



CITIZEN'S CHARTER

THE SEC HEADQUARTERS



FY 2025, 1st Edition



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O

O.1.

O.2.



VISION

By 2049, our driven, highly trained, and customer-centric SEC team and its distinct ability to embrace cutting-edge and innovative technology will have enabled the transformation of the Philippines into the best business sector and capital market of choice.

By 2028, the SEC with its driven, highly-trained, agile, and customer-centric team of professionals, equipped with digital technology and adaptive registration and data management systems, is the premier investor champion and catalyst of a deep, broad, sustainable, and informed investor- based capital market and more empowered business sector considered among the best in the Southeast Asian region.

MISSION

We are the gateway to doing business in the Philippines. We provide a competitive, secure, and sustainable environment for fast and easy company registration and monitoring, efficient capital formation, broad stakeholders participation, transformative business innovation, and strong investor protection.



CORE VALUES



INTEGRITY

We are ethical, honest, fair, and sincere in our private and public lives.



PROFESSIONALISM

We are capable and competent in performing our mandate, we excel in our fields of expertise, and we possess high ethical principles and standards which are essential in providing timely, quality, and committed public service.



ACCOUNTABILITY

We are responsible for our actions and decisions.



TEAMWORK

We collaborate to achieve our common goals and tasks in a seamless and efficient manner.



INDEPENDENCE

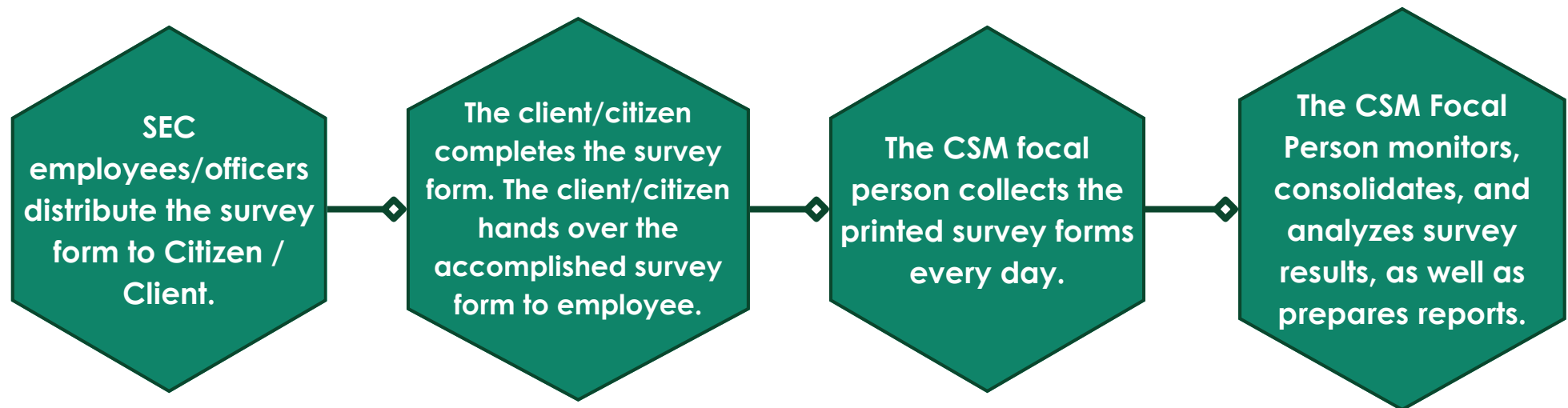
We act without fear or favor, and render sound judgment in the performance of our duties and responsibilities.



FEEDBACK AND COMPLAINTS MECHANISM

We value your feedback. Please let us know how we have served you through our Client Satisfaction Measure (CSM).

ON-SITE CONDUCT OF CSM FORM

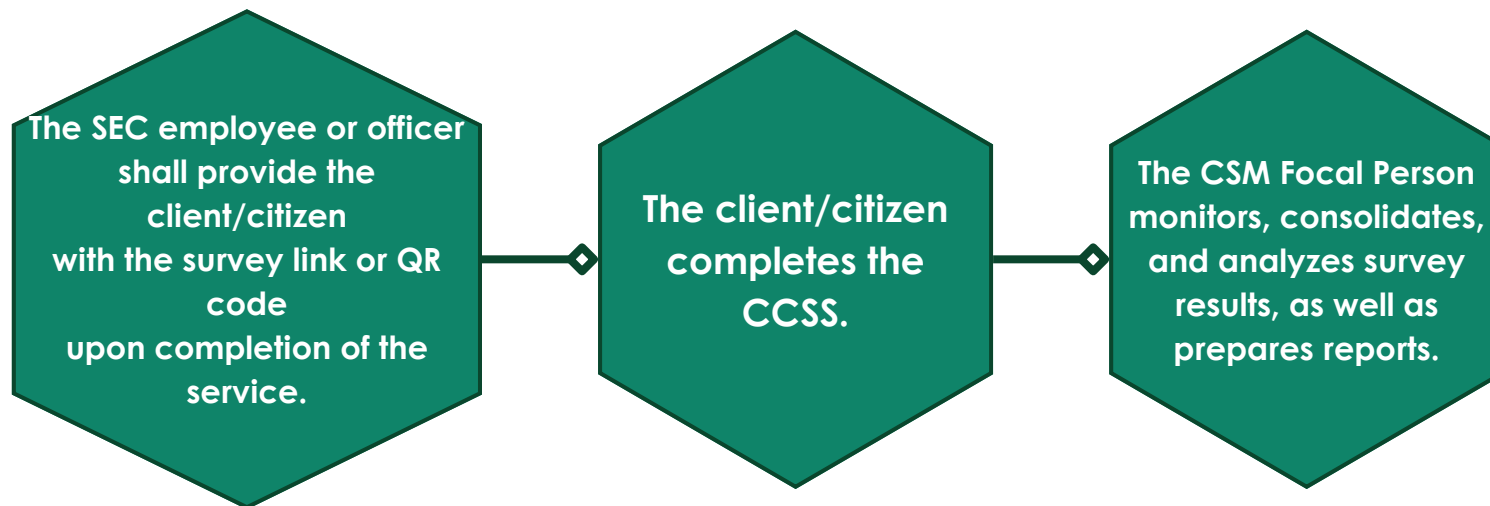




FEEDBACK AND COMPLAINTS MECHANISM

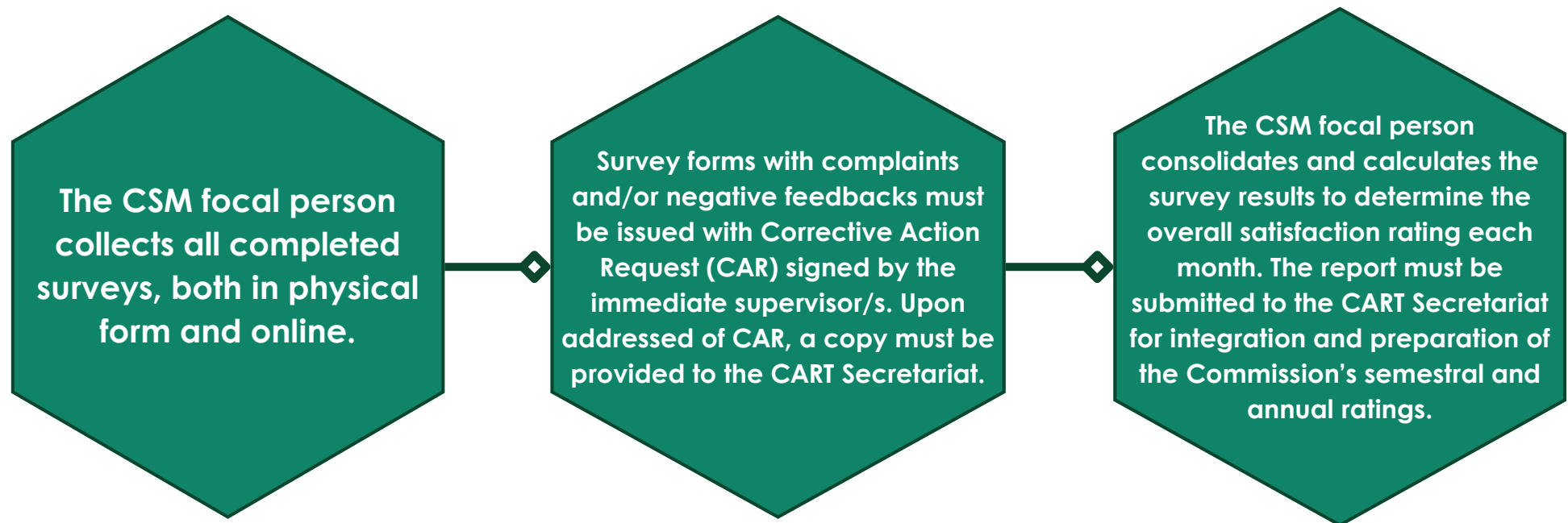
We value your feedback. Please let us know how we have served you through our Client Satisfaction Measure (CSM).

REMOTE CONDUCT OF CSM FORM





Monitoring, Consolidation and Analysis of Client Satisfaction Measure (CSM)





Issuance of Corrective Action Request (CAR)



***Note: Negative Feedback** - refers to a perception of low satisfaction with a specific service. Ratings of Dissatisfied (D), Very Dissatisfied (VD), and any negative remarks or comments are considered negative feedback, which can be collected from survey forms. Negative feedback may indicate dissatisfaction with a particular service dimension, while the client may still be generally satisfied overall. Therefore, negative feedback should not always be interpreted as a formal complaint. It serves as an opportunity for improvement, and actions taken to address it shall be documented and addressed using a Corrective Action Request (CAR) and included in the CCSS report.



CONTACT US



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OFFICE OF THE GENERAL COUNSEL

Citizen's Charter, FY 2025 | 1st Edition



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1. Filing of Petition for Calling of Meeting and Election of Officers

This service details the procedure on how a person (natural or juridical) can file a Petition for Calling of Meeting and Election of Officers under Section 25 or 49 of the Revised Corporation Code.

Division / Office	Adjudication Division / Office of the General Counsel
Classification	Highly Technical (20 days) ¹
Type of Transaction	Government to Citizen (G2C); Government to Business (G2B)
Type of Service	External Service
Who may Avail	Individuals, Corporations, and Associations

¹ Filing of Petition / Appeal Memorandum is covered by **Highly Technical** within the context of Section 5 of the Securities Regulation Code, 2015 Implementing Rules and Regulations of the Securities Regulation Code, Section 179 of the Revised Corporation Code, and SEC 2016 Rules of Procedure.

General Remarks:

Historically, Section 3 of Republic Act (RA) No. 9485 ("Anti-Red Tape Act of 2007") states that those performing judicial, quasi-judicial and legislative functions are excluded from its coverage. When RA No. 9485 was amended by RA No. 11032 ("Ease of Doing Business and Efficient Government Service Delivery Act of 2018"), the exclusion of quasi-judicial function from the coverage of the law was maintained because Section 3 of the latter Act provides that it shall apply to all government offices that provide services covering business and non-business related transactions as defined in said Act.

"**Government Service**" is defined in Section 4 of RA No. 11032 as the process or transaction between applicants or requesting parties and government offices or agencies involving applications for any privilege, right, reward, license, clearance, permit or authorization, concession, or for any modification, renewal or extension of the enumerated applications or requests which are acted upon in the ordinary course of business of the agency or office concerned.

Relatively, pertinent provisions under Title XVI of the Revised Corporation Code are quoted as follows:

"Sec. 154. Investigations and Prosecution of Offenses. – The Commission may investigate an alleged violation of this Code, or of a rule, regulation, or order of the Commission.
xxx xxx xxx

Sec. 156. Cease and Desist Orders. – Whenever the Commission has reasonable basis to believe that a person has violated, or is about to violate, this Code, a rule, regulation, or order of the Commission, it may direct such person to desist from committing the act constituting the violation.
xxx xxx xxx

Sec. 158. Administrative Sanctions. – If, after due notice and hearing, the Commission finds that any provision of this Code, rules or regulations, or any of the Commission's orders has been violated, the Commission may impose any or all of the following sanctions, taking into consideration the extent of participation, nature, effects, frequency and seriousness of the violation:
xxx xxx xxx."

Under Sec. 5(l) of the Securities Regulation Code, the Commission has also the power to issue subpoena duces tecum and summon witnesses to appear in any proceedings of the Commission and in appropriate cases, order the examination, search and seizure of all documents, papers, files and records, tax returns, and books of accounts of any entity or person under investigation as may be necessary for the proper disposition of the cases before it, subject to the provisions of existing laws.

Based on the foregoing provisions, the SEC has inherent quasi-judicial power which authorizes it to hear and decide cases in the performance of its duty and enforce its decisions in accordance with law.

It must be noted that administrative adjudication, or the authority to hear and decide cases pursuant to the laws implemented by an administrative agency, **DOES NOT** involve approval of applications for any privilege, right, reward, license, clearance, permit or authorization, concession, or for any modification, renewal or extension of the enumerated applications or requests. As such, administrative adjudication **DOES NOT** fall within the ambit of Section 3 of RA No. 11032 because it is not the "Government Service" contemplated in Section 4 thereof and is therefore, not subject to the prescribed processing times for Government Services under Section 9 of the same Act. We note that Section 9 of RA No. 11032 is entitled "Accessing Government Services", which clearly applies to "Government Service" as defined in Section 4 thereof (i.e. applications for any privilege, right, reward, license, clearance, etc.).

