an EKB license, trust investment management & quasi banking functions & is a subsidiary of a bank
- 17) NBI Clearance of Directors and Officers
- 18) Manual on Corporate Governance
- 19) Manual on Anti Money Laundering
- 20) Board Resolution on the Adoption of the Manuals
- 21) All documents required for incorporation/ Filing of Amended Articles of Incorporation/Certificate of Increase in Capital Stock
- 22) Monitoring Clearance from appropriate Department/Division, if applicable
- 23) Others

Notes:

- Submit original + 3 copies
- Use size A4 bond paper
- All documents executed abroad should be authenticated by the Philippine Embassy or Consular Office
- **Only applications which are complete and compliant in form and substance shall be issued the Payment Assessment Form**

ANNEX D

INVESTMENT COMPANY ADVISER

CHECKLIST OF REQUIREMENTS

- 1) Cover Sheet
- 2) Application Form (ICA-IA)
- 3) Application (and supporting documents) for:
 - a) at least 1 Compliance Officer; and
 - b) at least 1 Certified Investment Solicitor
- 4) Continuing authorization for the Commission's duly authorized representative to verify applicant's bank accounts
- 5) Proof of compliance with minimum capital requirements
- 6) Valid work permit of foreigners connected in any capacity with the applicant
- 7) Copies of identity cards/passports of:
 - Directors
 - Officers
 - Persons who control more than 10% of a class of voting securities of applicant
- 8) Written Supervision and Control Procedures, including procedures for establishing and maintaining a "Chinese Wall"
- 9) Schedule of minimum commission charges
- 10) Latest Audited Financial Statements
- 11) Where applicant has been in existence for more than one year, certified copies of Income Tax Returns for the two years preceding date of application, Organization Chart, including Branch Offices
- 12) Certified copy of the following documents, under oath, by the Corporate Secretary
 - a) With respect to a foreign applicant, Certificate that the Board of Directors has authorized, in resolution, the President and Corporate Secretary to sign an irrevocable consent to service of process upon the Commission as service to the corporation
 - b) Articles of Incorporation
 - c) Board Resolution attesting to particulars contained in the application
- 13) Business Plan regarding proposed and/or current operations, including projected volume of business
- 14) If the applicant is not a member of or participant in an SRO, or has not applied for such membership or participation therein, a written undertaking that he will become a member or participant in an SRO in the near future
- 15) Management and Distribution Agreement/s
- 16) Manual on Corporate Governance
- 17) Manual on Anti Money Laundering
- 18) Board Resolution on the Adoption of the Manuals
- 19) Proof of financial capacity of stockholders
- 20) All documents required for incorporation/ Filing of Amended Articles of Incorporation/Certificate of Increase in Capital Stock
- 21) Monitoring Clearance from appropriate Department/Division, if applicable
- 22) Others

Notes:

- Submit original + 3 copies
- Use size A4 bond paper
- All documents executed abroad should be authenticated by the Philippine Embassy or Consular Office
- **Only applications which are complete and compliant in form and substance shall be issued the Payment Assessment Form**

ANNEX E

APPLICATION TYPE	CHECKLIST OF REQUIREMENTS	FILING FEE
I. Amended Articles of Incorporation (Art. VII)		
Increase of Capital Stock	<u>Basic Requirement:</u> 1) Cover Sheet 2) Certificate of Increase of Capital Stock 3) Treasurer's Affidavit 4) Amended Articles of Incorporation 5) Director's Certificate 6) Notarized List of Stockholders of record as of date of meeting approving the increase certified by the Corporate Secretary 7) Notarized Secretary's Certificate on no pending case of intra-corporate dispute 8) Notarized Secretary's Certificate on waiver of non-subscribing stockholders <u>Additional Requirements depending on the Mode of Payment:</u> A. Cash Payment: 1) Subscription Contract. Except: a) listed companies b) Public companies defined in the Securities Regulation Code c) companies that offer or sell securities to the public d) where the payment to the subscription to the increase is more than FIFTY MILLION PESOS (P50,000,000.00) Otherwise: 2) Special Audit Report in accordance with Memorandum Circular No. 6 Series of 2008: Guidelines on On-site Verification; or 3) Audited Financial Statements as of the last fiscal year stamped received by BIR and SEC if cash payments on subscription to the increase were reflected therein	<u>A. Corporation with Par Value</u> Filing fee for Increase of Capital Stock - 1/5 of 1% of the increase in capital stock or the subscription price of the subscribed capital stock whichever is higher but not less than P3,000; plus Legal research fee – 1% of the amount of filing fee; plus Amended Articles of Incorporation – P1,000 plus LRF <u>b. Corporation without Par Value</u> Filing fee for Increase of Capital Stock - 1/5 of 1% of the increase in capital stock computed at P100 per share or the subscription price of the subscribed capital stock whichever is higher but not less than P3,000; plus Legal research fee – 1% of the amount of filing fee Amended Articles of Incorporation – P1,000 plus LRF

ANNEX E

APPLICATION TYPE	CHECKLIST OF REQUIREMENTS	FILING FEE
I. Amended Articles of Incorporation (Art. VII)		
Increase of Capital Stock	B. Conversion of Liabilities / Advances into Equity 1) Special Audit Report in accordance with Memorandum Circular No. 6 Series of 2008: Guidelines on On-site Verification 2) Deed of Assignment of Advances C. Stock Dividend 1) List of stockholders as of record date, if date is other than the date of stockholders meeting 2) Notarized Secretary's Certificate certifying that on the basis of the computation of the Finance Officer, the allocation of stock dividend as indicated in the list of stockholders of record is in proportion to the shareholdings of stockholders as of date of declaration / record date and the treatment of resulting fractional shares (if any) are true and correct 3) Reconciliation of Retained Earnings in accordance with Memorandum Circular No. 11 of 2009 4) Notarized Secretary's Certificate of the Board Resolution as to the reversal of appropriated retained earnings to unappropriated, if applicable D. Real Property in the form of Land/ Building / Condominium 1) Detailed schedule of real property showing its registered owner, location, area, TCT/CCT No., Tax Declaration No. and the basis of transfer value 2) Certified true copy/ies of TCT/CCT and Tax Declaration Sheets 3) Latest zonal valuation certified by BIR, if transfer value is based on zonal value 4) Appraisal report by a licensed real estate appraiser (not more than 6 months old), if transfer value is based on appraised value 5) Deed of Assignment of Property	<u>A. Corporation with Par Value</u> Filing fee for Increase of Capital Stock - 1/5 of 1% of the increase in capital stock or the subscription price of the subscribed capital stock whichever is higher but not less than P3,000; plus Legal research fee – 1% of the amount of filing fee; plus Amended Articles of Incorporation – P1,000 plus LRF <u>b. Corporation without Par Value</u> Filing fee for Increase of Capital Stock - 1/5 of 1% of the increase in capital stock computed at P100 per share or the subscription price of the subscribed capital stock whichever is higher but not less than P3,000; plus Legal research fee – 1% of the amount of filing fee Amended Articles of Incorporation – P1,000 plus LRF

ANNEX E

APPLICATION TYPE	CHECKLIST OF REQUIREMENTS	FILING FEE
I. Amended Articles of Incorporation (Art. VII)		
Increase of Capital Stock	6) Mortgagee/creditor's certification on the outstanding loan balance and creditor's written consent to the transfer of the property to the Corporation (if property is mortgaged) 7) Lease Contract on the land and consent of the land owner to the transfer (for assignment of buildings where the assignor is not the owner of the land) 8) Affidavit of undertaking by an officer of the corporation to submit proof of transfer within the prescribed period E. Untitled Lands F. Shares of Stock	<u>A. Corporation with Par Value</u> Filing fee for Increase of Capital Stock - 1/5 of 1% of the increase in capital stock or the subscription price of the subscribed capital stock whichever is higher but not less than P3,000; plus Legal research fee – 1% of the amount of filing fee; plus Amended Articles of Incorporation – P1,000 plus LRF <u>b. Corporation without Par Value</u> Filing fee for Increase of Capital Stock - 1/5 of 1% of the increase in capital stock computed at P100 per share or the subscription price of the subscribed capital stock whichever is higher but not less than P3,000; plus Legal research fee – 1% of the amount of filing fee Amended Articles of Incorporation – P1,000 plus LRF
	1) Detailed Schedule of the shares of stock indicating the stockholder, stock certificate number, number of shares held and the basis of the transfer value (Market or Book Value) 2) Audited Financial Statements of the investee company as of the last fiscal year duly stamped received by BIR and SEC 3) Deed of Assignment of shares of stock to the corporation 4) Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor 5) Photocopy(ies) of the stock certificate (present original for verification) 6) Latest market quotation in the newspaper or certification from the stock exchange / broker as to the latest market price of the shares of stock (if same are listed in the stock exchange) 7) Affidavit of undertaking to submit the required proof of transfer within the prescribed period	

