

FINANCIAL ANALYSIS AND AUDIT DEPARTMENT

# NOTICE

**SUBJECT: TRANSFER OF LOCATION FOR RECEIVING OF HARD COPIES AND RELEASING OF SIGNED CERTIFICATES FOR FAAD APPLICATIONS**

Please be advised that **effective today, 30 June 2025**, the receiving of hard copies and releasing of signed Certificates for applications processed and approved by the Financial Analysis and Audit Department (FAAD) shall be conducted at the FAAD Office:

| <i>Old Receiving/Releasing Office:</i>                                                                                              | <i>New Receiving/Releasing Office:</i>                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| SEC Satellite Office, 4 <sup>th</sup> Floor, Robinsons Galleria Ortigas, Ortigas Avenue, Ortigas Center, Quezon City, Metro Manila. | FAAD Office, 4 <sup>th</sup> Floor, SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, Philippines |

This adjustment is implemented to streamline the internal processing of applications and promote efficiency in the issuance of FAAD Certificates, by reducing the document transfer time between the SEC Satellite Office in Robinsons Galleria, Quezon City, and the SEC Headquarters, Makati City.

Applicant may still opt to avail of the SEC's in-house courier service for the delivery of Certificates to their registered address after submission of the required hard copies.

For your guidance and compliance.

Issued on 30 June 2025 in Makati City, Philippines.