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Petition for Calling of Meeting and Election of Officers (Section 25 or 49 of the Revised Corporation Code) a. A Petition for Calling of Meeting and Election of Officers (“Petition”) must pertain to a single corporation only. The consolidation in one (1) petition involving two (2) or more corporations is not allowed; b. The Petition must be signed and verified by the: (1) stockholders/members of the corporation, with proof of ownership/membership attached to the Petition; or (2) members of the board of directors/trustees of the corporation, with proof of membership to the board attached to the Petition; c. The verified Petition must state: i. the principal place of business or postal address of the corporation; and ii. the names of its board of directors/trustees and their respective complete addresses for the service of processes from the Commission; d. The Petition shall allege the facts narrating the non-holding of regular/annual meeting or election; or the unjustified non-holding of the regular/annual meeting or election; or the failure to designate new date of election; or the failure to hold election on the rescheduled date; and shall attach to the Petition the relevant documents as evidence such as, but not limited to, Articles of Incorporation, By-laws, General Information Sheet (“GIS”), notice and minutes of meetings, affidavits, and other documents to support the claims/allegations therein; and e. A Verification and Certification of Non-Forum Shopping in accordance with Sec. 3-3, Rule III of Part II in relation to Sec. 3-3, Rule III of Part III, and Sec. 3-4, Rule III of Part III, respectively, of the 2016 SEC Rules of Procedure.	Petition – Prepared by Client Verification and Certificate of Non-Forum Shopping – Prepared by Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Other Requirements: a. Copies to be Filed - One (1) original copy and five (5) legible copies - Petition and its supporting documents - Verification and Certificate of Non-Forum Shopping b. Format and Style - All petitions, pleadings, motions and similar papers shall be written in single space with one-and-a-half (1 ½) space in between paragraphs, using an easily readable font style of the party's choice, of 14-size font, and on a 13-inch by 8.5-inch white bond paper pursuant to the provisions of <i>Efficient Use of Paper Rule</i> (A.M. No. 1909-4-SC). c. Identification of the Filer / Authorized Representative - Photocopy of identification of the filer / authorized representative, with original presented for verification, of any of the following acceptable valid identification (ID) card: - Philippine Identification (PhilID) - Social Security System (SSS) Card - Government Service Insurance System (GSIS) Card - Unified Multi-Purpose Identification (UMID) Card - Passport - Alien Certificate of Registration identity Card - Driver's License - Integrated Bar of the Philippines (IBP) ID / Professional Regulatory Commission (PRC) ID - Voter's ID - PWD ID / Senior Citizen ID / Solo Parent ID - Other identification cards, subject to the assessment of the Officer of the Day.	Prepared by Client The list of acceptable valid IDs may be obtained from the following agencies and offices: - Philippine Statistics Authority (PSA) - SSS - GSIS - SSS / GSIS - Department of Foreign Affairs - Bureau of Immigration - Land Transportation Office - IBP - PRC - COMELEC - Municipality / City where the Filer / Authorized Representative resides

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the verified Petition and its supporting documents. Location: 14th Floor, The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Bel-Air, Makati City 1209 Via e-mail: ogc_legal@sec.gov.ph Note: <i>If sent via e-mail, the client should send the hard copies of the Petition and its supporting documents to the Commission, through the OGC.</i>	1.1 Assess the form and completeness of the verified Petition and its supporting documents 1.2 If complete, receive the verified Petition and provide instructions in the OD slip / OD clearance, if received via email 1.3 Issue the Payment Assessment Form (PAF)	None None None	15 minutes 5 minutes 5 minutes	Securities Counsel I/ Securities Counsel II/ Securities Review Counsel/ Supervising Securities Review Counsel ("Officer of the Day" / "OD") Securities Counsel I/ Securities Counsel II/ Securities Review Counsel/ Supervising Securities Review Counsel ("Officer of the Day" / "OD") Administrative Officer
2. Pay the filing fee through the following payment channels: ESPAYSEC: espaysec.sec.gov.ph/payment-portal/home Land Bank of Philippines (LBP) (Any Branch)	2.1 Receive the validated Deposit Slip from LBP and/or Electronic Official Receipt (EOR) through ESPAYSEC (https://espaysec.sec.gov.ph/eur/index) via email	PHP 3,000.00+PHP 30.00 Documentary Stamp Tax (DST)	10 minutes	Administrative Assistant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Docket and raffle the Petition to Handling Lawyer	None	15 minutes	Administrative Officer
	2.3 Issue Summons/Order to the parties involved. The issuance of the processes from the Commission shall be tolled until and unless the hardcopies of the Petition and its supporting documents are received by the Office	None	15 working days	Securities Counsel I/ Securities Counsel II/ Securities Review Counsel/ Supervising Securities Review Counsel ("Handling Lawyer" / "HL") Chief Counsel/ Assistant Director
	2.4 Render Decision in accordance with the procedure laid down under the 2016 SEC Rules of Procedure	None	The case shall be decided or resolved for a period not exceeding one (1) year from the date of Order submitting the same for Resolution. *All Decisions / Resolutions are subject to the approval of the General Counsel.	General Counsel
TOTAL		PHP 3,030.00	1 year, 15 days, 50 minutes	

2. Filing of Petition for Voluntary Dissolution with Affected Creditors

This service details the procedure on how a person (natural or juridical) can file a Petition for Voluntary Dissolution with Affected Creditors under Section 135 of the Revised Corporation Code.

Division / Office	Adjudication Division / Office of the General Counsel
Classification	Highly Technical (20 days) ²
Type of Transaction	Government to Citizen (G2C); Government to Business (G2B)
Type of Service	External Service
Who may Avail	Individuals, Corporations, and Associations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Petition for Voluntary Dissolution with Affected Creditors (Section 135 of the Revised Corporation Code) The Petition must be signed by a majority of the corporation's board of directors or trustees, verified by its president or secretary or one of its directors or trustees, and shall state the following: - The reason for the dissolution of the corporation; - The form, manner, and time when the notices of meeting for the dissolution of the corporation were given; - The date, place, and time of the meeting for the dissolution of the Corporation in which the vote was made; - All claims and demands against the dissolving corporation; and - The dissolution was affirmed by the stockholders/members representing at least 2/3 of the outstanding capital stock or at least 2/3 of the members of dissolving the corporation at a meeting called for the said purpose.	Petition – Prepared by Client Verification and Certificate of Non-Forum Shopping – Prepared by Client

² See Footnote 1.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
The Petition should likewise include the following supporting documents as attachments thereof: - Copy of the resolution authorizing the dissolution, certified by a majority of the board of directors or trustees and countersigned by the secretary of the corporation; - Secretary's Certificate attesting to the conduct of the stockholders'/members' meeting called for the purpose of ratifying the proposal to dissolve the corporation. The Secretary's Certificate should show that stockholders/members representing $\frac{2}{3}$ of the outstanding capital stock or general membership affirmatively voted for dissolution, including the form, manner, and time when the notices of the stockholders'/members' meeting were given to its stockholders/members and the date, place and time of the stockholders' meeting in which the vote was made; - List of all creditors and their respective claims against the dissolving corporation; and - Other relevant documents in support of the Petition (<i>e.g. Certificate of Incorporation, Articles of Incorporation, By-Laws, latest copy of the General Information Sheet, Annual Financial Statement stamped received by the BIR and the SEC, if any, inventory of assets and properties, schedule of liabilities and list of pending cases, if any, and such others</i>).	
Other Requirements: Copies to be Filed - One (1) original copy and five (5) legible copies - Petition and its supporting documents - Verification and Certificate of Non-Forum Shopping Format and Style - All petitions, pleadings, motions and similar papers shall be written in single space with one-and-a-half (1 ½) space in between paragraphs, using an easily readable font style of the party's choice, of	Prepared by Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
14-size font, and on a 13-inch by 8.5-inch white bond paper pursuant to the provisions of <i>Efficient Use of Paper Rule</i> (A.M. No. 1909-4-SC). c. Identification of the Filer / Authorized Representative - Photocopy of identification of the filer / authorized representative, with original presented for verification, of any of the following acceptable valid identification (ID) card: • Philippine Identification (PhilID) • Social Security System (SSS) Card • Government Service Insurance System (GSIS) Card • Unified Multi-Purpose Identification (UMID) Card • Passport • Alien Certificate of Registration identity Card • Driver's License • Integrated Bar of the Philippines (IBP) ID / Professional Regulatory Commission (PRC) ID • Voter's ID • PWD ID / Senior Citizen ID / Solo Parent ID • Other identification cards, subject to the assessment of the Officer of the Day.	The list of acceptable valid IDs may be obtained from the following agencies and offices: • Philippine Statistics Authority (PSA) • SSS • GSIS • SSS / GSIS • Department of Foreign Affairs • Bureau of Immigration • Land Transportation Office • IBP • PRC • COMELEC • Municipality / City where the Filer / Authorized Representative resides

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the verified Petition and its supporting documents.	1.1 Assess the form and completeness of the verified Petition and its supporting documents	None	15 minutes	Securities Counsel I/ Securities Counsel II/ Securities Review Counsel/ Supervising Securities Review Counsel

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Location: 14 th Floor, The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Bel-Air, Makati City 1209 Via e-mail: ogc_legal@sec.gov.ph <i>Note: If sent via e-mail, the client should send the hard copies of the Petition and its supporting documents to the Commission, through the OGC.</i>	1.2 If complete, receive the verified Petition and provide instructions in the OD slip/OD clearance if received via email 1.3 Issue the Payment Assessment Form (PAF)	None None	5 minutes 5 minutes	(“Officer of the Day” / “OD”) Securities Counsel I/ Securities Counsel II/ Securities Review Counsel/ Supervising Securities Review Counsel (“Officer of the Day” / “OD”) Administrative Officer
2. Pay the filing fee through the following payment channels: ESPAYSEC: espaysec.sec.gov.ph/payment-portal/home Land Bank of Philippines (LBP) (Any Branch)	2.1 Receive the validated Deposit Slip from LBP and/or Electronic Official Receipt (EOR) through ESPAYSEC (https://espaysec.sec.gov.ph/eur/index) via email 2.2 Docket and raffle the Petition to Handling Lawyer 2.3 Issue the necessary Order. The issuance of the processes from the	PHP 3,000.00+PHP 30.00 Documentary Stamp Tax (DST) None None	10 minutes 15 minutes 15 working days	Administrative Assistant Administrative Officer Securities Counsel I/ Securities Counsel II/ Securities Review Counsel/

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Commission shall be tolled until and unless the hardcopies of the Petition and its supporting documents are received by the Office 2.4 Render Decision in accordance with the procedure laid down under the 2016 SEC Rules of Procedure	None	The case shall be decided or resolved for a period not exceeding one (1) year from the date of Order submitting the same for Resolution. *All Decisions / Resolutions are subject to the approval of the General Counsel.	Supervising Securities Review Counsel ("Handling Lawyer" / "HL") Chief Counsel/ Assistant Director General Counsel
TOTAL		PHP 3,030.00	1 year, 15 days, 50 minutes	

3. Filing of Appeal Memorandum

This service details the procedure on how a person (natural or juridical) can file an Appeal Memorandum to the Commission *En Banc*, through the Office of the General Counsel, under Section 3-1, Rule III of Part V of the 2016 SEC Rules of Procedure.

Division / Office	Adjudication Division / Office of the General Counsel
Classification	Highly Technical (20 days) ³
Type of Transaction	Government to Citizen (G2C); Government to Business (G2B)
Type of Service	External Service
Who may Avail	Individuals, Corporations, and Associations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Appeal to the Commission <i>En Banc</i> from an adverse decision, final order, or resolution of a Director of an Operating Department or an Extension Office, the Special Hearing Panel or a Self-Regulatory Organization (SRO) (Section 3-1, Rule III of Part V of the 2016 SEC Rules of Procedure) The Appeal Memorandum shall state the following: - The full name, capacity, and respective addresses of the parties to the appeal for the proper service of processes emanating from the Commission; - The material dates showing the timeliness of the appeal; - A concise statement of the matters involved, the issues raised, the specification of errors or arguments relied upon in support of the appeal; and	Appeal Memorandum – Prepared by Client Verification and Certificate of Non-Forum Shopping – Prepared by Client

³ See Footnote 1.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
d. An express consent, if any, of the appellant, or his counsel, to the electronic service of papers, orders, decisions and resolutions emanating from the Commission. The consenting appellant or his/her counsel, as the case may be, shall state the email address at which he/she agrees to accept such service. The Appeal Memorandum should likewise include the following supporting documents as attachments thereof: a. A copy of the decision, final order or resolution of the Director of the Operating Department or Extension Office, Special Hearing Panel or SRO attached to the Appeal Memorandum, as the case may be, being appealed and the material portions of the record that will support the allegations of the Appeal; b. Documents in support of the allegations made on the Appeal Memorandum; c. A Verification and Certification of Non-Forum Shopping in accordance with Sec. 3-3, Rule III of Part II in relation to Sec. 3-3, Rule III of Part III, and Sec. 3-4, Rule III of Part III, respectively, of the 2016 SEC Rules of Procedure; and d. Proof of Service to the Operating Department/SRO and other parties concerned. <i>Note: The Commission may order the submission of additional documents based on the allegations in the Appeal Memorandum.</i>	
Other Requirements: a. Copies to be Filed - One (1) original copy and five (5) legible copies	Prepared by Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
i. Petition and its supporting documents ii. Verification and Certificate of Non-Forum Shopping b. Format and Style - All petitions, pleadings, motions and similar papers shall be written in single space with one-and-a-half (1 ½) space in between paragraphs, using an easily readable font style of the party's choice, of 14-size font, and on a 13-inch by 8.5-inch white bond paper pursuant to the provisions of <i>Efficient Use of Paper Rule</i> (A.M. No. 1909-4-SC). c. Identification of the Filer / Authorized Representative - Photocopy of identification of the filer / authorized representative, with original presented for verification, of any of the following acceptable valid identification (ID) card: • Philippine Identification (PhilID) • Social Security System (SSS) Card • Government Service Insurance System (GSIS) Card • Unified Multi-Purpose Identification (UMID) Card • Passport • Alien Certificate of Registration identity Card • Driver's License • Integrated Bar of the Philippines (IBP) ID / Professional Regulatory Commission (PRC) ID • Voter's ID • PWD ID / Senior Citizen ID / Solo Parent ID • Other identification cards, subject to the assessment of the Officer of the Day.	The list of acceptable valid IDs may be obtained from the following agencies and offices: • Philippine Statistics Authority (PSA) • SSS • GSIS • SSS / GSIS • Department of Foreign Affairs • Bureau of Immigration • Land Transportation Office • IBP • PRC • COMELEC • Municipality / City where the Filer / Authorized Representative resides

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the verified Appeal Memorandum and its supporting documents. Location: 14th Floor, The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Bel-Air, Makati City 1209 Via e-mail: ogc_legal@sec.gov.ph Note: If sent via e-mail, the client should send the hard copies of the Petition and its supporting documents to the Commission, through the OGC.	1.1 Assess the form and the completeness of the verified Appeal Memorandum and its supporting documents 1.2 If complete, receive the verified Appeal Memorandum and provide instructions in the OD slip / OD clearance if received via email 1.3 Issue the Payment Assessment Form (PAF)	None None None	15 minutes 5 minutes 5 minutes	Securities Counsel I/ Securities Counsel II/ Securities Review Counsel/ Supervising Securities Review Counsel ("Officer of the Day" / "OD") Securities Counsel I/ Securities Counsel II/ Securities Review Counsel/ Supervising Securities Review Counsel ("Officer of the Day" / "OD") Administrative Officer
2. Pay the filing fee through the following payment channels: ESPAYSEC: espaysec.sec.gov.ph/payment-portal/home Land Bank of Philippines (LBP) (Any Branch)	2.1 Receive the validated Deposit Slip from LBP and/or Electronic Official Receipt (EOR) through ESPAYSEC (https://espaysec.sec.gov.ph/eur/index) via email	PHP 3,000.00+PHP 30.00 Documentary Stamp Tax (DST)	10 minutes	Administrative Assistant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Docket and raffle the Appeal Memorandum to the Handling Lawyer	None	15 minutes	Administrative Officer
	2.3 Issue the necessary Order to the parties involved. The issuance of the processes from the Commission shall be tolled until and unless the hardcopies of the Appeal Memorandum and its supporting documents are received by the Office	None	15 working days	Securities Counsel I/ Securities Counsel II/ Securities Review Counsel/ Supervising Securities Review Counsel (Handling Lawyer/HL) Chief Counsel/ Assistant Director
	2.4 Render Decision in accordance with the procedure laid down under the 2016 SEC Rules of Procedure	None	The case shall be decided or resolved for a period not exceeding one (1) year from the date of Order submitting the same for Resolution. *All Decisions / Resolutions are subject to the approval of the Commission En Banc.	Commission En Banc
TOTAL		PHP 3,030.00	1 year, 15 days, 50 minutes	

4. Request for Legal Opinion

This service details the procedure on how external parties can file requests for legal opinion under SEC Memorandum Circular No. 15, Series of 2003.

Division / Office	Opinion and External Affairs Division / Office of the General Counsel
Classification	Highly Technical (20 days) ⁴
Type of Transaction	Government to Citizen (G2C)
Type of Service	External Service
Who may Avail	Government, Corporations, and Individuals

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A legal opinion relates to interpretation and application of laws and rules being enforced and implemented by Commission (Section 1, SEC MC No. 15-03). Basic Requirements: 1. Letter Request (1 original copy and 1 photocopy); and 2. Pertinent documents necessary for the resolution of the query such as but not limited to the Articles of Incorporation, By-laws, General Information Sheets, copies of applicable laws and administrative rules.⁵	Letter-request prepared and submitted by the Requestor/Client Pertinent documents prepared and submitted by the Requestor/Client as an attachment to the letter request and/or as may further be requested to aid the resolution and/or evaluation of the request

⁴ Only applicable to the administrative processing of the letter-request. Filing of Request for Legal Opinion is covered by Section 5 of the Securities Regulation Code, 2015 Implementing Rules and Regulations of the Securities Regulation Code, Section 179 of the Revised Corporation Code, Supreme Court Ruling on *Gamboa vs. Teves* (G.R. No. 176579, 9 October 2012), and SEC Memorandum Circular No. 15, Series of 2003).