ANNEX E

APPLICATION TYPE	CHECKLIST OF REQUIREMENTS	FILING FEE
I. Amended Articles of Incorporation (Art. VII)		
Increase of Capital Stock	G. Inventories / Furniture / Personal Properties	<u>A. Corporation with Par Value</u>
	1) Detailed schedule of property showing its description and the basis of transfer value (market value or value) 2) Special audit report by an independent CPA on the verification and valuation of property, if transfer value is based on book value 3) Appraisal report by a licensed appraiser, if transfer value is based on market value (not more than 6 months old) 4) Deed of Assignment of property to the corporation 5) Affidavit by transferor that the property is existing and in good condition	Filing fee for Increase of Capital Stock - 1/5 of 1% of the increase in capital stock or the subscription price of the subscribed capital stock whichever is higher but not less than P3,000; plus Legal research fee – 1% of the amount of filing fee; plus Amended Articles of Incorporation – P1,000 plus LRF
	H. Motor Vehicles	<u>b. Corporation without Par Value</u>
	1) Detailed schedule of the motor vehicles showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value 2) Photocopy(ies) of certificate of registration and official receipt of annual registration fee (present original for verification) 3) Appraisal report by a licensed mechanical engineer (not than 6 months old) 4) Deed of Assignment of motor vehicles to the corporation 5) Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period	Filing fee for Increase of Capital Stock - 1/5 of 1% of the increase in capital stock computed at P100 per share or the subscription price of the subscribed capital stock whichever is higher but not less than P3,000; plus Legal research fee – 1% of the amount of filing fee Amended Articles of Incorporation – P1,000 plus LRF
	I. Heavy Equipment and Machineries	
	1) Detailed schedule of the property showing its description and the transfer value 2) Appraisal report by a licensed mechanical engineer (not more than 6 months old). If the property is imported, valuation report by the Bangko Sentral ng Pilipinas should be submitted instead 3) Deed of Assignment of Property to the Corporation	

ANNEX E

APPLICATION TYPE	CHECKLIST OF REQUIREMENTS	FILING FEE
I. Amended Articles of Incorporation (Art. VII)		
Increase of Capital Stock	J. Sea Vessel/Aircraft 1) Detailed schedule of vessel/aircraft showing registered owner, registry number, technical description and appraised value certified by the company accountant. 2) Certified true copy of the certificate of ownership 3) Appraisal report by authorized appraiser (not more than 6 month old) 4) Certificate of seaworthiness / airworthiness issued by appropriate government agency 5) Deed of Assignment 6) Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period.	<u>A. Corporation with Par Value</u> Filing fee for Increase of Capital Stock - 1/5 of 1% of the increase in capital stock or the subscription price of the subscribed capital stock whichever is higher but not less than P3,000; plus Legal research fee – 1% of the amount of filing fee; plus Amended Articles of Incorporation – P1,000 plus LRF
	K. Intangibles 1) Photocopy of System Purchase Agreement or any proof of ownership (for software) 2) Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims / rights 3) Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims / rights (not more than 6 months old) 4) Deed of Assignment 5) Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period	<u>b. Corporation without Par Value</u> Filing fee for Increase of Capital Stock - 1/5 of 1% of the increase in capital stock computed at P100 per share or the subscription price of the subscribed capital stock whichever is higher but not less than P3,000; plus Legal research fee – 1% of the amount of filing fee Amended Articles of Incorporation – P1,000 plus LRF
	L. Net Assets (by way of conversion of single proprietorship / partnership into corporation or by spin off) 1) Audited Financial statements (AFS) of the applicant corporation as of the last fiscal year stamped received by BIR and SEC 2) Audited Financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of the last fiscal year 3) Long-form audit report of item no. 2 4) Deed of Assignment of the assets and liabilities	

ANNEX E

APPLICATION TYPE	CHECKLIST OF REQUIREMENTS	FILING FEE
I. Amended Articles of Incorporation (Art. VII)		
Increase of Capital Stock	5) List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors 6) Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant 7) Photocopy of the certificate of registration of the motor vehicles (present original for verification) 8) Copy of TCT/CCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively 9) Photocopy of stock certificates (present original for verification) 10) DTI Certificate of Registration (for single proprietorship) 11) Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period.	
Decrease of Authorized Capital Stock	1) Cover sheet 2) Certificate of Decrease of Capital Stock 3) Director's Certificate 4) Amended Articles of Incorporation 5) List of stockholders of record before and after the decrease certified under oath by the Corporate Secretary 6) Audited Financial Statements as of the last fiscal year stamped received by BIR and SEC 7) Long-form audit report of item no. 5 (if it involves return of capital) 8) Publisher's affidavit (once in a newspaper of general circulation) 9) Notarized Secretary's Certificate on pending intra-corporate dispute	A. Return of Capital – P5,000 B. All Others – P3,000 Plus Legal research fee – 1% of the amount of filing fee
Reclassification / Conversion / Change of Par Value	1) Director's Certificate 2) Amended Articles of Incorporation 3) List of stockholders before and after the reclassification / conversion / change in par value 4) Notarized Secretary's Certificate on pending intra-corporate dispute 5) Audited Financial Statements as of the last fiscal year stamped received by BIR and SEC	P2,000 Plus Legal research fee – 1% of the amount of filing fee

ANNEX E

APPLICATION TYPE	CHECKLIST OF REQUIREMENTS	FILING FEE
2. Other Applications		
a) Confirmation of Valuation or Exempt Transaction Note: for additional issuance of shares with Payment on Subscription is other than Cash)	Basic Requirements: 1) SEC Form 10.1 or Letter requesting for valuation 2) Secretary's Certificate on BOD's resolution re: approval of additional issuance of shares 3) List of stockholders with their nationalities, amount subscribed and paid-up and subscribers to the new shares certified under oath by the Corporate Secretary Additional Requirements: Please refer to the list of additional requirements for Increase in Authorized Capital Stock depending on the mode of payment.	1/5 of 1% of the value of shares of stock to be issued but not less than P3,000 Plus Legal research fee – 1% of the amount of filing fee
b) Property Dividend Declaration	1) Cover Sheet 2) Certification under oath by the Corporate Secretary on the board of directors resolution' declaring the property dividend 3) Audited Financial Statements as of the last fiscal year stamped received by BIR and SEC 4) List of stockholders with their respective subscribed capital stock as of the date meeting approving the declaration of property dividend together with the allocation of dividend certified under oath by the Corporate Secretary 5) Detailed schedule of the property account appearing in the audited financial statements 6) Certification by the President that the property is no Longer needed in the operation of the company 7) Reconciliation of RE available for dividend declaration 8) Notarized Secretary's Certificate on no pending case involving intra-corporate dispute	1/5 of 1% of the amount declared but not less than P5,000 Plus Legal research fee – 1% of the amount of filing fee

ANNEX E

APPLICATION TYPE	CHECKLIST OF REQUIREMENTS	FILING FEE
2. Other Applications		
c) Quasi Re-organization	1) Cover Sheet 2) Letter requesting approval to undergo quasi- reorganization 3) Certification under oath by the Corporate Secretary on the board of directors resolution approving the quasi-reorganization 4) Appraisal report of the fixed assets (real properties, permanently installed fixed assets and machineries and equipment directly needed and actually used in the business), if appraisal increment not yet reflected in the audited financial statements 5) Audited financial statements as of the last fiscal year stamped received by BIR and SEC 6) Schedule showing the details of the appraised properties certified by the company accountant 7) Analysis of the revaluation increment certified by the company accountant 8) Projective financial statements for the next five (5) years certified by the company accountant 9) Certification by the President that the appraised properties are directly needed and actually used in business 10) Notarized Secretary's Certificate on no pending case involving intra-corporate dispute	
d) Equity Restructuring	1) Cover Sheet 2) Letter requesting approval for the creation of additional paid-in capital 3) Certification under oath by the Corporate Secretary on the Board of Directors resolution approving the creation of additional paid-in capital (APIC) 4) List of stockholders of record as of date of Board of Directors meeting approving the creation of APIC, indicating their nationalities and their respective subscribed and paid-up certified under oath by the Corporate Secretary 5) Notarized Secretary's Certificate on no pending case of intra-corporate dispute 6) Audited Financial Statements as of the last fiscal year stamped received by BIR and SEC	<u>A. To wipe out existing deficit</u> P5,000 Plus Legal research fee – 1% of the amount of filing fee

