



INFORMATION AND COMMUNICATIONS TECHNOLOGY DEPARTMENT

TO: **ALL CONCERNED**

SUBJECT: **SUBMISSION OF SECONDARY REPORTS THROUGH
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Effective August 18, 2025, please be advised that filing of secondary reports sent to ictdsubmission@sec.gov.ph will be automatically reverted if they fall under any of the specified reasons for reversion.

Kindly refer to the list below for the possible reasons for reversion and the corresponding guidelines to help you avoid such reversion.

Reasons for Reversion	Reminders for Filing the Secondary Reports thru ictdsubmission@sec.gov.ph
Incorrect Subject Line Format	Ensure to follow the email subject line format: Form Type Code: SEC Registration Number Example: 23-A:CS201605659
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Incorrect File Format	Ensure that the attached document is in PDF format. The submission of report in ictdsubmission@sec.gov.ph only allows PDF Format.
Multiple Attachments	Ensure that the report is submitted as a single PDF file containing the complete set of documents.
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Email with Embedded Links	When submitting a report, kindly ensure that email is free from embedded links or hyperlinks for security-related reasons.

For guidance and reference. Thank you.