⁵ SEC Memorandum Circular (MC) No. 15, Series of 2003, 16 December 2003.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present letter-request addressed to OGC along with the supporting documents which may be necessary for the resolution of the query. Location: 14th Floor, SEC Headquarters, 7907 Makati Ave., Bel-Air, Makati City 1209 Via E-mail: ogc_legal@sec.gov.ph	1.1. Receive the letter request, and supporting documents; provides instructions in the OD slip or forwards the e-mail to the designated administrative staff with clear instructions, e.g. for raffling/notation	None	25 minutes	Securities Counsel I/ Securities Counsel II/ Securities Review Counsel/ Supervising Securities Review Counsel (“Officer of the Day” / “OD”)
	1.2 Evaluate the request, i.e. whether or not the subject-matter is opinionable under SEC MC No. 15, Series of 2003	None	10 days from raffling	Securities Counsel I/ Securities Counsel II/ Securities Review Counsel/ Supervising Securities Review Counsel (“Handling Lawyer” / “HL”)
	1.3 Upon evaluation, if the subject-matter is opinionable, drafts letter advising payment of opinion fee for private parties, otherwise, drafts letter-reply, advising the	None	5 days (for opinionable letter-requests, i.e. issuance of letter advising payment of opinion fee) or 1	Securities Counsel I/ Securities Counsel II/ Securities Review Counsel/ Supervising Securities Review Counsel (“Handling Lawyer” / “HL”)

	requestor that the subject-matter is not opinionable		year from the receipt of the letter-request or any required clarificatory letter, or from the submission of supporting documents, whichever is later (for issuance of letter-reply where the subject matter is not opinionable)	Chief Counsel/ Assistant Director
2. Receive PAF and pays through the following channels within 5 days from receipt of the letter for payment: a) Electronic System for Payment (eSPAYSEC) https://espaysec.sec.gov.ph/payment-portal/home ; or b) Nearest Land Bank of the Philippines (LBP) Branch	2.1 If the letter-request is opinionable, prepares the Payment Assessment Form (PAF) and instructs the applicant to pay using the eSPAYSEC or to go to the nearest Land Bank of the Philippines (LBP) Branch	Php 10,000.00	5 minutes	Administrative Officer
3. Send proof of payment (via e-mail	3.1 Receive proof of payment, Electronic Official Receipt	None	10 minutes	Administrative Assistant

(ogc_legal@sec.gov.ph)) within the same 5-day period from the receipt of the letter for payment, provided that, for payments coursed through eSPAYSEC, an eOR which can be generated through https://espaysec.sec.gov.ph/eor/index, and for payments coursed through LBP, a validated deposit slip. Provided, further, that failure to pay and send the proof of payment within the prescribed period will cause the delisting of the assignment	(eOR) (for payments made through eSPAYSEC) and validated deposit slip (for payments coursed through the LBP); provided that for letters for payment where the 5-day period had lapsed, the Handling Lawyer requests for a certification from the Administrative Officer that, based on the records, the requestor had yet to pay and/or to submit proof of payment within the prescribed period and recommends the delisting of the assignment			Administrative Officer/ Securities Counsel I/ Securities Counsel II/ Securities Review Counsel/ Supervising Securities Review Counsel ("Handling Lawyer" / "HL") Chief Counsel/ Assistant Director General Counsel
4. Receive update on the requested service upon request sent through e-mail (ogc_legal@sec.gov.ph) or through mail	4.1 Draft opinion which shall be released within one (1) year from the date of receipt of proof of payment or the submission of supporting documents as may further be required to aid in the resolution of the query, whichever is later, generally on a "first-in, first out" basis, depending on the number, difficulty and novelty of the question	None	1 year from the receipt of proof of payment or the submission of supporting documents as may further be required to aid in the resolution of the query, whichever is later	Securities Counsel I/ Securities Counsel II/ Securities Review Counsel/ Supervising Securities Review Counsel ("Handling Lawyer" / "HL") Chief Counsel/ Assistant Director General Counsel

	posed therein.			
TOTAL		PHP 10,000.00	1 year, 15 days, 55 minutes	

5. Request for a Certificate of No Pending Case

This service details the procedure on how a corporation can file a Request for a Certificate of No Pending Case as a requirement for an application for a registration statement (RS), SEC-RENT, SEC-POWER and such other applications to be filed before the Markets and Securities Regulation Department (MSRD).

Division / Office	Office of the General Counsel
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may Avail	Corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A Certificate of No Pending Case is only issued upon the request of a corporation that will subsequently file an application to the Markets and Securities Regulation Department (MSRD) and upon the complete submission of the following requirements: 1. A Letter Request stating the following: a. Name of the Corporation; b. SEC Registration Number; and c. Purpose (specify the type of application to be filed with the MSRD); 2. Authorization Letter, attached to the Letter Request, in favor of the Authorized Representative who will receive the requested record/s; 3. Payment of required fees; and	Letter Request - Prepared by Client Authorization Letter – Prepared by Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Photocopy of identification of the Authorized Representative of the Corporation, with original presented for verification (if needed), of any of the following acceptable valid identification (ID) card: • Philippine Identification (PhilID) • Social Security System (SSS) Card • Government Service Insurance System (GSIS) Card • Unified Multi-Purpose Identification (UMID) Card • Passport • Alien Certificate of Registration identity Card • Driver's License • Integrated Bar of the Philippines (IBP) ID / Professional Regulatory Commission (PRC) ID • Voter's ID • PWD ID / Senior Citizen ID / Solo Parent ID • Other identification cards, subject to the assessment of the Officer of the Day.	The list of acceptable valid IDs may be obtained from the following agencies and offices: • Philippine Statistics Authority (PSA) • SSS • GSIS • SSS / GSIS • Department of Foreign Affairs • Bureau of Immigration • Land Transportation Office • IBP • PRC • COMELEC • Municipality / City where the Filer / Authorized Representative resides

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Letter Request and supporting documents Location: 14th Floor, SEC Headquarters, 7907 Makati Ave., Bel-Air, Makati City 1209 Via E-mail: ogc_legal@sec.gov.ph	1.1 Receive the Letter Request and supporting documents 1.2 Forward the Letter Request to the Chief Counsel for clearance/approval	None None	5 minutes 10 minutes	Administrative Staff/ Securities Counsel I/ Securities Counsel II/ Securities Review Counsel/ Supervising Securities Review Counsel ("Officer of the Day" / "OD") Administrative Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Inform the Client via email regarding the approval of the request and the fees to be paid	None	5 minutes	Administrative Officer
2. Notify the Office the intention to proceed with the payment and provide the payor's name and address for the Payment Assessment Form (PAF) Via E-mail: ogc_legal@sec.gov.ph	2.1 Prepare and send the Payment Assessment Form (PAF) to the Client via email	PHP 300.00 + PHP 30.00 Documentary Stamp Tax (DST) per document	5 minutes	Administrative Officer
3. Receive PAF and process payment through the following payment channels: ESPAYSEC: espaysec.sec.gov.ph/payment-portal/home Land Bank of Philippines (LBP) (Any Branch)	3.1 Receive the validated Deposit Slip from LBP and/or Electronic Official Receipt (EOR) through ESPAYSEC (https://espaysec.sec.gov.ph/eor/index) via email	None	10 minutes	Administrative Staff
4. Send validated Deposit Slip from LBP and/or Electronic Official Receipt (eOR) (which can be generated through	4.1 Prepare the Certificate of No Pending Case to be signed by the General	None	2 days	Administrative Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
https://espaysec.sec.gov.ph/lor/index Via E-mail: ogc_legal@sec.gov.ph	Counsel with SEC Dry Seal 4.2 Inform the Client that the document is ready for collection	None	5 minutes	Administrative Officer
5. Present copy of the Letter Request and/or Authorization Letter with IDs, validated LBP Deposit Slip and or EOR. Location: 14 th Floor, SEC Headquarters, 7907 Makati Ave., Bel-Air, Makati City 1209 <i>Notes: If the Letter Request was sent via email, the requesting party should bring the original letter and/or Authorization Letter.</i>	5.1 Record and release the Certificate.	None	5 minutes	Administrative Staff
TOTAL		PHP 300.00 + PHP 30.00 Documentary Stamp Tax (DST) per document	2 days, 37 minutes	

6. Request for a Certificate of Finality

This service details the procedure on how a person (natural or juridical) can file a Request for Issuance of Certificate of Finality.

Division / Office	Office of the General Counsel
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may Avail	Individuals and Corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A Certificate of Finality is issued upon the request by a former party to a particular case provided that the following requirements are complied with: 1. A Letter Request stating the following: a. Legal standing of the requestor; b. Purpose of the request; and c. Title and docket number of the case requested to be certified as final. 2. Special Power of Attorney (for Individual Requestors) or Secretary's Certificate (for Corporate Requestors) attached to the Letter Request, in case the request is to be processed by a representative; 3. Certificate of No Pending Case/s with the Court of Appeals and the Supreme Court (to attest that no other related case/s is/are pending with the said tribunals);	Letter Request – Prepared by Client Special Power of Attorney (Individual) - Prepared by Client Secretary's Certificate (Corporation) – Prepared by Client Certificate of No Pending Case/s – Court of Appeals and Supreme Court

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Payment of required fees; and 5. Photocopy of identification of the Authorized Representative, with original presented for verification (if needed), of any of the following acceptable valid identification (ID) card: • Philippine Identification (PhilID) • Social Security System (SSS) Card • Government Service Insurance System (GSIS) Card • Unified Multi-Purpose Identification (UMID) Card • Passport • Alien Certificate of Registration identity Card • Driver's License • Integrated Bar of the Philippines (IBP) ID / Professional Regulatory Commission (PRC) ID • Voter's ID • PWD ID / Senior Citizen ID / Solo Parent ID • Other identification cards, subject to the assessment of the Officer of the Day.	The list of acceptable valid IDs may be obtained from the following agencies and offices: • Philippine Statistics Authority (PSA) • SSS • GSIS • SSS / GSIS • Department of Foreign Affairs • Bureau of Immigration • Land Transportation Office • IBP • PRC • COMELEC • Municipality / City where the Filer / Authorized Representative resides

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Letter Request and supporting documents Location: 14th Floor, SEC Headquarters, 7907 Makati Ave., Bel-Air, Makati City 1209	1.1 Receive the Letter Request and supporting documents	None	5 minutes	Administrative Assistant Securities Counsel I/ Securities Counsel II/ Securities Review Counsel/ Supervising Securities Review Counsel ("Officer of the Day" / "OD")

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Via E-mail: ogc_legal@sec.gov.ph	1.2 Forward the Letter Request to Handling Lawyer / Chief Counsel for approval	None	10 minutes	Administrative Officer
	1.3 Review and approve request	None	15 minutes	Securities Counsel I/ Securities Counsel II/ Securities Review Counsel/ Supervising Securities Review Counsel ("Handling Lawyer" / "HL")/ Chief Counsel
2. Notify the Office the intention to proceed with the payment and provide the payor's name and address for the Payment Assessment Form (PAF) Via E-mail: ogc_legal@sec.gov.ph	2.1 Prepare and send the Payment Assessment Form (PAF) to the Client	PHP 300.00 + PHP 30.00 Documentary Stamp Tax (DST) per document	5 minutes	Administrative Officer
3. Receive PAF and process payment through the following payment channels: ESPAYSEC: espaysec.sec.gov.ph/payment-portal/home	3.1 Receive the validated Deposit Slip from LBP and/or Electronic Official Receipt (EOR) through ESPAYSEC (https://espaysec.sec.gov.ph/eur/index) via email	None	10 minutes	Administrative Staff

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Land Bank of Philippines (LBP) (Any Branch)				
4. Send validated Deposit Slip from LBP and/or Electronic Official Receipt (eOR) (which can be generated through https://espaysec.sec.gov.ph/eor/index) Via E-mail: ogc_legal@sec.gov.ph	4.1 Prepare the Certificate of Finality to be signed by the General Counsel with SEC Dry Seal 4.2 Inform the Client that the document is ready for collection	None None	2 days 5 minutes	Administrative Officer Administrative Officer
5. Present copy of the Letter Request and/or Special Power of Attorney or Secretary's Certificate with IDs, validated LBP Deposit Slip and or EOR Location: 14 th Floor, SEC Headquarters, 7907 Makati Ave., Bel-Air, Makati City 1209 <i>Notes: If the Letter Request was sent via email, the requesting party should bring the original letter and/or</i>	5.1 Record and release the Certificate of Finality	None	5 minutes	Administrative Staff

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Special Power of Attorney or Secretary's Certificate.</i>				
Total:		PHP 300.00 + PHP 30.00 Documentary Stamp Tax (DST) per document	2 days, 42 minutes	

7. Request for a Certified True Copy for the Entry of Judgment

This service details the procedure on how a person (natural or juridical) can file a Request for a Certified True Copy for the Entry of Judgment

Division / Office	Office of the General Counsel
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may Avail	Individuals and Corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A certified true copy of the Entry of Judgment is issued upon the request by one of the parties to a particular case provided that the following requirements are complied with: - A Letter Request stating the following: - Legal standing of the requestor; - Purpose of the request; and - Title and docket number of the case; - Special Power of Attorney (for Individual Requestors) or Secretary's Certificate (for Corporate Requestors) attached to the Letter Request, in case the request is to be processed by a representative; - Certificate of No Pending Case/s with the Court of Appeals and the Supreme Court (to attest that no other related case/s is/are pending with the said tribunals); and - Payment of required fees;	Letter Request – Prepared by Client Special Power of Attorney (Individual) - Prepared by Client Secretary's Certificate (Corporation) – Prepared by Client Certificate of No Pending Case/s – Court of Appeals and Supreme Court

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
e. Photocopy of identification of the Authorized Representative, with original presented for verification (if needed), of any of the following acceptable valid identification (ID) card: - Philippine Identification (PhilID) - Social Security System (SSS) Card - Government Service Insurance System (GSIS) Card - Unified Multi-Purpose Identification (UMID) Card - Passport - Alien Certificate of Registration identity Card - Driver's License - Integrated Bar of the Philippines (IBP) ID / Professional Regulatory Commission (PRC) ID - Voter's ID - PWD ID / Senior Citizen ID / Solo Parent ID - Other identification cards, subject to the assessment of the Officer of the Day.	The list of acceptable valid IDs may be obtained from the following agencies and offices: - Philippine Statistics Authority (PSA) - SSS - GSIS - SSS / GSIS - Department of Foreign Affairs - Bureau of Immigration - Land Transportation Office - IBP - PRC - COMELEC - Municipality / City where the Filer / Authorized Representative resides

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Letter Request and supporting documents Location: 14th Floor, SEC Headquarters, 7907 Makati Ave., Bel-Air, Makati City 1209 Via E-mail: ogc_legal@sec.gov.ph	1.1 Receive the Letter Request and supporting documents 1.2 Forward the Letter Request to Handling Lawyer / Chief Counsel for approval	None None	5 minutes 10 minutes	Administrative Assistant Securities Counsel I/ Securities Counsel II/ Securities Review Counsel/ Supervising Securities Review Counsel ("Officer of the Day" / "OD") Administrative Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Review and approve request	None	15 minutes	Securities Counsel I/ Securities Counsel II/ Securities Review Counsel/ Supervising Securities Review Counsel ("Handling Lawyer" / "HL")/ Chief Counsel
2. Notify the Office the intention to proceed with the payment and provide the payor's name and address for the Payment Assessment Form (PAF) Via E-mail: ogc_legal@sec.gov.ph	2.1 Prepare and send the Payment Assessment Form (PAF) to the Client via email	PHP 300.00 + PHP 30.00 Documentary Stamp Tax (DST) per document	5 minutes	Administrative Officer
3. Receive PAF and process payment through the following payment channels: ESPAYSEC: espaysec.sec.gov.ph/payment-portal/home Land Bank of Philippines (LBP) (Any Branch)	3.1 Receive the validated Deposit Slip from LBP and/or Electronic Official Receipt (EOR) through ESPAYSEC (https://espaysec.sec.gov.ph/eor/index) via email	None	10 minutes	Administrative Officer
4. Send validated Deposit Slip from LBP and/or Electronic Official Receipt (eOR) (which	4.1 Prepare the certified true copy of the Entry of Judgment	None	2 days	Administrative Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
can be generated through https://espaysec.sec.gov.ph/eor/index) Via E-mail: ogc_legal@sec.gov.ph	4.2 Inform that Client that the document is ready for collection	None	5 minutes	Administrative Officer
5. Present copy of the Letter Request and/or Special Power of Attorney or Secretary's Certificate with IDs, validated LBP Deposit Slip and or EOR Location: 14th Floor, SEC Headquarters, 7907 Makati Ave., Bel-Air, Makati City 1209 <i>Notes: If the Letter Request was sent via email, the requesting party should bring the original letter and/or Special Power of Attorney or Secretary's Certificate.</i>	5.1 Record and release the document	None	5 minutes	Administrative Staff
TOTAL		PHP 300.00 + PHP 30.00 Documentary Stamp Tax (DST) per document	2 days, 42 minutes	

8. Request for Certified True Copy or Plain Copy of Documents Related to Cases

This service details the procedure on how a person (natural or juridical) can file a Request for Certified True Copy (CTC) or Plain Copy of Documents Related to a Case (for active and inactive cases).