ANNEX E

APPLICATION TYPE	CHECKLIST OF REQUIREMENTS	FILING FEE
2. Other Applications		
e) Creation of Additional Paid-in Capital	1) Cover Sheet 2) Letter requesting approval for the creation of additional paid-in capital 3) Certification under oath by the Corporate Secretary on the Board of Directors resolution approving the creation of additional paid-in capital (APIC) 4) List of stockholders of record as of date of Board of Directors meeting approving the creation of APIC, indicating their nationalities and their respective subscribed and paid-up certified under oath by the Corporate Secretary 5) Notarized Secretary's Certificate on no pending case of intra-corporate dispute 6) Audited Financial Statements as of the last fiscal year stamped received by BIR and SEC	1/5 of 1% of the amount infused but not less than P5,000 Plus Legal research fee – 1% of the amount of filing fee
f) Dissolution	1) Cover Sheet 2) Director's Certificate 3) Amended Articles of Incorporation 4) Audited financial statements (AFS) as of last fiscal year, except – i. Where the applicant has ceased operations for at least one (1) year, it shall submit: a) Audited Financial Statements as of last fiscal year of operation; and b) Affidavit of non-operation certified under oath by the President and Treasurer ii. Where the applicant has no operation since incorporation, it shall submit: a) Balance Sheet certified under oath by the Treasurer and President b) Affidavit of non-operation certified under oath by the President and Treasurer c) Certificate of non-registration issued by the BIR	<u>A. Stock Corporations</u> P1,000 <u>B. Non-Stock Corporations</u> P500 Plus Legal research fee – 1% of the amount of filing fee

ANNEX E

APPLICATION TYPE	CHECKLIST OF REQUIREMENTS	FILING FEE
2. Other Applications		
f) Dissolution	iii. Where the applicant is a stock corporation with paid-up of less than P50,000, it shall submit its Balance Sheet as of last preceding fiscal year certified under oath by the President and Treasurer. iv. Where the applicant is a non-stock corporation with gross receipts of less than P100,000 or a total assets of less than P500,000, it shall submit its Balance Sheet as of last preceding fiscal year certified under oath by the President and Treasurer 5) Certification executed under oath by the President and Treasurer certifying that: a) The dissolution is not prejudicial to the interest of the creditors b) There is no opposition from any creditors from the time of the last publication of the notice of dissolution up to the filing of the application for dissolution with the Commission. 6) BIR tax clearance certificate 7) Publisher's Affidavit of publication of notice of dissolution (once a week for three [3] consecutive weeks) 8) Endorsement/Clearance from other departments or other government agencies 9) Notarized Secretary's Certificate on no pending case involving intra-corporate dispute	<u>A. Stock Corporations</u> P1,000 <u>B. Non-Stock Corporations</u> P500 Plus Legal research fee – 1% of the amount of filing fee

ANNEX E

APPLICATION TYPE	CHECKLIST OF REQUIREMENTS	FILING FEE
III. Merger and Consolidation		
Merger of Consolidation	1) Cover Sheet 2) Articles of Merger/Consolidation 3) Plan of Merger 4) List of stockholders of record of the constituent corporations indicating their nationalities and respective subscribed and paid-up capital as of date of meeting approving the merger/consolidation certified under oath by the Corporate Secretary 5) Certification by the Corporate Secretary on the meeting of the Directors and stockholders of the constituent corporations approving the merger/consolidation 6) Audited financial statements of the constituent corporations as of a date not earlier than 120 days prior to the date of filing of the application in accordance with PFRS 3 (Accounting Standard on Business Combination) 7) Long-form audit report of item no. 6 (for absorbed corporation) 8) Certification under oath by any of the President, Chief Finance Officer or Treasurer of the constituent corporations stating that all the creditors as of cut-off date were informed 9) Publisher's Affidavit of the merger or consolidation, if one or more of the constituent corporation(s) is/are insolvent 10) Notarized Secretary's Certificate on no pending case involving intra-corporate dispute 11) List of stockholders of record of the surviving corporation after the merger Note: a) If the surviving company will not issue shares of stock or create additional paid-in capital disregard item no. 7. b) If the merger will be effected via increase of capital stock, submit also the basic requirements for Increase of Capital Stock. c) For consolidation, submit also the basic requirements for registration of Stock Corporation.	<u>A. In merger, in case of simultaneous filing of application for increase of authorized capital stock of the surviving corporation</u> 1/5 of 1% of the equity of the absorbed corporation/s but not less than P3,000 Filing fee for increase in capital stock or the filing fee for merger whichever is higher but not less than P3,000 <u>B. In consolidation where the total equity of corporations is different from authorized capital stock of the consolidated corporation</u> 1/5 of 1% of total equity of the constituent corporations or the filing fee for Articles of Incorporation whichever is higher Plus Legal research fee – 1% of the amount of filing fee

ANNEX E

APPLICATION TYPE	CHECKLIST OF REQUIREMENTS	FILING FEE
IV. Cash or Stock Dividend Declaration		
Cash Dividend	1) Cover Sheet 2) Certification under oath by the Corporate Secretary on the board of directors resolution declaring cash dividend 3) Audited Financial Statements as of the last fiscal year stamped received by BIR and SEC 4) Audited financial used as the basis for such declaration (to be submitted also if the basis other than item no. 3) 5) Projected income statement for the remaining period (if basis is item no. 4) 6) Reconciliation of RE available for dividend declaration 7) Secretary's Certificate re: no intra-corporate dispute	<u>Cash / Stock Dividend Declaration up to P50,000 declared by the corporation whose securities are not listed</u> P500.00 <u>Cash / Stock Dividend Declaration over P50,000 declared by the corporation whose securities are not listed</u> P1,000
Stock Dividend	1) Cover Sheet 2) Certification under oath by the Corporate Secretary on the declaration stock dividends by majority of the directors and the stockholders representing 2/3 of the outstanding capital stock. 3) Audited Financial Statements as of the last fiscal year stamped received by BIR and SEC 4) Audited financial used as the basis for such declaration (to be submitted also if the basis other than item no. 3) 5) Projected income statement for the remaining period (if basis is item no. 4) 6) List of stockholders with their respective subscribed capital stock as of the date meeting approving the declaration of stock dividend together with the allocation of stock dividend certified under oath by the Corporate Secretary 7) Analysis of Capital Structure certified under oath by the Treasurer 8) Reconciliation of RE available for dividend declaration 9) Secretary's Certificate re: no intra-corporate dispute	Plus Legal research fee – 1% of the amount of filing fee

ANNEX E

APPLICATION TYPE	CHECKLIST OF REQUIREMENTS	FILING FEE
V. Certification of Paid-up Capital / Capital Structure / Percentage of Foreign Equity		
Certification of Paid-up Capital / Capital Structure / Percentage of Foreign Equity	1) Request for Certification 2) Audited financial statements as of the last fiscal year Stamped received by BIR and SEC 3) List of stockholders with their respective subscribed and paid-up certified under oath by the Corporate Secretary 4) Notarized Secretary's Certificate on no pending case of intra-corporate dispute 5) Interim Audited Financial Statements stamped received by SEC, if the additional cash infusion came in after the Balance Sheet date	P1,000

Information and Communications Technology Department

- 1) Formulates the SEC Information Systems Strategic Plan (ISSP) and coordinates activities relative to the implementation thereof;
- 2) Undertakes procurement planning, acquisition, and deployment of the Commission's Information and Communications Technology (ICT) resources in accordance with the SEC-ISSP;
- 3) Leads and facilitates application systems development activities, including the administration, maintenance and promotions of the systems developed and deployed application systems;
- 4) Performs capacity planning activities and administers the network and communications infrastructure of the Commission including establishment of linkages between the SEC Head Office and Extension Offices;
- 5) Ensures the proper maintenance of the computers, peripherals, relative equipment and devices, and network facilities of the Commission;
- 6) Participates in inter-agency electronic linkages and data-sharing arrangements;
- 7) Preserves the integrity of SEC electronic data;
- 8) Updates the database entries relative to amendments to the capital structure/contributed capital of SEC registered companies;
- 9) Performs system monitoring, including data security and control, to ensure the high availability, protection, and operational status of the ICT systems and its associated resources;
- 10) Performs project management and related activities to ensure that the ICT projects are completely delivered and successfully implemented as desired;
- 11) Receives reports and other written communications (mails and walk-in) and releases SEC documents, except applications processed and approved by the Company Registration and Monitoring Department;
- 12) Maintains archives and manages electronic copies of documents submitted by registered companies;
- 13) Coordinates with other departments/offices in the disposal of records in accordance with Philippine law and SEC policy;
- 14) Provides information of registered companies to SEC internal and external users;
- 15) Authenticates corporate/partnership documents based on electronic records;
- 16) Performs such other functions as may be directed by the Chair and Commissioners.