Division / Office	Office of the General Counsel
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may Avail	Individuals and Corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter Request (1 original copy and 1 photocopy), which shall state the following: - Client's complete name, address & contact details; - Name of authorized representative (if any), with Special Power of Attorney (for Individual Requestors) or Secretary's Certificate (for Corporate Requestors) attached to the Letter Request; - Title and docket number of the case requested to be certified copied; - Specific records to be requested; and - Legal standing of the Client and the purpose of request; 2. Photocopy of identification of the Authorized Representative, with original presented for verification (if needed), of any of the following acceptable valid identification (ID) card: - Philippine Identification (PhilID) - Social Security System (SSS) Card - Government Service Insurance System (GSIS) Card - Unified Multi-Purpose Identification (UMID) Card	Letter Request – Prepared by Client The list of acceptable valid IDs may be obtained from the following agencies and offices: - Philippine Statistics Authority (PSA) - SSS - GSIS - SSS / GSIS

• Passport • Alien Certificate of Registration identity Card • Driver's License • Integrated Bar of the Philippines (IBP) ID / Professional Regulatory Commission (PRC) ID • Voter's ID • PWD ID / Senior Citizen ID / Solo Parent ID • Other identification cards, subject to the assessment of the Officer of the Day.	• Department of Foreign Affairs • Bureau of Immigration • Land Transportation Office • IBP • PRC • COMELEC • Municipality / City where the Filer / Authorized Representative resides
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Letter Request and supporting documents Location: 14 th Floor, SEC Headquarters, 7907 Makati Ave., Bel-Air, Makati City 1209 Via E-mail: ogc_legal@sec.gov.ph	1.1 Receive the Letter Request and supporting documents	None	5 minutes	Administrative Assistant
	1.2 Forward the Letter Request to Handling Lawyer / Chief Counsel for approval	None	5 minutes	Administrative Officer
	1.3 Review and approve request	None	15 minutes	Securities Counsel I/ Securities Counsel II/ Securities Review Counsel/ Supervising Securities Review Counsel ("Handling Lawyer" / "HL")/ Chief Counsel
	1.4 Inform the Client regarding the CTC computation		5 minutes	Administrative Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Notify the Office the intention to proceed with the payment and provide the payor's name and address for the Payment Assessment Form (PAF) Via E-mail: ogc_legal@sec.gov.ph	2.1 Prepare and send the Payment Assessment Form (PAF) to the Client via email	PHP 50.00 + PHP 30.00 Document Stamp Tax (DST) per document + PHP 10.00 per page	5 minutes	Administrative Officer
3. Receive PAF and process payment through the following channels: ESPAYSEC: espaysec.sec.gov.ph/payment-portal/home Land Bank of Philippines (LBP) (Any Branch)	3.1 Receive the validated Deposit Slip from LBP and/or Electronic Official Receipt (EOR) through ESPAYSEC (https://espaysec.sec.gov.ph/eor/index) via email	None	10 minutes	Administrative Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Send validated Deposit Slip from LBP and/or Electronic Official Receipt (eOR) (which can be generated through https://espaysec.sec.gov.ph/eor/index) Via E-mail: ogc_legal@sec.gov.ph	4.1 Prepare the certified true copy of the documents, stamps the record per page with “Certified True Copy” and affix signature	None	*For active cases, which will require reproduction of 1- 30 pages of CTC of record/s – 2 days, 23 hours, 5 minutes *For active cases, which will require reproduction of 30 pages-above of CTC of record/s – 6 days, 23 hours, 5 minutes *For inactive/ terminated cases – 6 days, 23 hours, 5 minutes	Administrative Officer/ Administrative Staff
	4.2 Inform the Client that the document is ready for collection	None	5 minutes	Administrative Officer
5. Present copy of the letter and/or authorization letter with IDs, Validated LBP Deposit Slip and/or EOR Location:	5.1 Record and release the document	None	5 minutes	Administrative Staff

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
14th Floor, SEC Headquarters, 7907 Makati Ave., Bel-Air, Makati City 1209 <i>Notes: If the Letter Request was sent via email, the requesting party should bring the original letter and/or authorization letter.</i>				
Total		PHP 50.00 + PHP 30.00 Document Stamp Tax (DST) per document, + PHP 10.00 per page = Total of PHP 90.00 (if 1 document with 1 page only; the amount depends on the number of documents and pages for CTC)		

9. Public Assistance on Simple⁶ Legal Queries

This service details the procedure on how a person (natural or juridical) can submit simple legal queries.

Division / Office	Office of the General Counsel
Classification	Simple (3 days) ⁷
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Individuals and Corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Proper identification; and 2. Documents pertinent to the legal query, if any.	Prepared by Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present a written simple legal query. Via E-mail: ogc_legal@sec.gov.ph	1.1 Receive legal query addressed to OGC and acknowledges the same 1.2 Refer or endorse the matter to another operating department should jurisdiction fall	None None	1 day	Securities Counsel I/ Securities Counsel II/ Securities Review Counsel/ Supervising Securities Review Counsel ("Officer of the Day" / "OD")

⁶ **Simple legal queries** pertain to questions answerable by codal provisions and/or citation of laws, rules, and regulations issued and/or promulgated by the Commission. This term also includes referrals/endorsements to other operating departments within the Commission.

⁷ Only applies to the administrative processing of simple legal queries.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	within their department in accordance with the 2016 SEC Rules of Procedure 1.3 Answer the legal query based on the facts and circumstances presented 1.4 Refer the matter to the Administrative Staff for notation and for raffling to the proper OGC Division	None None	3 days from receipt of the email	
2. Send physical letter addressed to OGC⁸ Location: 14th Floor, SEC Headquarters, 7907 Makati Ave., Bel-Air, Makati City 1209	2. The OD (Officer of the Day) provides clear instructions in the OD Slip on the written request for legal query, e.g. on which OGC division should the letter be referred to	None	10 minutes	Securities Counsel I/ Securities Counsel II/ Securities Review Counsel/ Supervising Securities Review Counsel ("Officer of the Day" / "OD")
TOTAL		None	1 day and 10 minutes	

⁸ For physical letter-requests for opinion, the steps in Filing of Request for Legal Opinion (Number 4) would apply.



OFFICE OF THE GENERAL ACCOUNTANT

Citizen's Charter, FY 2025 | 1st Edition



secoga@sec.gov.ph



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8818-6120



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Makati City 1209

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1. Accreditation of Asset Valuer

To increase reliance on the report of appraisal companies or professional services organizations and their property valuers or valuation specialists.

Division / Office	Office of the General Accountant (OGA), Accreditation Division
Classification	Highly Technical (20 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B)
Type of Service	External Service
Who may avail:	- Appraisal companies - Professional Services Organization (PSO)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Pre-evaluation notice form (1 original or electronic copy send to secoga@sec.gov.ph)	Securities and Exchange Commission official website (https://www.sec.gov.ph/wp-content/uploads/2024/02/2024Forms_2023-Pre-evaluation-Form_Checklist_Asset-valuer_ver4.pdf)
Fully accomplished application form for asset valuers (Application for Inclusion in the list of Accredited Asset Valuer) (1 original or electronic copy send to secoga@sec.gov.ph)	Securities and Exchange Commission official website (https://www.sec.gov.ph/wp-content/uploads/2024/02/2024Forms_Asset-Valuer-Application-Form.pdf)
Board or partners' resolution approving the following: - filing of the application and designation of authorized signatory on behalf of the company's application; - At least two (2) appraisers or valuation specialists who are duly authorized by the Board of Directors to act and/or sign appraisal reports on behalf of the appraisal company or PSO, as the case maybe, and who each possesses the following qualifications: - He is a professional appraiser or valuer licensed (Certified Professional Accountant or Engineer) and registered by the PRC and and its related regulatory	Applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
board S, respectively, pursuant to R. A. No. 9646 and its Implementing Rules and Regulations; b) He is one of the executive officers or directors of the applicant-appraisal company; c) He is an officer or a member in good standing of any registered association of property appraiser, valuers (Certified Professional Accountant or Engineer) under the Philippine laws. <i>(1 original or electronic copy send to secoga@sec.gov.ph)</i>	
Company 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 <i>(1 original or electronic copy send to secoga@sec.gov.ph)</i>	Applicant
Certificate of good standing issued by Professionals Regulation Commission (PRC) recognized of and Accredited of Professional Organization (APO) for company and appraiser/valuation specialist <i>(1 original or electronic copy send to secoga@sec.gov.ph)</i>	Professionals Regulation Commission (PRC) - Registration Division (https://www.prc.gov.ph/certification-authentication)
Document showing compliance with the prescribed qualifications for the applicant appraisers or valuation specialists, i.e., copy of professional license, notarized certification of compliance with the required CPD units by the PRC, working experience record <i>(1 original or electronic copy send to secoga@sec.gov.ph)</i>	Applicant Professionals Regulation Commission (PRC) - Registration Division (https://www.prc.gov.ph/certification-authentication)
List of present clientele as of the present day <i>(1 original or electronic copy send to secoga@sec.gov.ph)</i>	Applicant
Certifications from at least two (2) banks or two (2) public companies or secondary licensees or two (2) large	Applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
corporations that they have been engaged the services of the appraisal company/PSO (1 original or electronic copy send to secoga@sec.gov.ph)	
Description of the framework form which the company's internal control procedures are based and the code or standard it follows to ensure the integrity of valuation reports (1 original or electronic copy send to secoga@sec.gov.ph)	Applicant
Copy of two (2) Appraisal or Valuation Report issued (1 original or electronic copy send to secoga@sec.gov.ph)	Applicant
At the time of application, the applicant appraisal company or PSO shall have the following qualifications: a) The applicant shall be registered with the Commission either as a corporation or general professional partnership organized by individuals engaged in appraisal or valuation work and shall be compliant with the ownership requirement under the prevailing Foreign Investment Negative List and it is managed and operated by licensed appraisers or valuation specialists; b) It has all the requisite business permits and licenses to operate the business; c) It has adequate number of technical and administrative personnel for the conduct of valuation; d) It has an unimpaired outstanding capital stock of not less than P5,000,000 or such higher amount of capital as the Commission may prescribe as a result of future assessment of the resources of appraisal companies or partnership. In addition, it must have positive financial ratios (e.g., current, solvency, liquidity and debt to equity ratios) based on the latest financial report of the company; e) It has a professional liability insurance for errors and omissions in the amount of at least Five Hundred	Applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Thousand Pesos (P500,000.00). It shall have a sworn undertaking that it will provide professional liability insurance in such higher amount as the client corporation shall require to adequately covers the risk exposure of the appraisal company. <i>(1 original or electronic copy send to secoga@sec.gov.ph)</i>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4.—Submits fully accomplished pre-evaluation notice form, Application Form, and complete documentary requirements Location: <i>For Walk-in Applicants:</i> 14th Floor Office of the General Accountant <i>For Online Applicants:</i> SEC OGA email (secoga@sec.gov.ph) Notes/Instruction: For online applications, the applicant should submit the scanned application documents with physical/wet signatures	1.1. Review and authenticates (for walk-in) application and supporting documents. 1.2. Prepares Payment Assessment Form (PAF) The accomplished pre-evaluation notice form is sent to the applicant's electronic mail for their signature, and instructs applicant to process payment and send a copy of O.R.	None	1 hour 10 minutes	Executive Assistant Office of the General Accountant Executive Assistant Office of the General Accountant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receives the PAF and settles the required fee. Location: For Walk-in Applicants: 14th Floor Office of the General Accountant For Online Applicants: SEC OGA email (secoga@sec.gov.ph) Notes/Instruction: The client may choose to pay via Electronic System for Payment to the SEC (eSPAYSEC) or over the counter payments at any Landbank branch nationwide.	2.1. Processes payment and issues O.R.	Standard Fees Breakdown: Fee: PHP10,000.00 UPLRF: <u>PHP100.00</u> Total: PHP10,100.00	20 minutes	eSPAYSEC; Financial Management Department (FMD) Landbank of the Philippines (LBP) Branch; Landbank of the Philippines (LBP)
3. Submits a copy of proof of payment via eSPAYSEC or Landbank to the OGA with the application and its supporting documents through SEC OGA email Location:	3.1. Receive, check contents of the documents and inputs application to Monitoring System and forwards the same to the Assistant Director for assignment.	None	20 minutes	Executive Assistant Office of the General Accountant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Walk-in Applicants: 14th Floor Office of the General Accountant For Online Applicants: SEC OGA email (secoga@sec.gov.ph) Notes/Instruction: If the report and supporting documents need further clarification and justification, the applicant will be requested to submit letter of explanation and any supporting documents to address the noted findings.	3.2. Forwards the application documents to Accountant (Evaluator) with attached copy of completed Pre-Evaluation Notice Form. 3.3. Reviews the Appraisal or Valuation report and its supporting documents. Prepares Memorandum to Commission <i>en Banc</i> and Evaluation Sheet (through Supervising Commissioner). Forward the same to the General Accountant for approval and signature.		5 minutes 11 days	Assistant Director Office of the General Accountant Senior Accountant (Evaluator) Office of the General Accountant Assistant Director Office of the General Accountant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.4. Approves and signs Memorandum and Evaluation Sheets. Forwards the same along with the application documents to the Supervising Commissioner for approval/clearance and for presentation to Commission en Banc. 3.5. Reviews Memorandum/ Evaluation Sheet. Sign the document for presentation by General Accountant to Commission en Banc.		1 hour	General Accountant Office of the General Accountant

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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.8. Notifies the applicant that the Certificate may be picked up (in case of representative, subject to presentation of authorization letter) via email (secoga@sec.gov.ph). For <i>online applications</i>, if the applicant has not yet submitted a hard copy of the application documents, they will be informed to submit one (1) original copy upon claiming the Certificate of Accreditation.		10 minutes	Executive Assistant Office of the General Accountant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Presents authority to receive the certificate, and submits 1 hard copy of application documents. Location: 14th Floor Office of the General Accountant	4.1. Prepares two (2) copies of Certificate of Accreditation, and transmittal letter	None	20 minutes	Executive Assistant Senior Accountant Assistant Director Office of the General Accountant
	4.2. Review, approves and signs certificate and transmittal letter		10 minutes	General Accountant Office of the General Accountant
	4.3. Prepares Payment Assessment Form (PAF) for the payment of Documentary Stamp		10 minutes	Executive Assistant Office of the General Accountant
5. Receives the PAF and settles the fees. Submits copy of proof of payment via eSPAYSEC or Landbank to OGA. Location:	5.1. Process payment and issues Official Receipt	Documentary Stamp PHP30.00/ application	20 minutes	eSPAYSEC; Financial Management Department (FMD) Landbank of the Philippines (LBP) branch; Landbank of the Philippines (LBP)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
SEC (eSPAYSEC) or over the counter payments at any Landbank branch Notes/Instruction: The client may choose to pay via Electronic System for Payment to the SEC (eSPAYSEC) or over the counter payments at any Landbank branch nationwide.				
6. Submit copy of proof of payment	6.1. Receive physical copy of the documents, authenticates and stamps "Received". Receives official receipt or proof of payment on documentary stamp fee	None	30 minutes	Executive Assistant Office of the General Accountant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
7. Receive Certificate of Accreditation	7.1. Release and issue Certificate of accreditation and forwards duplicate file to Admin Assistant. Update Registry of Accredited Appraisal Companies.	None	2 hours	Executive Assistant; Office of the General Accountant Index Tracking Personnel; Office of the General Accountant
TOTAL		Total Fee Php 10,130	15 days, 55 minutes	

General Remarks

The processing time commences upon actual receipt of application documents and payment of processing fee. It however excludes the response period to comment letters, request for extensions of applicants and additional procedures/documents that the Supervising Commissioner/Commission en banc may require as deemed necessary.