LIST OF TRANSACTIONS:

- 1) Request for Listings
- 2) Request for copy/copies of corporate and partnership documents (Option 1: For appointment, Option 2: For delivery)
- 3) Receiving of documents (Option 1: Walk-in submission, Option 2: Online Submission, Option 3: Walk-in delivery of non-reportorial documents)
- 4) Request for Reverse Search

Request for Listings

Schedule of availability of service	:	Monday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	General Public
What are the requirements	:	Request form
How to avail of the service	:	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Fills-up request form and submits to ICTD	Evaluates request	30 minutes to fill-up the form	Support Staff		Request for ICTD Information services
2	Presents request form	Assesses request, prepares and prints Payment Assessment Form (PAF)		Support Staff	• Listing of Top 5000 corporations (basic indicators, i.e. profit, sales, assets, liabilities, equities) – P1,000 per year of data per listing • Company Listings and Statistics – P1,000 per year of data • Hard copy of documents with list containing various information i.e. address, industry classification, equity structures, etc. – P5 per page • Soft Copy of list with company information = P50 in CD-RW, P100 in DVD • SEC Publication = P150 per copy, P50 in CD-RW, P100 in DVD	PAF

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
3	Proceeds to Cashier to pay assessed fee	Accepts payment and issues Official Receipt	5 minutes	Cashier		
4	Presents request form and the payment/receipt	Transmits the request form and PAF to System Developer	Due 15 working days from receipt of request and PAF	System Developer		
5		Generates data requested and assesses total payment due				
6	Returns to the ICTD to get the document	Checks record of requested data if ready for releasing and prepares PAF for additional payment	5 minutes	Support Staff		
7	Proceeds to Cashier if additional payment is required	Accepts payment and issues Official Receipt		Cashier		
8	Presents payment/receipt and gets documents	Releases data requested	15 minutes	Support Staff		
END OF TRANSACTION						

Request for Copy/Copies of Corporate and Partnership Document/s

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service : General Public
What are the requirements :

Option 1— For appointment

- 1) Valid email address
- 2) Printout of appointment form
- 3) Valid ID

Option 2 — For delivery

- 1) Valid email address

How to avail of the service :

Option 1— For pick-up

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Calls SEC Express Hotline no. 737-8888 OR goes online at www.secexpress.ph to schedule an appointment and prints Appointment Form received through e-mail	Call center agent receives call and gets required client information. <i>Note: Maximum of 3 documents per appointment</i>		Third Party Service Provider/Call center agent	N/A	
2	Proceeds to SEC Public Reference Unit (PRU) on the scheduled date and time and presents printout of appointment form to the Appointment Verifier at the entrance	Verifies the client's appointment schedule and ID, then stamps the appointment form with time of "in"	2 minutes	Service Provider Staff		Printout of Appointment Form

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
3	Presents Appointment Form to Information Counter and fills out Paper Request Form and/or Film Request Form	Verifies availability of the requested document in iView. If unavailable, refers the client to Film counter.	5-8 minutes	Front desk Staff		Paper/Film Request Form
4		Views and assesses fee	2 minutes	Retrieval Officer	Plain: AI/AAI = P100 BL/ABL = P100 GIS = P25 ICS = P70 Resolution = P25 Sec. Certificate = P25 Board Resolution = P25 RDS = P35 Deed of Assign. = P25 Borrowing Fee = P50 per doc. Others = P10 per page + P50 per doc Authenticated: AI/AAI = P200 BL/ABL = P200 GIS = P100 ICS = P200 Resolution = P50 Sec. Certificate = P50 Board Resolution = P25 RDS = P35 Deed of Assign. = P25 Others = P10 per page + P50 per doc	
5		Prepares Payment Assessment Form (PAF)	2 minutes	SEC Support Staff		PAF
6	Proceeds to Cashier to pay corresponding fees	Receives payment and issues Official Receipt (O.R.)	5 minutes	Cashier		OR

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
7	Returns to PRU and presents PAF with OR	Paper – prints documents using pinmailer Film – releases document to client	5 minutes 1 minute	Retrieval Officer		
8	If authenticated – Proceeds to designated Authentication Officer/s	Checks, verifies completeness, stamps and signs documents and releases document to client	3-8 minutes	Authentication Officer		
9	Surrenders Appointment Form to Guard	Stamps the form with time of “out”		Guard on Duty		
END OF TRANSACTION—Option 1						

Option 2— For delivery

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Calls SEC Express Hotline no. 737-8888 OR goes online at www.secexpress.ph to order for delivery	Call center agent receives call and gets required client information; Service Provider receives online requests, assesses fee, and sends payment instructions to client		Third Party Service Provider	<i>Fees and charges are the same with documents for pick up, but with additional charge for courier delivery</i>	
2	Checks email for payment instructions, then proceeds to the nearest payment center to pay the assessed fee	Partner payment center receives payment; issues O.R./ payment confirmation		Third Party Service Provider		
3	Confirms payment with SEC Express	Prints manifest for all paid requests and distributes printing assignments to Retrieval Officers/Contract of Service (COS) personnel	3-10 minutes	Third Party Service Provider		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
4		Views, verifies, prints and tags assigned requested documents	3-5 minutes/doc	Retrieval Officer/COS personnel		
5		Prepares PAF	2-5 minutes/request	-do-		
6	On behalf of the client, the third party service provider proceeds to the Cashier and pays the fees, then presents OR to PRU	Issues OR	5-15 minutes	Cashier		
7		If authenticated, checks, verifies completeness, stamps and signs documents, then releases documents to the third party service provider	2-3 minutes/doc	Authentication officer		
8		Tags and transmits documents to courier for delivery	5-30 minutes	Third Party Service Provider		
9	Receives delivered documents	Delivers documents	Within 24-36 working hours (3-4.5 working days)	Third Party Service Provider— Partner Courier		
END OF TRANSACTION—Option 2						

Receiving of Document/s (Reports/Reportorial Requirements — i.e. General Information Sheet and Audited Financial Statement; documents other than reports — i.e. correspondences, etc.)

Schedule of availability of service	:	Monday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	General Public
What are the requirements	:	If reports/reportorial requirements, bring 4 sets/copies. Otherwise, no other requirements needed.
How to avail of the service	:	

1. Walk-in submission of reports/reportorial requirements
2. Online submission of reports/reportorial requirements
3. Walk-in delivery of correspondences and other documents

Option 1— Walk-in submission of reports/reportorial requirements

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Client proceeds to the Central Receiving and Releasing Unit, Ground Floor, SEC Bldg. or at any Satellite Office; gets queue number and waits to be called	Calls on the client's number		Receiving Officer	None	None
2	Presents 4 sets/copies of the documents	Encodes document, prints barcode page, and attached barcode page to each copy	3 minutes/doc	-do-		
3	Claims 1 set for his file copy, including the acknowledgment receipt (barcode page)	Retains 3 sets including original and returns 1 set to client	1 minute	-do-		
END OF TRANSACTION						

Option 2 — Online submission of reports/reportorial requirements

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Goes online at www.sens.secexpress.ph and accomplishes SEC Ex- press Nationwide Submis- sion (SENS) Form					
2a	Prints the system-generated forms. If no return copy: Checklist Form, and Mailing Label. Encloses the Checklist Form in a brown envelope with four (4) sets of your Audited Financial Statement (AFS) and/or General Information Sheet (GIS).					
2b	If with return copy: Checklist Form, SENS Tracking Form, Acknowledgment Receipt, and Mailing Label Encloses the Checklist Form and the SENS Tracking Form in a brown envelope with four (4) sets, including one original copy, of your AFS and/or GIS. Do not seal the envelope yet.					
3	Proceeds to a SENS Air21 Partner Courier and pre- sents the documents for submission	Assesses fees either for: a) submission only; or b) submission with a return copy	2 minutes/doc	Partner Courier staff	Fees and charges will vary depending on the type of submission, and on the area of delivery address if a return copy is needed.	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
4	Pays assessed fees	Issues receipt	1 minute/doc	-do-		
5a		Receives and checks tracking number against manifest; sorts documents accordingly, whether submission only or submission with a return copy; then transmits documents to SEC Head Office	5 minutes	Third Party Service Provider		
END OF TRANSACTION — Option 2 (if submission only)						
5b	Waits for return copy	Encodes, prints and attaches barcode page, then returns client's copy to SENS representative/third party service provider	2 minutes /doc	Receiving Officer/ COS personnel		
6b		Issues OR and processes documents with return copy for dispatch, then transmits to courier for delivery	4-7 minutes	Third Party Service Provider		
7b		Delivers to client	Within 24-36 working hours (3-4.5 working days)	Partner Courier		
END OF TRANSACTION — Option 2 (if with return copy)						

Option 3 — Walk-in delivery of correspondences and other documents

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Presents letters/ correspondence/ documents other than reportorial requirements	Receives and encodes document in iSubmit Module and prints 2 barcode pages; returns receiving copy to client	2 minutes/doc	Receiving Office/ COS personnel	None	None
2		Checks physical copy against Batch List, then transmits to Micrographics Unit for scanning	3-5 minutes	-do-		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
3		Scans documents	3 minutes/doc	Scanner Operator		
4		Transmits to concerned de- partment	Afternoon of the same day/Morning of the fol- lowing day			
END OF TRANSACTION						

Request for Reverse Search

Schedule of availability of service	:	Monday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	General Public and Government Agencies
What are the requirements	:	Request Letter
How to avail of the service	:	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Submits memo/request letter	Receives memo/request letter	15 minutes	SOD staff		Request letter
2		Endorses memo/request letter to the Office of the Chairperson to seek approval of the request for information	30 minutes			
3		Verifies request for information upon receipt of the memo/request letter with instructions from the Office of the Chairperson	30 minutes			
4		Generates program script for data extraction	30 minutes			
5		Creates reports based on data extracted and prepares response memo/letter	30 minutes			
6		Endorses response memo/letter to ERMD for documents retrieval	10 minutes			
7		If requesting party is a government agency, ERMD endorses response memo/letter to CRMD. If not, retrieves documents for printing based on the reports	5 minutes	ERMD/CRMD staff	Plain: AI/AAi—P100 BL—P100 GIS—P25 Authenticated: AI/AAi—P200 BL—P200 GIS—P100	
8	Claims the document requested	Releases documents to the client	30 minutes	ERMD/CRMD staff		
END OF TRANSACTION						

Economic Research and Training Department

- 1) Coordinates the formulation and monitoring of the agency's strategic and operational plans;
- 2) Prepares the agency's inputs to government plans and related reports/updates;
- 3) Prepares materials on the policies, plans, programs, and accomplishments of the SEC for reporting to government oversight agencies (eg. DBM, DOF, NEDA, Congress);
- 4) Publishes the SEC Annual Report;
- 5) Acts as the focal SEC department in implementing infomercials and conducting education programs for the external public;
- 6) Acts as the focal SEC department on matters pertaining to performance governance and quality management programs;
- 7) Coordinates with SEC department the formulation and implementation of the annual research agenda of the Commission;
- 8) Coordinates statistical compilation activities and represents the Commission in inter-agency activities on statistical concerns;
- 9) Provides technical support to inter-agency activities and coordination on matters relating to multi-lateral, regional and bilateral international trade and economic partnership agreements on financial services;
- 10) Coordinates the conduct of capacity building programs for capital market participants;
- 11) Administers certification examinations for capital market participants;
- 12) Coordinates with foreign donors on the implementation of SEC capacity building projects/activities as assigned by the Commission *en banc*;
- 13) Performs such other functions as may be directed by the Chair and Commissioners.

LIST OF TRANSACTIONS:

- 1) Request for Copy of the SEC Publication of the Philippines' Top Corporations
- 2) Request for Certification of Ranking in the Philippines' Top Corporations
- 3) Registration for Certification Seminars
- 4) Registration for the Head Office (Computer-Based) Examination
- 5) Registration for the Provincial (Pen and Paper) Examination
- 6) Posting of Examination Result
- 7) Releasing and Reprinting of Congratulatory Letter
- 8) Request for Student Orientation

Request for Copy of the SEC Publication of the Philippines' Top Corporation

Schedule of availability of service	:	Monday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	Individual and Institutional researchers
What are the requirements	:	None
How to avail of the service	:	
		1) Walk-In
		2) Phone-in/Facsimile (Fax)
		3) E-mail

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Files the request: a) In person to the Economic Research and Training Department (ERTD) at the West Wing, G/F Secretariat Bldg, PICC Complex, Pasay City, c/o Ms. Ma. Theresa M. Bersabal b) Through a phone call at telephone number 818-6117 or thru facsimile number 818-5526. c) Via email to mtmbersabal@sec.gov.ph	Receives request and assesses its nature to determine which data is exactly needed: a) If the 2015 edition covering FY 2014 financial operations is needed, explains to the client the appropriate fees/charges, then prepares and issues PAF b) If old issues/publications, refers the client to the <u>SEC Library</u>	2-5 minutes	Economic Research and Statistics Division (ERSD) Officer of the day	Main Report 1) Narrative (in PDF format) - P3,000 2) 13 schedules (in MS Excel format) - P5,000 Directory 1) In PDF format - P5,000 2) In MS Excel format - P10,000	
2	Pays the assessed fee at the cashier	Receives payment and issues OR	20 minutes	Cashier		OR / PAF
3	Returns to ERTD and presents machine validated PAF and OR to claim the report, then acknowledges receipt	Releases the report in electronic copy contained in CD-ROM, then records transaction in the ERSD logbook	Within 5 minutes	ERSD officer of the day		
END OF TRANSACTION						

Request for Certification of Ranking in the Philippines' Top Corporation

Schedule of availability of service	:	Monday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	Individual and Institutional researchers
What are the requirements	:	None
How to avail of the service	:	
		1) Walk-In
		2) Phone-in/Facsimile (Fax)
		3) E-mail

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Files the request: a) In person to the Economic Research and Training Department (ERTD) at the West Wing, G/F Secretariat Bldg, PICC Complex, Pasay City, c/o Ms. Ma. Theresa M. Bersabal b) Through a phone call at telephone number 818-6117 or thru facsimile number 818-5526. c) Via email to mtmbersabal@sec.gov.ph	Validates/checks the list of Top Corporations, then notifies the client whether or not included in the list. If included, issues the PAF for the Certification Fee	Within 1 hour	Economic Research and Statistics Division (ERSD) Officer of the day	P300.00 — certification fee	PAF
2	Pays the assessed fee at the cashier	Receives payment and issues OR	20 minutes	Cashier		OR / PAF
3	Returns to ERTD and presents machine validated PAF and OR to claim the certification, then acknowledges receipt	Records OR details, prepares and releases the certification, then records transaction in the ERSD logbook	Within 10 minutes	ERSD officer of the day		Certification of Ranking
END OF TRANSACTION						

Registration for Certification Seminars

Schedule of availability of service	:	Monday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	<u>Phase 1 Seminar:</u> Prospective Compliance Officers/Associated Persons (CO/AP) Prospective Certified Investment Solicitors (CIS) Prospective Equities Securities Salesmen (ESS) Prospective Fixed Income Market Salesmen (FIMS) Prospective Proprietary and Non-Proprietary Securities Salesmen (PNPSS)
		<u>Phase 2 Seminar:</u> Prospective Equities Securities Salesmen (ESS) Prospective Compliance Officers/Associated Persons (CO/AP)
What are the requirements	:	Fully accomplished registration form from the respective participants
How to avail of the service	:	

1) Download the appropriate form and accomplish the same. Please follow this link to view the form:

<http://www.sec.gov.ph/services-2/capital-market-professionals-3/certification-examination-and-results/>

2) Submit the accomplished form together with your registration fee at the West Wing, Ground Floor, Secretariat Building, PICC Complex, Pasay

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Submits registration form	Accepts registration form and issues Payment Assessment Form (PAF)	10 minutes	Training Staff		Registration form and PAF
2	Pays the registration fee at the SEC Cashier	Issues Official Receipt (OR)	10 minutes	Cashier	P9,600 each seminar for the Phase I and Phase II Exams (Subject to change upon the approval of the Commission En Banc)	PAF and OR
3	Returns to ERTD to submit the Cashier-validated PAF	Includes the participant's name in the final list of seminar participants and advises the participant about the seminar	10 minutes	Training Staff		PAF/OR
END OF TRANSACTION						

Registration for the Head Office (Computer-Based) Licensure Examination

Schedule of availability of service	:	Monday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	Prospective Compliance Officers/Associated Persons (CO/AP) Prospective Certified Investment Solicitors (CIS) Prospective Equities Securities Salesmen (ESS) Prospective Fixed Income Market Salesmen (FIMS) Prospective Proprietary and Non-Proprietary Securities Salesmen (PNPSS)
What are the requirements	:	Fully accomplished registration form from the prospective examinees
How to avail of the service	:	

- 1) Download the appropriate form and accomplish the same. Please follow this link to view the form:
<http://www.sec.gov.ph/services-2/capital-market-professionals-3/certification-examination-and-results/>
- 2) Submit the accomplished form together with your registration fee at the West Wing, Ground Floor, Secretariat Building, PICC Complex, Pasay

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Submits registration form	Accepts registration form and issues PAF)	10 minutes	Training Staff		Registration form and PAF
2	Pays the examination fee at the SEC Cashier	Processes payment and issues OR	10 minutes	Cashier	P500.00 (first-time and retake) (Subject to change upon the approval of the Commission En Banc)	PAF and OR
3	Returns to ERTD to submit the Cashier-validated PAF	Receives PAF and includes the name of the examinee in the examination schedule and gives the application receipt	10 minutes	Training Staff		PAF and Application Receipt
END OF TRANSACTION						

Registration for the Provincial (Pen and Paper) Licensure Examination

Schedule of availability of service	:	Monday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	Prospective Compliance Officers/Associated Persons (CO/AP) Prospective Certified Investment Solicitors (CIS) Prospective Equities Securities Salesmen (ESS) Prospective Fixed Income Market Salesmen (FIMS) Prospective Proprietary and Non-Proprietary Securities Salesmen (PNPSS)
What are the requirements	:	Fully accomplished registration form from the prospective examinees
How to avail of the service	:	

- 1) Download the appropriate form and accomplish the same. Please follow this link to view the form:
<http://www.sec.gov.ph/services-2/capital-market-professionals-3/certification-examination-and-results/>
- 2) Submit the accomplished form together with your registration fee at the West Wing, Ground Floor, Secretariat Building, PICC Complex, Pasay

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Submits formal request letter addressed to the ERTD Director signed by the company's authorized staff/official indicating the date, confirmed number of examinees, and location at least two months prior to the requested examination date. (Client must meet the required minimum 30 examinees)	Office of the ERTD Director receives the letter and forwards the same to the Assistant Director of the Training Division. The Training Division acknowledges receipt of the letter and prepares memo for submission to the Commission En Banc for its approval.	3 days	Executive Assistant of the Director TD Assistant Director		Request Letter Memo to Commission En Banc
2	Waits for the approval of the request.	Once approved, the Training Division advises the client to submit the examinees' registration forms and settle the examination fees.	7 working Days*	Cashier	P2,000 (Subject to change upon the approval of the Commission En Banc)	PAF and OR

****Since the conduct of provincial licensure examinations entails administrative preparations (hotel booking, flight schedules, etc.), we are also concerned on ensuring the integrity of the examination process and the safety and convenience of our stakeholders. We cannot assure our clients that this can be done in 7 working days. Prior to the lapse of the processing time, the Training Division shall notify the applicant/s or requesting party in writing of the reason for the extension of the processing time. Such written notification shall be signed by the applicant or requesting party to serve as proof of notice.***

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
3	Submits registration forms to TD.	Accepts registration forms and issues PAF.	30 minutes	Training Staff	P2,000	PAF and OR
	Pays the registration fee at the Cashier.	Issues Official Receipt (OR).		Cashier		
	Returns to ERTD to submit the cashier-validated PAF.	Informs the client the schedule and venue of the provincial licensure exam.		Training Staff		
END OF TRANSACTION						

Posting of Examination Result

Schedule of availability of service	:	Monday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	Prospective Compliance Officers/Associated Persons (CO/AP) Prospective Certified Investment Solicitors (CIS) Prospective Equities Securities Salesmen (ESS) Prospective Fixed Income Market Salesmen (FIMS) Prospective Proprietary and Non-Proprietary Securities Salesmen (PNPSS)
What are the requirements	:	N/A
How to avail of the service	:	View the result online. Please follow this link to view the result: http://www.sec.gov.ph/public-information-2/registered-firms-individuals-and-statistics/capital-market-professionals-3/sec-certification-examination-and-results-2017/

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	For the Head Office (Computer-Based) Licensure Examination: Waits for 3 working days from the date of the examination for the posting of the result in the SEC website.	Extracts the result from the server. Submits the printed results for signature of the Head of Training Division and ERTD Director. Submits the signed documents to ICTD for posting in the SEC website.	3 days	ICTD Staff Training Staff Training Staff	n/a	List of passers Website Update Request Form
	For the Provincial (Pen and Paper) Licensure Examination: Waits for 14 working days from the date of the examination for the posting of the result in the SEC website.	Encodes the examinee's test paper answers. Extracts the result from the server. Submits the printed results for signature of the Head of Training Division and ERTD Director. Submits the signed documents to ICTD for posting in the SEC website.	14 days	Training Staff ICTD Staff Training Staff Training Staff		 Website Update Request Form
END OF TRANSACTION						

Releasing and Reprinting of Congratulatory Letters

Schedule of availability of service	:	Monday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	Those who passed the Examination for Compliance Officers/Associated Persons (CO/AP), Certified Investment Solicitors (CIS), Equities Securities Salesmen (ESS), Fixed Income Market Salesmen (FIMS), Proprietary and Non-Proprietary Securities Salesmen (PNPSS)
What are the requirements	:	Endorsement/Authorization letter from the respective examinee/s
How to avail of the service	:	Examinees can claim their congratulatory letter/s by way of personal appearance or through their authorized representative.

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Proceeds to the ERTD Office for personal appearance. Authorized representative submits authorization letter addressed to ERTD Director.	Locates and photocopies the document/s Releases the Congratulatory Letter .	15 minutes	Training Staff	None	Authorization Letter
2	Receives congratulatory letter; signs the receiving copy	Retains a copy signed by the examinee or the authorized representative	15 minutes	Training Staff		Congratulatory Letter
3	Reprinting of the congratulatory letter: For data correction: Submits request letter addressed to ERTD Director with the original copy of the Congratulatory letter.	Verifies the records and prints the document requested.	30 minutes	Training Staff	None for data correction	Congratulatory Letter
	For reprinting in case of loss: Submits request letter addressed to ERTD Director, with photocopy of 2 valid IDs and affidavit of loss.	Verifies the records, prepares PAF, prints the document and puts a CTC mark	30 minutes	Training Staff	P300 for reprinting in case of loss	PAF/Congratulatory Letter
END OF TRANSACTION						

Student Orientation

Schedule of availability of service	:	Monday to Friday, 8:00 AM to 5:00 PM (no noon break)
Who may avail of the service	:	Universities/Colleges
What are the requirements	:	Request Letter addressed to the Chairperson signed by a school official
How to avail of the service	:	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	At least one month prior to the desired date of orientation, submits request letter signed by the school official, addressed and sent to the Office of the Chairperson via email, snail mail, courier, or hand-delivery, indicating the following information: desired date of orientation, number of students and faculty who will participate in the orientation, desired topic of orientation, name of the school representative coordinating the student orientation, and contact information (email, land-line and mobile phone) of the school coordinator.	The Office of the Chairperson transmits the request letter to the ERTD Director and Assistant Director of the Training Division	Within three (3) days from receipt of letter	Office of the Chairperson	None	Request Letter and Instruction from the Chairperson
2	Waits for the response from the Training Division.	The ERTD Training Division attends to the request. Confirms the request and coordinates with the school coordinator, as indicated in the letter, about the orientation through e-mail and phone call. Prepares memo addressed to the concerned department for the request of resource person/s and preparation of appropriate office order. Conducts the orientation on the date agreed upon.	2 days from receipt of the request letter from the Office of the Chairperson	ERTD Training Division Staff		