2. Accreditation of Credit Rating Agency

To increase reliance on the report of credit rating agencies in performing credit evaluation of corporations and business projects, or of debt issues with the intention of assessing the overall creditworthiness, or of ascertaining the willingness and ability of the issuer to pay its financial obligations as they fall due, and which assessment is translated by credit ratings periodically and publicly announced.

The requirements for accreditation of credit rating agencies are contained in the 2015 Implementing Rules and Regulations (IRR) of the Securities Regulation Code (SRC) and SEC Memorandum Circular (MC) No. 7 series of 2014 – RE: Guidelines on the Accreditation, Operations and Reporting of Credit Rating Agencies.

Division / Office	Office of the General Accountant (OGA) - Accounting and Audit Policy Division (AAPD)
Classification	Highly Technical (20 working days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Credit Rating Agencies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Please provide 1 original and/or scanned copy of each of the following requirements: 1. Notarized application for accreditation; 2. Applicant should be a stock corporation and have a minimum paid-up capital of at least PHP 10 Million; 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;	1. Securities and Exchange Commission official website https://www.sec.gov.ph/forms-and-fees/accreditation/ (https://www.sec.gov.ph/accountants-information/forms/) 2. Applicant 3. Applicant 4. Applicant 5. Applicant 6. Applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
6. Written code of conduct that can ensure the independence of the rating specialists and the rating agency from the Issuers it is rating; 7. Rating scales, criteria, measurements, symbols and related assessment devices it uses; 8. Operating procedures, rating policies, rating criteria and other rationale used in arriving at a rating; 9. Copy of model written agreement with Issuers; 10. Manual on Corporate Governance; and 11. Sworn Statement of the following: - o Ownership structure and possible conflicts of interest; - o Names, professional qualifications and independence of the staff involved in the rating decision; and - o Disclosure of affiliations, training, assistance or support it receives from international rating agencies, if any. Note/Instruction: The original physical copies of the application documents shall be submitted on or before issuance of the certificate.	7. Applicant 8. Applicant 9. Applicant 10. Applicant 11. Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete application documents.	1.1. Reviews the completeness of application documents before authorizing payment of the prescribed fees.	None	4 hours	Accountant (Evaluator); OGA-AAPD
Location:		None	20 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>For Walk-in Applicants:</i> 14th Floor Office of the General Accountant <i>For Online Applicants:</i> SEC OGA email (secoga@sec.gov.ph) Notes/Instruction: For online applications, the applicant should submit the scanned application documents with physical/wet signatures.	1.2. Prepares the Payment Assessment Form (PAF) and instructs the Applicant to make payment and submit a proof of payment.			Executive Assistant; OGA
2. Receives the PAF and pays the filing fee. Location: <i>For Walk-in Applicants:</i> 14th Floor Office of the General Accountant <i>For Online Applicants:</i> SEC OGA email (secoga@sec.gov.ph) Notes/Instruction: The Applicant may choose to pay via Electronic	2.1. Processes payment and issues electronic Official Receipt (e.O.R.).	Standard Fees Breakdown: Filing Fee Php50,000 UPLRF 500 Total Php50,500	20 minutes	• eSPAYSEC; FMD • LBP branch; LBP

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
System for Payment to the SEC (eSPAYSEC) or over the counter payment at any Landbank branch nationwide.				
3. Submits proof of payment along with application and supporting documents. Location: SEC OGA email (secoga@sec.gov.ph) Notes/Instruction: If the submitted application-documents need further clarification and justification, the applicant will be requested to submit a letter of explanation and any supporting documents to address the noted findings.	3.1. Inputs the application and machine-validated PAF into the Monitoring System, and forwards it to the Assistant Director for assignment.	None	20 minutes	Executive Assistant; OGA
	3.2. Briefly studies the application documents before assigning it to the Evaluator with instructions.	None	3 hours	Assistant Director and Supervising Accountant; OGA-AAPD
	3.3. Reviews the submitted documents, prepares Memorandum, including other supporting documents, to the Commission En Banc (through the Supervising Commissioner), and submits it for approval. The Supervisor oversees the evaluation and submits the drafted Memo to the	None	12 days	Accountant (Evaluator); OGA-AAPD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Assistant Director for review and consideration.	None	2 days	Supervising Accountant and Assistant Director; OGA-AAPD
	3.4. Reviews the drafted Memo and endorses it to the General Accountant for approval.	None	1 day	General Accountant; OGA
	3.5. Approves and signs the Memorandum and other supporting documents for clearance of the Supervising Commissioner.	None	3 days	Supervising Commissioner; Office of the Commissioners
	3.6. Reviews and signs the Memorandum and supporting documents for presentation by the General Accountant to the Commission En Banc.	None	4 hours	General Accountant; OGA
	3.7. Presents the application to the Commission En Banc for consideration. Notes/Instruction: The General Accountant informs the AAPD of the Commission En Banc's resolution on the application.			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.8. Notifies the Applicant of the result of its application.	None	10 minutes	Executive Assistant; OGA
4. Collects the certificate. If a representative is collecting the certificate, they must present an authorization letter. Location: 14th Floor Office of the General Accountant	4.1. Prepares the Certificate of Accreditation, and generates a PAF for documentary stamp tax.	None	30 minutes	Executive Assistant; OGA
	4.2. Checks the details and signs the certificate.	None	30 minutes	Accountant (Evaluator), Supervising Accountant, Assistant Director; OGA-AAPD and General Accountant; OGA
5. Receives the PAF and pays the documentary stamp tax. Location: 14th Floor Office of the General Accountant Notes/Instruction: The Applicant may choose to pay via Electronic System for Payment to the SEC (eSPAYSEC) or over the counter payment at any Landbank branch nationwide.	5.1. Processes payment and issues electronic Official Receipt (e.O.R.).	Documentary Stamp Php 30.00/application	20 minutes	• eSPAYSEC; FMD • LBP branch; LBP
6. Submits proof of payment for the documentary stamp	6.1. Receives proof of payment, and ensures all	None	2 hours	Executive Assistant; OGA

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
tax and physical copies of application documents. Location: 14 th Floor Office of the General Accountant	required documents are submitted before releasing the certificate.			
7. Receives the certificate of accreditation. Location: 14th Floor Office of the General Accountant	7.1. Releases the certificate of accreditation, and forwards a duplicate file to Admin Assistant to update the Registry of Accredited Credit Rating Agencies.	None	30 minutes	Executive Assistant and Admin Assistant; OGA
TOTAL		Php 10,130.00	20 days	

Note: The above processing time commences upon the actual receipt of letter-request with supporting documents, if any, and payment of processing fee. It however excludes the response period to comment letters and request for extensions.

3. Simple Request for Opinion and/or Clarification on Accounting Related Matters

To clarify and/or interpret the following rules and guidelines for effective implementation and compliance:

- Revised SRC Rule 68;
- Philippine Financial Reporting Standards (PFRS)/ PFRS for Small and Medium Entities (SMEs) /PFRS for Small Entities (SEs) and interpretations;
- Philippine Standards on Auditing and related standards;
- Related rules of the Commission in financial reporting and audit;
- Guidelines; and
- Any subsequent official pronouncements, interpretations and rulings on accounting and reporting matters, which may be issued by the Commission from time to time.

Division / Office	Office of the General Accountant (OGA) - Accounting and Audit Policy Division (AAPD)
Classification	Simple (3 working days)
Type of Transaction	Government to Citizen (G2C) Government to Business (G2B) Government to Government (G2G)
Type of Service	External Service
Who may avail:	All

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1.	Request letter for Opinion and/or Clarification (1 scanned copy sent to secoga@sec.gov.ph).	Applicant
2.	Supporting document/s (1 scanned copy sent to secoga@sec.gov.ph).	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits a letter-request for Opinion and/or Clarification along with supporting documents. Location: SEC OGA E-mail (secoga@sec.gov.ph)	1.1 Receives the documents and forwards them to the Assistant Director for instruction. 1.2 Reviews the documents, and informs the Client of the prescribed fees and additional documentary requirements if necessary.	None None	10 minutes 4 hours	Executive Assistant; OGA Accountant (Evaluator), Supervising Accountant, and Assistant Director; OGA-AAPD
2. Requests a Payment Assessment Form (PAF) for the opinion fee and submits any additional documents, if applicable.	2.1 Prepares the PAF and instructs the Client to make payment and submit a proof of payment.	None	10 minutes	Executive Assistant; OGA
3. Receives the PAF and pays the required fees. Notes/Instruction: The Client may choose to pay via Electronic System for Payment to the SEC (eSPAYSEC) or over the counter payment at any Landbank branch nationwide.	3.1 Processes payment and issues an electronic official receipt (e.O.R.) if paid via eSPAYSEC, or a machine-validated payment slip if paid via Landbank. This serves as the proof of payment.	PHP10,000.00 (per issue and per company)	20 minutes	- eSPAYSEC; FMD - LBP branch; LBP
4. Submits proof of payment of the opinion fee. Location:	4.1 Inputs the request for Opinion and/or Clarification into the Monitoring	None	10 minutes	Executive Assistant; OGA

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
SEC OGA email (secoga@sec.gov.ph) Notes/Instruction: If the submitted application-documents need further clarification and justification, the applicant will be requested to submit a letter of explanation and any supporting documents to address the noted findings.	System, and forwards it to the Assistant Director for assignment.			
	4.2. Briefly studies the request and supporting documents and assigns it to the Evaluator with necessary instructions.	None	2 hours	Assistant Director and Supervising Accountant; OGA-AAPD
	4.3. Evaluates the request, and prepares an Advisement Letter containing the results of the evaluation. The Supervisor oversees the evaluation and submits the drafted letter to the Assistant Director for review and consideration.	None	1 day and 4 hours	Accountant (Evaluator) and Supervising Accountant; OGA-AAPD
	4.4. Reviews the Advisement Letter and endorses it to the General Accountant for approval.	None	4 hours	Assistant Director; OGA-AAPD
	4.5. Approves and signs the Advisement Letter.	None	1 hour	General Accountant; OGA
		None	10 minutes	Executive Assistant; OGA

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.6. Forwards the signed letter to the requesting Client and updates the Monitoring System.			
TOTAL		PHP10,000.00 (per issue and per company)	3 days	

Note: The above processing time commences upon the actual receipt of letter-request with supporting documents, if any, and payment of processing fee. It however excludes the response period to comment letters and request for extensions.

4. Complex Request for Opinion and/or Clarification on Accounting Related Matters

To clarify and/or interpret the following rules and guidelines for effective implementation and compliance:

- Revised SRC Rule 68;
- Philippine Financial Reporting Standards (PFRS)/ PFRS for Small and Medium Entities (SMEs) /PFRS for Small Entities (SEs) and interpretations;
- Philippine Standards on Auditing and related standards;
- Related rules of the Commission in financial reporting and audit;
- Guidelines; and
- Any subsequent official pronouncements, interpretations and rulings on accounting and reporting matters, which may be issued by the Commission from time to time.

Division / Office	Office of the General Accountant (OGA) - Accounting and Audit Policy Division (AAPD)
Classification	Complex (7 working days)
Type of Transaction	Government to Citizen (G2C) Government to Business (G2B) Government to Government (G2G)
Type of Service	External Service
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request letter for Opinion and/or Clarification (1 scanned copy sent to secoga@sec.gov.ph).	Applicant
2. Supporting document/s (1 scanned copy sent to secoga@sec.gov.ph).	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits a letter-request for Opinion and/or Clarification	1.1 Receives the documents and forwards	None	10 minutes	Executive Assistant; OGA

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
along with supporting documents. Location: SEC OGA E-mail (secoga@sec.gov.ph)	them to the Assistant Director for instruction. 1.2 Reviews the documents, and informs the Client of the prescribed fees and additional documentary requirements if necessary.	None	4 hours	Accountant (Evaluator), Supervising Accountant, and Assistant Director; OGA-AAPD
2. Requests a Payment Assessment Form (PAF) for the opinion fee and submits any additional documents, if applicable.	2.1 Prepares the PAF and instructs the Client to make payment and submit a proof of payment.	None	10 minutes	Executive Assistant; OGA
3. Receives the PAF and pays the required fees. Notes/Instruction: The Client may choose to pay via Electronic System for Payment to the SEC (eSPAYSEC) or over the counter payment at any Landbank branch nationwide.	3.1 Processes payment and issues an electronic official receipt (e.O.R.) if paid via eSPAYSEC, or a machine-validated payment slip if paid via Landbank. This serves as the proof of payment.	PHP25,000.00 (per issue and per company)	20 minutes	eSPAYSEC; FMD LBP branch; LBP
4. Submits proof of payment of the opinion fee. Location:	4.1 Inputs the request for Opinion and/or Clarification into the Monitoring System, and forwards it to	None	10 minutes	Executive Assistant; OGA

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
SEC OGA email (secoga@sec.gov.ph) Notes/Instruction: If the submitted application-documents need further clarification and justification, the applicant will be requested to submit a letter of explanation and any supporting documents to address the noted findings.	the Assistant Director for assignment.	None	3 hours	Assistant Director and Supervising Accountant; OGA-AAPD
	4.2. Briefly studies the request and supporting documents and assigns it to the Evaluator with necessary instructions.	None	5 days	Accountant (Evaluator) and Supervising Accountant; OGA-AAPD
	4.3. Evaluates the request, and prepares an Advisement Letter containing the results of the evaluation. The Supervisor oversees the evaluation and submits the drafted letter to the Assistant Director for review and consideration.	None	4 hours	Assistant Director; OGA-AAPD
	4.4. Reviews the Advisement Letter and endorses it to the General Accountant for approval.	None	4 hours	General Accountant; OGA
	4.5. Approves and signs the Advisement Letter.	None	10 minutes	Executive Assistant; OGA
	4.6. Forwards the signed letter to the requesting			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Client and updates the Monitoring System.			
TOTAL		PHP25,000.00 (per issue and per company)	7 days	

Note: The above processing time commences upon the actual receipt of letter-request with supporting documents, if any, and payment of processing fee. It however excludes the response period to comment letters and request for extensions.