END OF TRANSACTION

Human Resource and Administrative Department

- 1) Implements CSC law, rules and regulations, in matters of recruitment and selection, training and staff development, scholarship grants, performance management, merit promotion, employee welfare, and administrative disciplinary actions;
- 2) Manages the activities of the Medical and Dental Unit in providing health care to SEC employees;
- 3) Conducts Human Resource (HR) policy research;
- 4) Implements internal and external communications system such as publication of newsletter, SEC Circulars, Vacant Positions and other publications as may be assigned from time to time;
- 5) Coordinates with the Office of the Commission Secretary on media relation matters;
- 6) Manages SEC Library;
- 7) Provides timely and effective administrative and general services support to the departments and offices of the Commission;
- 8) Provides administrative support and assistance in the procurement process of the SEC in accordance with Republic Act No. 9184 and its Implementing Rules and Regulations (IRR) and other applicable laws and rules;
- 9) Reviews and submits SALN of employees to appropriate agencies;
- 10) Manages the Citizen's Charter and monitors compliance with the Anti-Red Tape Act of 2007 (ARTA) (Republic Act No. 9485);
- 11) Plans and implements Gender and Development (GAD) programs;
- 12) Plans and implements Senior Citizen related concerns;
- 13) Administers the Internship Program;
- 14) Performs such other functions as may be directed by the Chair and Commissioners.

LIST OF TRANSACTIONS:

- 1) Library Services: Reference Queries (Phone-in, Walk-in, E-mail)
- 2) Legal Research Assistance (With the Aid of Online Legal Facilities)
- 3) Access to Library Resources (Room Use Reading)
- 4) Photocopying/Printing Services
- 5) Circulation Services
- 6) Issuance of Bid Documents
- 7) Routine Queries Related to Procurement (Phone-in, Walk-in)
- 8) Issuance of Notice of Award/Issuance of Notice to Proceed
- 9) Posting of Performance Security (For Surety Bond and For Manager's Check/Cash)
- 10) Release of Perfected Contracts/Purchase Orders/Work Orders

Library Services — Reference Queries

Schedule of availability of service : Monday to Friday, except holidays and during its periodic inventory, 8:00 AM to 5:00 PM
Who may avail of the service : General Public
What are the requirements : None
How to avail of the service :

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Client makes a call through 818-5994 Client sends e-mail to lrid@sec.gov.ph Client transacts business with library personnel face-to-face	Proceeds with reference interview and fills out Client Inquiry and Assistance Form	1 minute	Library Specialist / Library Assistant	None	Client and Inquiry Assistance Form
2		Validates the inquiry, the availability of information on the online legal facilities, and the mode of delivery, as per necessary.	3 minutes	-do-	None	
3		Provides material or information, if available. If not, recommends alternative sources of information and/or service provider/s.	1 minute	-do-	None	
END OF TRANSACTION						

Legal Research Assistance (With the Aid of Online Legal Facilities)

Schedule of availability of service	:	Monday to Friday, except holidays and during its periodic inventory, 8:00 AM to 5:00 PM
Who may avail of the service	:	General Public
What are the requirements	:	None
How to avail of the service	:	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Client makes a call through 818-5994 Client sends e-mail to lrid@sec.gov.ph Client transacts business with library personnel face-to-face	Proceeds with reference interview and fills out Client Inquiry and Assistance Form	1 minute	Library Specialist / Library Assistant	None	Client and Inquiry Assistance Form
2		Provides access to the online legal facilities using the SEC Library's account				
3	Uses the SEC's online legal facilities	Assists the client in using the online legal facilities and in finding the needed information, as necessary.	15-30 minutes			
END OF TRANSACTION						

N.B. The availability of this service is subject to the agency's subscription to online legal facilities.

Library Services — Access to Library Resources (Room Use Reading)

Schedule of availability of service	:	Monday to Friday, except holidays and during its periodic inventory, 8:00 AM to 5:00 PM
Who may avail of the service	:	General Public
What are the requirements	:	None
How to avail of the service	:	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Proceeds to the Online Public Access Catalog (OPAC) to access the Library's collection.	Provides assistance in the use of the OPAC, as necessary.	2 minutes	Library Specialist / Library Assistant	None	
	Asks assistance from the library personnel for material/s needed or for other reference inquiries.	Proceeds with reference interview. Validates inquiry and availability of information.	1 minute			
2	Fills out Client Assistance Form	Locates and provides needed material/s; answers reference queries	2 minutes			Client Assistance Form
3	Proceeds to reading area	Provides follow-on assistorial service to the client, as necessary	1 minute			
END OF TRANSACTION						

Library Services — Photocopying/Printing Services

Schedule of availability of service	:	Monday to Friday, except holidays and during its periodic inventory, 8:00 AM to 5:00 PM
Who may avail of the service	:	General Public
What are the requirements	:	None
How to avail of the service	:	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Locates material for printing/photocopying	Receives material for printing/photocopying from client	2 minutes	Library Specialist / Library Assistant		Client Assistance Form
	Asks assistance from the library personnel for material/s needed.	Proceeds with reference interview. Validates inquiry and availability of material. Locates and provides needed material/s.	1 minute			
2	Fills out Photocopying Slip	Validates photocopying/printing request is within copyright Fair Use Policy. Issues Payment Assessment Form (PAF). Proceeds to prepare request.	5 minutes			Payment Assessment Form (PAF)
3	Proceeds to Cashier	Receives payment and issues OR	5 minutes	Cashier	P5.00 per page	
4	Upon payment, presents proof of payment, and submits the validated PAF	Fills out Client Assistance Form and turns over the requested documents	1 minute	Library Specialist / Library Assistant		Client Assistance Form
END OF TRANSACTION						

Library Services — Circulation Services

Schedule of availability of service	:	Monday to Friday, except holidays and during its periodic inventory, 8:00 AM to 5:00 PM
Who may avail of the service	:	SEC Employees (regardless of employment status)
What are the requirements	:	SEC Employee ID, Note of Authorization if borrowing for someone else
How to avail of the service	:	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Proceeds to the catalog or the computer database for access to library collection.	Provides assistance in the use of the catalog or the computer database, as per necessary.	2 minutes	Library Specialist / Library Assistant	None	
	Asks assistance from the library personnel for material/s needed or other reference inquiries	Proceeds with reference interview. Validates inquiry and availability of information.	1 minute			
2		Locates and provides needed material/s; answers reference queries. Fills out Client Inquiry and Assistance Form.	2 minutes			Client Inquiry and Assistance Form
3	Fills out Book Card and receives material	Provides follow-on assistorial service to the client, as necessary.	1 minute			Respective material's book card
4		Stamps due date on book card. Records and files the book card and records transaction in the Borrower's Logbook	2 minutes			
5	Returns or renews material after two weeks		1 minute			
END OF TRANSACTION						

Issuance of Bid Documents

Schedule of availability of service : Monday to Friday, except holidays, 8:00 AM to 5:00 PM

Who may avail of the service : Prospective Bidders/Vendors/Suppliers registered in PhilGEPS

What are the requirements :

- 1) Payment for the Bidding Documents
- 2) Letter of Intent (for Consultancy projects)
- 3) Proof of Invitation/Letter of Intent (for projects to be undertaken thru Negotiated Procurement/Consultancy)

How to avail of the service : Visit the Procurement Division (PD) at HRAD, 3rd Floor, Secretariat Bldg., PICC Complex, Pasay City

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Approaches anyone from the PD, fill out request for Order of Payment Form and submit to the PD Staff	Issues Order of Payment/ Payment Assessment Form (PAF)	1 minute	PD Staff	None	Order of Payment Form/PAF
2	Pays for the Bidding Documents at the Cashier's Office	Receives payment and issues Official Receipt (OR)	5 minutes (if on queue)	Cashier	Amount indicated in the PAF	OR
3	Presents Official Receipt (OR) to the PD Staff	Photocopies the OR and PAF, and issues the Bidding Documents	2 minutes	Project Facilitator		SEC Bidding Documents
END OF TRANSACTION						