5. Highly Technical Request for Opinion and/or Clarification on Accounting Related Matters

To clarify and/or interpret the following rules and guidelines for effective implementation and compliance:

- Revised SRC Rule 68;
- Philippine Financial Reporting Standards (PFRS)/ PFRS for Small and Medium Entities (SMEs) /PFRS for Small Entities (SEs) and interpretations;
- Philippine Standards on Auditing and related standards;
- Related rules of the Commission in financial reporting and audit;
- Guidelines; and
- Any subsequent official pronouncements, interpretations and rulings on accounting and reporting matters, which may be issued by the Commission from time to time.

Division / Office	Office of the General Accountant (OGA) - Accounting and Audit Policy Division (AAPD)
Classification	Highly Technical (20 working days)
Type of Transaction	Government to Citizen (G2C) Government to Business (G2B) Government to Government (G2G)
Type of Service	External Service
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request letter for Opinion and/or Clarification (1 scanned copy sent to secoga@sec.gov.ph).	Applicant
2. Supporting document/s (1 scanned copy sent to secoga@sec.gov.ph).	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits a letter-request for Opinion and/or Clarification along with supporting documents. Location: SEC OGA E-mail (secoga@sec.gov.ph)	1.1 Receives the documents and forwards them to the Assistant Director for instruction. 1.2 Reviews the documents, and informs the Client of the prescribed fees and additional documentary requirements if necessary.	None None	10 minutes 3 hours	Executive Assistant; OGA Accountant (Evaluator), Supervising Accountant, and Assistant Director; OGA-AAPD
2. Requests a Payment Assessment Form (PAF) for the opinion fee and submits any additional documents, if applicable.	2.1 Prepares the PAF and instructs the Client to make payment and submit a proof of payment.	None	10 minutes	Executive Assistant; OGA
3. Receives the PAF and pays the required fees. Notes/Instruction: The Client may choose to pay via Electronic System for Payment to the SEC (eSPAYSEC) or over the counter payment at any Landbank branch nationwide.	3.1 Processes payment and issues an electronic official receipt (e.O.R.) if paid via eSPAYSEC, or a machine-validated payment slip if paid via Landbank. This serves as the proof of payment.	PHP25,000.00 (per issue and per company)	20 minutes	eSPAYSEC; FMD LBP branch; LBP
4. Submits proof of payment of the opinion fee. Location:	4.1 Inputs the request for Opinion and/or Clarification into the Monitoring System, and	None	10 minutes	Executive Assistant; OGA

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
SEC OGA email (secoga@sec.gov.ph)	forwards it to the Assistant Director for assignment.			
Notes/Instruction: If the submitted application-documents need further clarification and justification, the applicant will be requested to submit a letter of explanation and any supporting documents to address the noted findings.	4.2. Briefly studies the request and supporting documents and assigns it to the Evaluator with necessary instructions.	None	4 hours	Assistant Director and Supervising Accountant; OGA-AAPD
	4.3. Evaluates the request, and prepares an Advisement Letter containing the results of the evaluation. The Supervisor oversees the evaluation and submits the drafted letter to the Assistant Director for review and consideration.	None	12 days	Accountant (Evaluator) and Supervising Accountant; OGA-AAPD
	4.4. Reviews the Advisement Letter and endorses it to the General Accountant for approval.	None	3 days	Assistant Director; OGA-AAPD
	4.5. Approves and signs the Advisement Letter.			
	Notes/Instruction: In specific cases where approval from the Commission En Banc is needed, the General Accountant presents the request along with supporting documents to the	None	2 to 4 days	General Accountant; OGA

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Commission En Banc, and informs the AAPD of the resolution. This resolution will be included as part of the evaluation. 4.6. Forwards the signed letter to the requesting Client and updates the Monitoring System.	None	10 minutes	Executive Assistant; OGA
TOTAL		PHP25,000.00 (per issue and per company)	20 days	

Note: The above processing time commences upon the actual receipt of letter-request with supporting documents, if any, and payment of processing fee. It however excludes the response period to comment letters and requests for extensions.

6. Request for Exemptive Relief

To allow applicants to exercise their right in seeking relief from any provision of the Securities Regulation Code (SRC) and its implementing rules and regulations, particularly those relating to financial reporting, auditing, and related matters.

The procedure is applicable to requests for exemptive relief from the requirements of the following:

- Revised SRC Rule 68 and Financial Reporting Bulletins (FRBs);
- Philippine Financial Reporting Standards (PFRS)/ PFRS for Small and Medium Entities (SMEs)/PFRS for Small Entities (SEs) and interpretations;
- Philippine Standards on Auditing and related standards;
- Related rules of the Commission in financial reporting and audit;
- Guidelines; and
- Any subsequent official pronouncements, interpretations and rulings on accounting and reporting matters, which may be issued by the Commission from time to time.

Division / Office	Office of the General Accountant (OGA) - Accounting and Audit Policy Division (AAPD)
Classification	Highly Technical (20 working days)
Type of Transaction	Government to Citizen (G2C) Government to Business (G2B) Government to Government (G2G)
Type of Service	External Service
Who may avail:	All

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1.	Request letter for Opinion and/or Clarification (1 scanned copy sent to secoga@sec.gov.ph).	Applicant
2.	Supporting document/s (1 scanned copy sent to secoga@sec.gov.ph).	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits a letter-request for Exemptive Relief along with supporting documents. Location: SEC OGA E-mail (secoga@sec.gov.ph)	1.1 Receives the documents and forwards it to the Assistant Director for instruction. 1.2 Reviews the documents, and informs the Client of the prescribed fees and additional documentary requirements if necessary.	None None	10 minutes 1 day	Executive Assistant; OGA Accountant (Evaluator), Supervising Accountant, and Assistant Director; OGA-AAPD
2. Requests a Payment Assessment Form (PAF) for the exemptive relief fee and submits any additional documents, if applicable.	2.1 Prepares the PAF and instructs the Client to make payment and submit a proof of payment.	None	10 minutes	Executive Assistant; OGA
3. Receives the PAF and pays the required fees. Notes/Instruction: The Client may choose to pay via Electronic System for Payment to the SEC (eSPAYSEC) or over the counter payment at any Landbank branch nationwide.	3.1 Processes payment and issues an electronic official receipt (e.O.R.) if paid via eSPAYSEC, or a machine-validated payment slip if paid via Landbank. This serves as the proof of payment.	PHP50,000.00 (per issue and per company)	20 minutes	eSPAYSEC; FMD LBP branch; LBP
4. Submits proof of payment of the exemptive relief fee.	4.1 Inputs the request for Exemptive Relief into the Monitoring System, and	None	10 minutes	Executive Assistant; OGA

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Location: SEC OGA email (secoga@sec.gov.ph) Notes/Instruction: If the submitted documents need further clarification and justification, the applicant will be requested to submit additional justification and supporting documents.	forwards it to the Assistant Director for assignment.			
	4.2. Briefly studies the request and supporting documents and assigns it to the Evaluator with necessary instructions.	None	3 hours	Assistant Director and Supervising Accountant; OGA-AAPD
	4.3. Evaluates the request, and prepares Memorandum for presentation to the Commission En Banc containing the results of evaluation, justification, and recommendation. The Supervisor oversees the evaluation and submits the drafted Memo/Letter to the Assistant Director for review and consideration. Notes/Instruction: In case of incomplete justification and supporting documents, the Evaluator prepares an Advisement Letter to the requesting	None	10 days	Accountant (Evaluator) and Supervising Accountant; OGA-AAPD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Client, informing them that the subject request is under evaluation and directing them to submit additional documents or justification.	None	2 days	Assistant Director; OGA-AAPD
	4.4. Reviews the Advisement Letter or Memorandum and endorses it to the General Accountant for approval.	None	2 days	General Accountant; OGA
	4.5. Approves and signs the Advisement Letter, or Memorandum and other supporting documents for clearance of the Supervising Commissioner.			
	Notes/Instruction: After the Advisement Letter is signed by the General Accountant, proceed to Step 4.11.	None	1 day	Supervising Commissioner; Office of the Commissioner
	4.6. Reviews and signs the Memorandum and supporting documents for			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	presentation to the Commission En Banc.	None	4 hours	General Accountant; OGA
	4.7. Presents the request to the Commission En Banc for consideration. Notes/Instruction: The General Accountant informs the AAPD of the Commission En Banc's resolution on the request.	None	2 days	Accountant (Evaluator) and Supervising Accountant; AAPD-OGA
	4.8. Prepares an Advisement Letter notifying the Client whether the request has been approved or denied. The Supervisor oversees the drafting of the advisement letter and submits the drafted letter to the Assistant Director for review and clearance.	None	4 hours	Assistant Director; AAPD-OGA
	4.9. Reviews the Advisement Letter and endorses it to the General Accountant for approval.	None	4 hours	General Accountant; OGA

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.10. Approves and signs the Advisement Letter. 4.11. Forwards the signed letter to the requesting Client and updates the Monitoring System.	None	10 minutes	Executive Assistant; OGA
TOTAL		PHP50,000.00 (per issue and per company)	20 days	



OFFICE OF THE COMMISSION SECRETARY

Citizen's Charter, FY 2025 | 1st Edition



comsec@sec.gov.ph



8888-8141



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COMMISSION SECRETARIAT DIVISION

Citizen's Charter, FY 2025 | 1st Edition



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1. Request for Certification on Commission *En Banc* Resolutions and Other Acts of the Commission

This service certifies Commission *En Banc* Resolutions and other certain acts of the Commission that provides legal justification and authoritative support for its stakeholders.

Division / Office	Commission Secretariat Division, Office of the Commission Secretary
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B)
Type of Service	External Service
Who may avail:	Target SEC Clients/Stakeholders/Customers/Media

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
(No requirements)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sends a request letter for issuance of certification through email at comsec@sec.gov.ph , with the following options: a. Certification in electronic copy; b. Certification in hard copy; c. Certification in both electronic and hard copies	1.1 Receives the request letter through email and prepares the Payment Assessment Form (PAF).	None	5 minutes	SEC Administrative Officer III/ SEC Administrative Assistant II, Commission Secretariat Division
2. Pays the required fee either online using the Electronic	2.1 Prepares the certification and transmit it	General Certification Fee:	25 minutes	SEC Administrative Officer III/ SEC Administrative

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
System for Payments to the SEC (eSPAYSEC) or offsite at any branch of Land Bank of the Philippines. (Note: If the client chooses to pay online using eSPAYSEC, the payment is processed and the receipt is generated automatically. If the client chooses to pay at Landbank, the payment shall be processed and confirmed through the Online Collection Facility of Landbank.)	to the Commission Secretary for review.	PHP 300.00 Documentary Stamp Fee: PHP 30.00		Assistant II, Commission Secretariat Division
3. Sends the proof of payment to the same email thread.	3.1 Signs the certification.		20 minutes	Commission Secretary, Commission Secretariat Division
	3.2 Releases a copy of the Certification.	None	5 minutes	SEC Administrative Officer III/ SEC Administrative Assistant II, Commission Secretariat Division
4. Client receives a copy of the Certification after submitting an accomplished Client Satisfaction Survey.	4.1 Records the transaction on the electronic logbook.	None	5 minutes	SEC Administrative Officer III/ SEC Administrative Assistant II, Commission Secretariat Division

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		Php 330.00 per copy	1 hour	

2. Request for Certified True Copy (CTC) of Memorandum Circulars

This service provides certified true copies of SEC Memorandum Circulars, ensuring the documents' validity and accuracy.

Division / Office	Commission Secretariat Division, Office of the Commission Secretary
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B)
Type of Service	External Service
Who may avail:	Target SEC Clients/Stakeholders/Customers/Media

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
(No requirements)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sends a request letter for issuance of certified true copies (CTC) of the SEC Memorandum Circular through email at comsec@sec.gov.ph , with the following options: a) CTC of the requested document/s in electronic copy; b) CTC of the requested document/s in hardcopy; c) CTC of the requested document/s in both electronic and hard copies	1.1 Receives the request letter and prepares the Payment Assessment Form (PAF).	None	5 minutes	SEC Administrative Officer III/ SEC Administrative Assistant II, Commission Secretariat Division
2. Pays the required fee either online using the Electronic	2.1 Prepares the requested SEC	Authentication fee: PHP 50.00 + PHP 10.00 per	30 minutes	SEC Administrative Officer III/ SEC Administrative

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
System for Payments to the SEC (eSPAYSEC) or offsite at any branch of Land Bank of the Philippines (LBP). (Note: If the client chooses to pay online using eSPAYSEC, the payment is processed and the receipt is generated automatically. If the client chooses to pay at Landbank, the payment shall be processed and confirmed through the Online Collection Facility of Landbank.)	Memorandum Circular and presents it to the Commission Secretary for review and signature.	page Documentary Stamp Fee: PHP 30.00		Assistant II, Commission Secretariat Division
3. Sends the proof of payment to the same email thread.	3.1 Signs the certification.		20 minutes	Commission Secretary, Commission Secretariat Division
	3.2 Signs on each page of the SEC Memorandum Circular and releases a copy of it to the client.		20 minutes	SEC Administrative Officer III/ SEC Administrative Assistant II, Commission Secretariat Division
4. Receives CTC of the document requested after submitting an accomplished Client Satisfaction Survey.	4.1 Records the transaction on the electronic logbook.	None	5 minutes	SEC Administrative Officer III/ SEC Administrative Assistant II, Commission Secretariat Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		50.00 + (10.00 x number of pages) + 30.00	1 hour and 20 minutes	

3. Request for Certified True Copy of SEC Resolutions, SEC Office Orders, SEC Memorandum Circulars, SEC Guidelines, and SEC Rules and Regulations

This service details the process of disseminating certified true copies of SEC Resolutions, SEC Office Orders, SEC Memorandum Circulars, SEC Guidelines, and SEC Rules and Regulations to ensure that the content of the document is accurate and precise.

Division / Office	Commission Secretariat Division
Classification	Simple (3 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Service
Who may avail:	All SEC Departments and Extension Offices

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
(No requirements)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.A Requests for certified true copy of SEC Resolutions, SEC Office Orders, SEC Memorandum Circulars, SEC Guidelines, and SEC Rules and Regulations through walk-in transaction at the 12/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209	1.A.1 Receives the request	None	5 minutes	SEC Information Officer III/ SEC Administrative Officer III/ SEC Administrative Assistant II/ SEC Assistant Computer Operator, Commission Secretariat Division
	1.A.2 Prepares and certifies the requested SEC Resolutions, SEC		30 minutes	SEC Information Officer III/ SEC Administrative Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Office Orders, SEC Memorandum Circulars, SEC Guidelines, and SEC Rules and Regulations, and releases the same afterwards.	None		III/ SEC Administrative Assistant II/ SEC Assistant Computer Operator, Commission Secretariat Division
1.B Requests for certified true copy of SEC Resolutions, SEC Office Orders, SEC Memorandum Circulars, SEC Guidelines, and SEC Rules and Regulations through phone call at (02) 8818-5478.	1.B.1 Receives the request.		5 minutes	SEC Information Officer III/ SEC Administrative Officer III/ SEC Administrative Assistant II/ SEC Assistant Computer Operator, Commission Secretariat Division
	1.B.2 Prepares and certifies the requested SEC Resolutions, SEC Office Orders, SEC Memorandum Circulars, SEC Guidelines, and SEC Rules and Regulations, and releases the same afterwards.		30 minutes	SEC Information Officer III/ SEC Administrative Officer III/ SEC Administrative Assistant II/ SEC Assistant Computer Operator, Commission Secretariat Division
1.C Requests for certified true copy of SEC Resolutions, SEC Office Orders, SEC Memorandum Circulars, SEC Guidelines, and SEC Rules	1.C.1 Receives the request.		5 minutes	SEC Information Officer III/ SEC Administrative Officer III/ SEC Administrative Assistant II/ SEC Assistant Computer Operator, Commission Secretariat

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
and Regulations through email comsec@sec.gov.ph	1.C.2 Prepares and certifies the requested SEC Resolutions, SEC Office Orders, SEC Memorandum Circulars, SEC Guidelines, and SEC Rules and Regulations, and releases the same afterwards.		30 minutes	Division SEC Information Officer III/ SEC Administrative Officer III/ SEC Administrative Assistant II/ SEC Assistant Computer Operator, Commission Secretariat Division
2. Receives the requested document certified by the assigned personnel after submitting an accomplished Client Satisfaction Survey.	2.1 Records the transaction on the electronic log book.	None	5 minutes	SEC Administrative Officer III/ SEC Administrative Assistant II, Commission Secretariat Division
TOTAL		None	40 minutes	

4. Request for Issuance of Excerpts of Minutes of Commission Meetings and Executive Sessions

This service details the preparation and issuance of the excerpts of the minutes of Commission Meetings and Executive Sessions, which reflects the discussions of the agenda and the decisions made by the Commission *En Banc*.

Division / Office	Commission Secretariat Division
Classification	Simple (3 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Service
Who may avail:	All SEC Departments and Extension Offices

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
(No requirements)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.A Requests an excerpt of the Minutes of Commission Meeting/ Executive Session through walk-in transaction at the 12/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209.	1.A.1 Receives the request.	None	5 minutes	SEC Information Officer III/ SEC Administrative Officer III/ SEC Administrative Assistant II/ SEC Assistant Computer Operator, Commission Secretariat Division
	1.A.2 Prepares the excerpt of the Minutes of the Commission Meeting or Executive Session; and transmits it for review of the Commission Secretary.		25 minutes	SEC Administrative Officer III/SEC Administrative Assistant II, Commission Secretariat Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.A.3 Reviews and signs the excerpt of the Minutes of the Commission Meeting or Executive Session. 1.A.4 Releases a copy of the excerpt of the Minutes.		20 minutes 5 minutes	Commission Secretary, Commission Secretariat Division SEC Information Officer III/ SEC Administrative Officer III/ SEC Administrative Assistant II/ SEC Assistant Computer Operator, Commission Secretariat Division
1.B Requests an excerpt of the Minutes of Commission Meeting/ Executive Session through phone call (02) 8818-5478.	1.B.1 Receives the request. 1.B.2 Prepares the excerpt of the Minutes of the Commission Meeting or Executive Session; and transmits it for review of the Commission Secretary.		5 minutes 25 minutes	SEC Information Officer III/ SEC Administrative Officer III/ SEC Administrative Assistant II/ SEC Assistant Computer Operator, Commission Secretariat Division SEC Administrative Officer III/SEC Administrative Assistant II, Commission Secretariat Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.B.3 Reviews and signs the excerpt of the Minutes of the Commission Meeting or Executive Session. 1.B.4 Releases a copy of the excerpt of the Minutes.		20 minutes 5 minutes	Commission Secretary, Commission Secretariat Division SEC Information Officer III/ SEC Administrative Officer III/ SEC Administrative Assistant II/ SEC Assistant Computer Operator, Commission Secretariat Division
1.C Requests an excerpt of the Minutes of Commission Meeting/ Executive Session through email comsec@sec.gov.ph.	1.C.1 Receives the request. 1.C.2 Prepares the excerpt of the Minutes of the Commission Meeting or Executive Session; and		5 minutes 25 minutes	SEC Information Officer III/ SEC Administrative Officer III/ SEC Administrative Assistant II/ SEC Assistant Computer Operator, Commission Secretariat Division SEC Administrative Officer III/SEC Administrative Assistant II, Commission Secretariat Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	transmits it for review of the Commission Secretary. 1.C.3 Reviews and signs the excerpt of the Minutes of the Commission Meeting or Executive Session. 1.C.4 Releases a copy of the excerpt of the Minutes.		20 minutes 5 minutes	Commission Secretary, Commission Secretariat Division SEC Administrative Officer III/SEC Administrative Assistant II, Commission Secretariat Division
2.A Receives the electronic copy of the excerpt of the minutes of the Commission Meeting and Executive Session through email after submitting an accomplished Client Satisfaction Survey. 2.B Receives the hard copy of the excerpt of the minutes of the Commission Meeting and Executive Session duly signed by the Commission Secretary after submitting an accomplished Client Satisfaction Survey.	2.1 Records the transaction on the electronic logbook.	None	5 minutes	SEC Administrative Officer III/ SEC Administrative Assistant II, Commission Secretariat Division
TOTAL		None	1 hour	

5. Administration of Oath for Documents Pertinent to the Commission

This service provides procedure for request for administration of oath, such as acknowledgements, oaths and affirmations, jurats, signature witnessing and copy of certifications for documents pertinent to the Commission

Division / Office	Commission Secretariat Division
Classification	Simple (3 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Service
Who may avail:	All personnel of the SEC Departments and Extension Offices

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
(1) Valid Identification Card • Philippine Passport • National ID (PhilSys ID) • Driver's License • Professional Regulation Commission (PRC) ID • Social Security System (SSS) ID / UMID • Government Service Insurance System (GSIS) ID / UMID • Unified Multi-Purpose ID (UMID) • Postal ID • Voter's ID / Voter's Certification • PhilHealth ID • Pag-IBIG Loyalty Card • Senior Citizen ID • Person with Disability (PWD) ID • Seafarer's Identification and Record Book (SIRB) / Seaman's Book • Indigenous Peoples (IP) ID • Solo Parent ID	• Department of Foreign Affairs (DFA) • Philippine Statistics Authority (PSA) • Land Transportation Office (LTO) • Professional Regulation Commission (PRC) • Social Security System (SSS) • Government Service Insurance System (GSIS) • Philippine Postal Corporation (PHLPost) • Commission on Elections (COMELEC) • Philippine Health Insurance Corporation (PhilHealth) • Home Development Mutual Fund (Pag-IBIG Fund) • Office of the Senior Citizen Affairs (OSCA) / Local Government Unit (LGU) • Local Government Unit (LGU) / Department of Social Welfare and Development (DSWD) • Bureau of Immigration (BI) • Maritime Industry Authority (MARINA) • National Commission on Indigenous Peoples (NCIP)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Department of Migrant Workers (DMW) / Overseas Workers Welfare Administration (OWWA)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requests for administration of oath for documents through walk-in transaction and presents valid identification card at the 12/F The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209.	1.1 Receives the request.	None	5 minutes	SEC Information Officer III/ SEC Administrative Officer III/ SEC Administrative Assistant II/ SEC Assistant Computer Operator, Commission Secretariat Division
	1.2 Checks and verifies the document and valid identification card presented, and transmit the same to the administering officer.		10 minutes	SEC Information Officer III/ SEC Administrative Officer III/ SEC Administrative Assistant II/ SEC Assistant Computer Operator, Commission Secretariat Division
	1.3 Reviews the document and administers the oath.		15 minutes	SEC Commission Secretary/SEC Assistant Director/SEC Chief Counsel/ SEC Securities Counsel II / SEC Securities Counsel I, Commission Secretariat Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4 Releases the document.		5 minutes	SEC Information Officer III/ SEC Administrative Officer III/ SEC Administrative Assistant II/ SEC Assistant Computer Operator, Commission Secretariat Division
2. Receives the document after submitting an accomplished Client Satisfaction Survey.	2.1 Records the transaction on the electronic log book.	None	5 minutes	SEC Information Officer III/ SEC Administrative Officer III/ SEC Administrative Assistant II/ SEC Assistant Computer Operator, Commission Secretariat Division
TOTAL		None	40 minutes	



CORPORATE COMMUNICATION DIVISION

Citizen's Charter, FY 2025 | 1st Edition



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1. Media Request for Interviews, Information, and Updates

This service grants requests for interviews, information, and updates from the media to verify and clarify relevant issuances and reports about the Commission.

Division / Office:	Corporate Communication Division, Office of the Commission Secretary (OCS)
Classification:	Simple (3 days)
Type of Transaction:	Government to Business (G2B)
Type of Service:	External Service
Who may avail:	Members of Media Organizations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request letter (with complete name, address, and contact number of the client) addressed to the Commission Secretary	Requesting media partner/outfit

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client sends a request letter indicating the specific data/ information/documents requested through email at corpcomm@sec.gov.ph. For interviews, client includes his/her preferred time and date, and the specific topics/ issues to be discussed.	1.1 Receives the request letter and gives a timeframe as to when he/she can confirm the interview or give a definite answer to the query. 1.2 For interviews: Assesses and endorses the request to the Commission Secretary/Subject	None	5 minutes 40 minutes	SEC Supervising Administrative Officer/ SEC Supervising Information Officer/ SEC Information Officer IV/ SEC Information Officer III/ SEC Information Officer I SEC Supervising Administrative Officer/

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Matter Expert, and checks the availability of the Commission Secretary/Subject Matter Expert. For queries: Coordinates with the concerned departments/ offices to check availability of the information requested, and prepares the relevant data/ documents. 1.3 For interviews: Confirms the availability of the Commission Secretary/ Subject Matter Expert. For queries, OCS staff confirms the availability of the information requested.		30 minutes	SEC Information Officer IV/ SEC Information Officer III SEC Supervising Administrative Officer/ SEC Information Officer IV/ SEC Information Officer III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Client conducts the interview or receives the information requested and accomplishes the Client Satisfaction Survey.	2. For interviews: Provides the relevant information/ documents. For queries, Forwards the relevant information/ documents.	None	30 minutes	Commission Secretary/ Subject Matter Expert
TOTAL		None	1 hour and 45 minutes	

2. Request for Creation of Information, Education, and Communication (IEC) Materials

This service processes requests for creation of Information, Education, and Communications (IEC) Materials such as art cards, posters, and press releases, among others.

Division / Office:	Corporate Communication Division, Office of the Commission Secretary (OCS)
Classification:	Simple
Type of Transaction:	Government to Government (G2G)
Type of Service:	Internal Service
Who may avail:	All SEC Departments

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Accomplished request through online form. The requesting department shall likewise provide all references and useful assets or materials such as: • Concept Note • Pegs and Mood Board • Draft Script in the prescribed format • Writeup • Program • Photos and Videos • Previous IEC Materials • Powerpoint Presentation	To be accomplished and provided by the requesting department.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client requests for the production of IEC material by accomplishing the google form. Note: The processing time for this request is exclusive of the following lead times: Video Material • Presentation video (3 weeks) • Testimonial video/ Short speech (1 week) • Information video (2 weeks) • Event highlights video (1 week) • Animation depending on the length and complexity, but a minimum of 3 months upon the finalization of the concept for an animated clip not more than 5 minutes with a single character and background)	1. Receives and acknowledges the request.	None	15 minutes	Assistant Director of Corporate Communication Division, Supervising Information Officer, Information Officer IV, Information Officer III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
• Motion graphics (depending on the length and complexity, but a minimum of 1 week upon the finalization of the concept for a 30-second clip) • Documentary (3 months for a material not more than 30 minutes) • Mixed Live Action and Computer-Generated Graphics (depending on the length and complexity, but a minimum of 1 month upon the finalization of the concept for a clip not more than 2 minutes) Graphic Material • Poster (1 week) • Art Cards (1 week) • Collaterals (1 week) • Logos (1 week) • Brochure (1 month)				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
• Microsite Design and Layout (1 month) • 3D Mockups/Signages (2 weeks) Audio Material • Scripted Audio Recording (minimum of 3 days for a 30-second audio upon delivery of the finalized script) • Raw Audio Recordings of Interviews and Live Events (2 days) If the request includes scriptwriting and copywriting, the requesting department should allow for additional two weeks of lead time.	3.1 Assesses the purpose and type of the IEC material considering the given lead time for distribution			Assistant Director, Supervising Information officer, Information Officer IV

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.3. Provides feedback to the requesting party on the feasibility of requested material and schedules clarificatory meeting			Assistant Director, Supervising Information officer, Information Officer IV
2. Client attends clarificatory meeting with OCS-CCD Note: - The OCS-CCD reserves the right to deny the request for incomplete submission of the required materials. - If there is no need for clarificatory meeting, proceed to next step.	2. Meets with the requesting department for clarification of certain information provided in the request form.	None	3 days	Assistant Director, Supervising Information officer, Information Officer IV, Information Officer III
3. Client receives confirmation of request	3. Produces the IEC material based on the references, assets, and materials within the given and agreed-upon lead time	None	3 days	Assistant Director, Supervising Information Officer, Information Officer IV, Information Officer III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Supervising Information Officer, Information Officer IV, Information Officer III, Information Officer I
TOTAL		None	9 days and 15 minutes	

3. Request for Documentation

This service processes requests for photo and video documentation of the Commission intended to be publicized or promoted outside the Commission

Division / Office:	Corporate Communication Division, Office of the Commission Secretary (OCS)
Classification:	Simple
Type of Transaction:	Government to Government (G2G)
Type of Service:	Internal Service
Who may avail:	All SEC Departments

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished request through online form.	Requesting department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client requests for documentation by accomplishing the online form via Google forms. Note: The requesting department shall file the request at least three (3) working days before the event or shoot.	1. Receives and acknowledges the request. 1.1 Assesses the request based on the availability of equipment and manpower, and the purpose of request for documentation. 1.2 Provides feedback to the requesting department	None	15 minutes	Assistant Director, Supervising Information Officer, Information Officer IV, Information Officer III Assistant Director of Corporate Communication Division, Supervising Information Officer, Information Officer IV Assistant Director, Supervising Information Officer, Information Officer IV Supervising Information Officer, Information Officer IV, Information Officer III
2. Client attends clarificatory meeting with the CCD Note: Should be scheduled at least one (1) day before the event or	2. Meets with the requesting department to determine crucial parts of the program to be documented	None	1 hour	Supervising Information Officer, Information Officer IV, Information Officer III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
shoot				
3. Client holds the event that will be documented by the CCD.	3. Attends the event for documentation or the shoot.	None	1 day	Supervising Information Officer, Information Officer IV, Information Officer III
4. Client receives the unedited photos/videos via email	4. Submits the photos or videos to the requesting department via email	None	1 day	Assistant Director, Supervising Information Officer, Information Officer IV, Information Officer III
The client will select the photos or videos that will be released to the target audience	4.1 Edits the selected photos and videos upon receipt of the selected photos		3 days	
			3 days	Supervising Information Officer, Information Officer IV, Information Officer III, Information Officer I
5. Client receives the edited photos/ videos	5. Submits the edited photos or videos	None	3 days	Assistant Director, Supervising Information Officer, Information Officer IV, Information Officer III
TOTAL		None	12 days, 1 hour and 15 minutes	

4. Request for Posting on Social Media

This service grants requests for posting of social media content

Division / Office:	Corporate Communication Division, Office of the Commission Secretary (OCS)
Classification:	Simple
Type of Transaction:	Government to Government (G2G)
Type of Service:	Internal Service
Who may avail:	All SEC Departments

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Accomplished request through online form. The requesting department shall provide the following: • All materials to be posted • Proposed captions (subject to revision by the OCS) • Schedule of posting • Social media platforms	Requesting department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client requests for posting on the Commission's social media platforms by accomplishing the online form via Google forms.	1. Receives and acknowledges the request.	None	5 minutes	Information Officer IV, Information Officer III
	1.1 Assesses the request for posting and coordinates with the requesting department for a clarificatory meeting, if needed		1 day	Information Officer IV, Information Officer III
	1.2 Provides feedback to the requesting department		1 day	Information Officer IV, Information Officer III
	1.3 Schedules the content for posting on the appropriate social media platforms.		1 day	Information Officer IV, Information Officer III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. The client receives relevant links of the posted material via email.	2. Provides relevant links of the posted material to the person who made the request, for reference.	None	1 day	Information Officer IV, Information Officer III
TOTAL		None	4 days, 5 mins	