Routine Queries (Phone-in, Walk-in)

Schedule of availability of service	:	Monday to Friday, except holidays, 8:00 AM to 5:00 PM
Who may avail of the service	:	General Public
What are the requirements	:	None
How to avail of the service	:	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Asks the Procurement Division (thru phone/e-mail/personal)	Answers queries/refers the queries to the facilitator/s of the project*	5 minutes**	PD Personnel/ Project Facilitator	None	None
END OF TRANSACTION						

*Observing the restrictions/limitations of information provided by law (RA 9184 and its IRR/GPPB Policies & Resolutions)

**Depends on the channel used by the client

Issuance of Notice of Award

Schedule of availability of service	:	Monday to Friday, except holidays, 8:00 AM to 5:00 PM
Who may avail of the service	:	Winning Bidder
What are the requirements	:	Identification Card/Any proof of authorization to receive the document
How to avail of the service	:	Visit the Procurement Division (PD) at HRAD, 3rd Floor, Secretariat Bldg., PICC Complex, Pasay City

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Approaches anyone from the Procurement Division (PD)	Prepares the Notice of Award (NOA) signed by the SEC Chairperson or the delegated signatories, HRAD or ICTD Director	1 minute	PD Staff/ Project Facilitator	None	None
2	Signs in the logbook and the receiving copy of NOA	Releases NOA* for signature of the Bidder's authorized representative on the conforme portion	3 minutes			
END OF TRANSACTION						

*Winning bidder to return duly signed copies to the PD within five (5) calendar days and submit corresponding security/performance bond, if applicable, within ten (10) calendar days

Issuance of Notice to Proceed

Schedule of availability of service	:	Monday to Friday, except holidays, 8:00 AM to 5:00 PM
Who may avail of the service	:	Winning Bidder
What are the requirements	:	Identification Card/Any proof of authorization to receive the document
How to avail of the service	:	Visit the Procurement Division (PD) at HRAD, 3rd Floor, Secretariat Bldg., PICC Complex, Pasay City

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Approaches anyone from the Procurement Division (PD)	Prepares the Notice to Proceed (NTP) signed by the SEC Chairperson or the delegated signatories, HRAD or ICTD Director	1 minute	PD Staff/ Project Facilitator	None	None
2	Signs on the receiving copy of NTP	Releases NTP for signature of the Bidder's authorized representative on the conforme portion	3 minutes			
END OF TRANSACTION						

Posting of Performance Security

Schedule of availability of service : Monday to Friday, except holidays, 8:00 AM to 5:00 PM
Who may avail of the service : Bidders/Vendors/Suppliers
How to avail of the service : Visit the Procurement Division (PD) at HRAD, 3rd Floor, Secretariat Bldg., PICC Complex, Pasay City

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
For Surety Bond						
1	Approaches anyone from the Procurement Division (PD) and submits the Surety Bond	Receives the bond and files with other pertinent documents of the project	2 minutes	PD Staff/ Project Facilitator	None	None
END OF TRANSACTION						
For Manager's Check/Cash						
1	Approaches the Procurement Specialist, and fills out the request for Order of Payment/Payment Assessment Form (PAF)	Issues PAF	1 minute	Procurement Specialist	None	
2	Pays in cash/deposits the check at the Cashier Office	Receives payment and issues OR	10 minutes	Cashier (on queue)	Depends on the Approved Budget of the Contract (ABC)	
3	Presents the Official Receipt to PD	Photocopies the Official Receipt for documentation	1 minute	PD Staff/ Project Facilitator	None	
END OF TRANSACTION						

Release of Perfected Contracts/Purchase Orders/Work Orders

Schedule of availability of service	:	Monday to Friday, except holidays, 8:00 AM to 5:00 PM
Who may avail of the service	:	Winning Bidder
What are the requirements	:	Identification Card/Any proof of authorization to receive the document
How to avail of the service	:	Visit the Procurement Division (PD) at HRAD, 3rd Floor, Secretariat Bldg., PICC Complex, Pasay City

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Approaches anyone from the Procurement Division (PD)	Prepares the contract*/purchase order (PO)/work order (WO) signed by the SEC Chairperson or the delegated signatories, HRAD or ICTD Director	1 minute	PD Staff/ Project Facilitator	None	None
2	Signs on the receiving copy	Releases the contract*/PO/ WO for signature of the Bidder's authorized representative on the conforme portion	1 minute	-do-		
END OF TRANSACTION						

*In case of service contracts/service level agreements, the Bidder's representatives will sign first. After the SEC signatories have signed, the contract will be prepared for notarization.

Financial Management Department

- 1) Prepares and submits the Commission's budget documents and financial reports to oversight agencies;
- 2) Allocates, processes, and releases SEC funds to different programs, projects and activities (PAPs);
- 3) Processes and releases payments and claims to, and remittances for all SEC employees and creditors;
- 4) Collects all SEC income from its clientele and deposits the same to the National Treasury on the following working day;
- 5) Serves as custodian of promissory notes of registered commercial paper issuers and deposit substitutes of multinationals and other foreign corporations doing business in the Philippines;
- 6) Pre-audits all disbursements as to accuracy and compliance with rules and regulations on disbursements;
- 7) Confirms GSIS loan applications;
- 8) Reconciles subsidiary ledgers against the general ledger;
- 9) Manages and operates the Provident Fund;
- 10) Processes requests for refunds of filing fees, and application/utilization and transfer of payments of the same corporation as recommended by the operating departments;
- 11) Processes requests for authentication of official receipts;
- 12) Performs such other functions as may be directed by the Chair and Commissioners.

LIST OF TRANSACTIONS:

- 1) Purchase of PIN Mailer
- 2) Payment of Fees for Registration Transaction
- 3) Payment of Fees for Non-Registration Transaction

Purchase of PIN Mailer

Schedule of availability of service	:	Monday to Friday, 7:30 AM to 5:00 PM (no noon break)
Who may avail of the service	:	Walk-in public clients/customers
What are the requirements	:	Fully accomplished Purchase Order Slip (POS) and payment
How to avail of the service	:	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Gets priority service number and fills-up completely the Purchase Order Slip (POS)		5 seconds	Guard on duty (cashier area)		Purchase Order Slip (POS)
2	Waits for the queuing number to be served		No definite time for it depends on the number of transactions of the clients being served			
3	Pays to the cashier with completely filled-up POS	Processes payment and issues official receipt (OR) together with the PIN Mailer	8 minutes	Cashier	P100.00 each	
END OF TRANSACTION						

Payment of Fees for Registration Transaction

Schedule of availability of service	:	Monday to Friday, 7:30 AM to 5:00 PM (no noon break)
Who may avail of the service	:	Filer/s or company representative/s
What are the requirements	:	Payment Assessment Form (PAF) and payment
How to avail of the service	:	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Gets priority service number		5 seconds	Guard on duty (cashier area)	None	
2	Waits for the queuing number to be served		No definite time for it depends on the number of transactions of the clients being served	Cashier		
3	Pays to the Cashier with PAF form issued by the concerned operating department	Processes payment by encoding the PAF number in the SEC i-Report Cashiering Module. If in order, issues official receipt, and returns the machine-validated PAF to the client	5 minutes	Cashier	Depends on type of transaction	PAF
4	Returns to the concerned department					
END OF TRANSACTION						

Payment of Fees for Non-Registration Transaction

Schedule of availability of service	:	Monday to Friday, 7:30 AM to 5:00 PM (no noon break)
Who may avail of the service	:	Company representative/Payer
What are the requirements	:	Payment Assessment Form (PAF) and payment
How to avail of the service	:	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (under normal circumstances)	PERSON IN CHARGE	FEES	FORM
1	Gets priority service number		5 seconds	Guard on duty (cashier area)	None	
2	Waits for the queuing number to be served		No definite time for it depends on the number of transactions of the clients being served	Cashier		
3	Pays to the Cashier with PAF form issued by the concerned operating department	Processes payment by encoding the PAF number in the SEC i-Report Cashiering Module. If in order, issues official receipt, and returns the machine-validated PAF to the client	5 minutes	Cashier	Depends on type of transaction	PAF
4	Returns to the concerned department					
END OF TRANSACTION						