5. Request for the Reservation of the SEC MeDIA Communications Center

This service grants requests for the use of the SEC MeDIA Communications Center

Division / Office:	Corporate Communication Division, Office of the Commission Secretary (OCS)
Classification:	Simple
Type of Transaction:	Government to Government (G2G)
Type of Service:	Internal Service
Who may avail:	All SEC Departments

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Accomplished request through online form. The requesting department must review and agree to the guidelines and conditions governing the use of the SEC MeDIA Communications Center and provide all required information.	Requesting department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client requests for reservation by accomplishing the online form via Google forms. Note: The requesting department shall file the reservation request at least two (2) working days before the event.	1. Receives and acknowledges the request. 1.1 Assesses the request based on the purpose of the reservation, number of participants, event date and time and existing bookings. 1.2 Provides feedback to the requesting department	None	1 day	Assistant Director, Supervising Information Officer, Information Officer IV, Information Officer III Assistant Director of Corporate Communication Division, Supervising Information Officer, Information Officer IV Assistant Director, Supervising Information Officer, Information Officer IV, Information Officer III
2. Client attends clarificatory meeting with the CCD. Note: Should be scheduled at least one (1) day before the event or shoot.	2. Meets with the requesting department to determine the availability and suitability of the SEC MeDIA as venue for the event.	None	1 hour	Supervising Information Officer, Information Officer IV, Information Officer III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Client lists all equipment and furniture that will be brought in the SEC MeDIA using the prescribed form for gatepass and submit the same via email. Note: Applicable only if outside equipment or furniture will be brought inside the SEC MeDIA.	3. Receives and acknowledges the gatepass.	None	1 day	Supervising Information Officer, Information Officer IV, Information Officer III
4. Client assists in ingress and setup of requested room, equipment and furniture Note: If outside furniture and equipment will be brought inside, the client shall present the digital copy of the gatepass to guard on duty and undergo the necessary inspection.	4. Leads the ingress and setup of requested room, equipment and furniture	None	1 day	Supervising Information Officer, Information Officer IV, Information Officer III
5. Client holds the event in the SEC MeDIA Communications Center.	5. Provides approved technical assistance, including photo and video	None	1 day	Supervising Information Officer, Information Officer IV, Information Officer III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	documentation, live streaming, and press release creation.			
6. Client assists in egress and dismantling of equipment and furniture. Note: If outside furniture and equipment will be brought outside, the client shall present the digital copy of the gatepass to guard on duty and undergo the necessary inspection.	6. Leads the egress and dismantling of equipment and furniture.	None	1 day	Supervising Information Officer, Information Officer IV, Information Officer III
TOTAL		None	5 days and 1 hour	



COMPANY REGISTRATION AND MONITORING DEPARTMENT

Citizen's Charter, FY 2025 | 1st Edition



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COMPLIANCE MONITORING DIVISION

Citizen's Charter, 1st Edition | FY 2025



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1. Compliance with SEC Memorandum Circular No. 28 series of 2020 (Requirement for Corporations, Partnerships, Associations, and Individuals to Create and/or Designate Email Account Address and Cellphone Number for Transactions with the Commission)

This service details the procedure on compliance with SEC Memorandum Circular No. 28, Series of 2020 requiring the corporations, partnerships, associations, and individuals to create and/or designate an email account address and cellphone number for transactions with the Commission.

Division / Office	Compliance Monitoring Division, Company Registration and Monitoring Department
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C) Government to Business (G2B)
Type of Service	External Service
Who may avail:	General transacting public and business entities 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.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
All Annexes (Annex D or Annex E) may be found in the MC 28 series of 2020 uploaded in the SEC website	SEC Website (www.sec.gov.ph)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Email account address and cellular phone number for the compliance in Memorandum Circular No. 28 Series of 2020 through https://apps010.sec.gov.ph/ 1.2. Click NEW SUBMISSION in MC28 Portal, download and fill out the information in the prescribed format provided in MC28, S2020 (ANNEX D for corporations; or Annex E for partnerships) 1.3. Encode the company details reflected in ANNEX D for corporations; or Annex E for partnerships. 1.4. Upload ANNEX D for corporations; or Annex E for partnerships and other attachments if any, then submit the application.	1. Receive the application through MC28 Portal including its attachments. 1.2. Browse over the SEC systems online, review and compare the information in the uploaded ANNEX D/E and encoded data in the portal. 1.3. Check the authorized Person in Control and the signatories of its attachments.	None	2 hours 3 hours 3 hours	SEC Process Server
2. Receive an email notification in their official email address encoded in MC28 Portal, regarding status and remarks.	2. If the information in ANNEX D/E is valid, consistently encoded in the portal, and with complete documents, it will be tagged as approved.	None	1 day 1 day	SEC Process Server

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2.2. If the application is for compliance/rejected, the client must re-apply their application in MC28 Portal New Submission with the compliance from the said remarks.	2.2. If the application is for compliance, it will be tagged as rejected (the findings are stated as well as the possible solutions/remedies for compliance).			
TOTAL		NONE	3 days¹	

¹ Note: The 3 days processing time is for one client being served at one time. The time is extended subject to the volume of the received applications.

2. Amendment of SEC Memorandum Circular No. 28, Series of 2020

This service details the submission of Annex G for amendment/notice to change the email address, and/or mobile number.

Division / Office	Compliance Monitoring Division, Company Registration and Monitoring Department
Classification	Complex (7 days)
Type of Transaction	Government to Citizen (G2C) Government to Business (G2B)
Type of Service	External Service
Who may avail:	General transacting public and business entities 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.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Annex G may be found in the MC 28 series of 2020 uploaded in the SEC website	SEC Website (www.sec.gov.ph)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Use and submit notice to change email address and/or mobile number (ANNEX G) application in Memorandum Circular No. 28,	1. Receive the amendment application through MC28 Portal including its attachments.	None	3 hours	SEC Process Server

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Series of 2020 through https://apps010.sec.gov.ph/ 1.2. Go to AMENDMENT in MC28 Portal, search either the company name or the SEC registration number. Company name will appear and be available for amendment if the application of ANNEX D for corporations or Annex E for partnerships was approved. 1.3. Download and fill out the information in the prescribed format provided in MC28, S2020 (ANNEX G). 1.4. Encode the new company details reflected in ANNEX G. 1.5. Upload ANNEX G with Sworn Certificate of No Intra Corporate Dispute, then submit the application.	1.2. Browse over the SEC systems online, review and compare the information in the uploaded ANNEX G and encoded data in the portal. 1.3. Check the signatories of the required attachments i.e. ANNEX G and Sworn Certificate of No Intra Corporate Dispute.		5 hours 8 hours	

3. Application for Monitoring Clearance for All Types of Corporations

This service details the adopted online procedure during Community Quarantine on request for the regular monitoring of Domestic Corporations, ordinary stock and non-stock, except: foundations, publicly-listed corporations and corporations with secondary license; regular monitoring of Foreign Corporations (Branch Offices, Representative Offices, Regional Area Headquarters and Regional Operating Headquarters) except foundations.

Division / Office	Compliance Monitoring Division, Company Registration and Monitoring Department
Classification	Highly Technical (20 days)
Type of Transaction	Government to Citizen (G2C) Government to Business (G2B) Government to Government (G2G)
Type of Service	External Service
Who may avail:	1. General transacting public and business entities 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. 2. Government agencies and instrumentalities like Ombudsman, NBI, AMLC, DTI, DSWD, PDIC, etc. 3. Courts like MTC, MeTC, RTC and Sandiganbayan.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Google Form request - 1 electronic copy	Application for Monitoring Clearance Google Form link: https://docs.google.com/forms/d/e/1FAIpQLSffzeJ2_H-OKhGJnNmO3W0QGo0jXixH7eEy-QLr1aEv9FvJRg/viewform
For Branch Office: Cover Sheet, Notarized Covering Letter Requesting for the Acceptance of Securities Deposit, Confirmation of Sale (in case of Treasury Bill) / Original copy of Government Bonds/Stock Certificates, Summary of Transaction - 4 original copy, 1 electronic copy	To be provided by the Client
For Regional Operating Headquarters (ROHQ) and Regional Area Headquarters (RHQ): Proof of Inward Remittance – 1 original copy, 1 electronic copy	To be provided by the Client
Additional requirements upon evaluation, if needed:	
A. Secretary's Certificate (No-Intra Corporate Dispute/Clarification/explaining the double filing of General Information Sheet) – 1 original copy, 1 electronic copy	To be provided by the Client
B. Affidavit (Anti-Dummy Law/one and the same/auditor) – 1 original copy, 1 electronic copy	To be provided by the Client
C. OGA Acknowledgment (functional currency) – 1 original copy, 1 electronic copy	Office of the General Accountant (OGA), Securities and Exchange Commission (SEC)
D. Form for Appointment of Officers for One Person Corporation – 1 electronic copy	To be provided by the Client
E. Surety Bond – 1 original copy, 1 electronic copy	To be provided by the Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sends the request through this link: Application for Monitoring Clearance Google Form (https://docs.google.com/forms/d/e/1FAIpQLSffzeJ2_H-OKhGJnNmO3W0QGo0jXixH7eEy-QLr1aEv9FvJRg/viewform) and wait for the email acknowledgment with reference number for the said monitoring request.	1. Receive the request and pre-evaluate the submission of latest due reportorial requirements in the SEC Online Document Retrieval System (ODRS) and e-FAST. 1.2. If incomplete, prepare a Checklist indicating deficiencies with the requirements and send them directly to the email sender. Note: No reference number will be assigned. 1.3. If complete, assign a Reference Number and assign the monitoring request to a particular Monitoring Specialist/Analyst.	None	30 minutes 20 minutes 20 minutes	SEC Monitoring Specialist
2. Receives the email acknowledgment with Reference Number sent by the assigned Monitoring Specialist/Analyst.	2. Determines compliance, deficiencies and violations and prepares Monitoring Sheet (MS).	Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Memorandum Circular	1 hour on average per corporation 20 minutes	SEC Monitoring Specialist

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Note: If incomplete, the applicant shall comply with the submission of latest due reportorial requirements and send a new request.</i>	2.2. Forward the Monitoring Sheet to the Reviewer. 2.3. Check and consolidate the findings of the Monitor/Analyst.	No. 06, series of 2024; Memorandum Circular No. 8, series of 2009 (MC8-2009); Memorandum Circular No. 15, series of 2006; Memorandum Circular No. 17, series of 2019; 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; Memorandum Circular No. 28, Series of 2020.	1 hour on average per corporation	
3. Receives an update on the requested service. 3.1. If the applicant receives a Monitoring Sheet without penalty – END OF TRANSACTION. 3.2. If the applicant receives a Monitoring Sheet with penalty and agreeable to the findings	3. Send the Monitoring Sheet within 10 working days. 3.2. If WITHOUT PENALTY, proceed to Step 4. 3.3. If WITH PENALTY, prepare and issue the	None	10 working days	SEC Monitoring Specialist

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
presented, and the Payment Assessment Form (PAF), proceed to Step 6. 3.3. If the applicant receives a tentative assessment, the applicant shall comply with the findings and submits the required documents as advised in the Monitoring Sheet.	Payment Assessment Form (PAF). 3.4. If the assessment is TENTATIVE and cannot proceed until the applicant complies with the findings, issue a tentative Monitoring Sheet. <i>NOTE: If applicable, clarifications and further compliance may be required by the Monitor/Analyst prior to the release of the MS (With the approval of the CMD's Assistant Director or CRMD Director, a clarificatory conference with the parties may be called).</i> Upon submission of required documents, the Monitoring Specialist shall determine compliance, deficiencies and violations as indicated in Step 1 to Step 3.			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Present PAF to the nearest Landbank of the Philippines Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home 4.1. Send the copy of validated deposit slip/Electronic Official Receipt to the email address of the Monitoring Specialist.	4. Receive the copy of validated deposit slip/Electronic Official Receipt from the applicant. 4.2. Forward proof of payment and Monitoring Sheet, for review and for signature. 4.3. Review and sign the Monitoring Sheet. 4.4. Upload the signed Monitoring Sheet in the Document Verification System to generate QR code.	Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Memorandum Circular No. 06, series of 2024; Memorandum Circular No. 8, series of 2009 (MC8-2009); Memorandum Circular No. 15, series of 2006; Memorandum Circular No. 17, series of 2019; 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; Memorandum Circular No. 28, Series of 2020.	30 minutes 1 day 5 days 10 minutes	SEC Monitoring Specialist SEC Monitoring Specialist Assistant Director/Officer-in-Charge, CMD SEC Monitoring Specialist
5. Receive the Confirmation of Payment (COP)/Monitoring Sheet (MS) in PDF Format. - END OF TRANSACTION	5. Release the Confirmation of Payment/Monitoring Sheet.	None	20 minutes	SEC Monitoring Specialist

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Memorandum Circular No. 06, series of 2024; Memorandum Circular No. 8, series of 2009 (MC8-2009); Memorandum Circular No. 15, series of 2006; Memorandum Circular No. 17, series of 2019; 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; Memorandum Circular No. 28, Series of 2020.	16 days, 4 hours, 40 minutes³	

³ Note: The monitoring process is classified as highly technical and the processing time is for one client being served at one time.

4. Request for Reduction of Fines

This service details the procedure on request for reduction of fines of non-stock corporations.

Division / Office	Compliance Monitoring Division, Company Registration and Monitoring Department
Classification	Highly Technical (20 days)
Type of Transaction	Government to Citizen (G2C) Government to Business (G2B)
Type of Service	External Service
Who may avail:	Others, please specify: For request for reduction of fines, general transacting public and business entities for: 1.) Non-stock corporations pursuing noble purposes, such as: i. religious corporations; ii. those engaged in educational, charitable, religious, literary, scientific, cultural and civic services, and; iii. those engaged in assisting, uplifting or promoting the welfare and interest of the physically handicapped, orphans, farmers and underprivileged.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter request for the reduction of fines– 1 electronic copy	To be provided by the client
Copy of Monitoring Sheet with final assessment – 1 electronic copy	To be provided by the client; Compliance Monitoring Division (CMD), Company Registration and Monitoring Department (CRDM)
Latest due Annual Financial Statements – 1 electronic copy	Download through http://odrs.sec.local:8080/DocumentRetriever/ and/or https://efast.sec.gov.ph/

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send a letter requesting for reduction of fines together with attachments to crmd_monitoring@sec.gov.ph	1. Assign the letter request.	None	10 minutes	Assistant Director/Officer-in-Charge, CMD-CRMD
	1.2. Review the request if it will qualify for reduction of fines.		60 minutes	SEC Monitoring Specialist
	1.3. Prepare Memorandum to the Commission En Banc.		20 minutes	SEC Monitoring Specialist
	1.4. Inform the client that the request has been endorsed to Commission En Banc.		10 minutes	SEC Monitoring Specialist
	1.5. Review the Memorandum.		30 minutes	Assistant Director/Officer-in-Charge, CMD-CRMD
	Note: If there are corrections, return the Memorandum to the Monitoring Specialist for revision; if no corrections, forward the Memorandum to the Director, for review.		10 days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.6. Present the request to the Commission En Banc through the Supervising Commissioner as the case may be, for approval. Note: The processing time varies on the schedule of the presentation to Commission En Banc. 1.7. Approves the request for reduction of fines. 1.8. Secure a copy of the En Banc Resolution from the Commission Secretary. 1.9. Prepare the draft letter informing the applicant about the decision of the Commission En Banc and/or Supervising Commissioner.		20 minutes 1 day 30 minutes	Director, CRMD Commission En Banc or Supervising Commissioner SEC Monitoring Specialist Administrative Officer, Office of the Commission Secretary SEC Monitoring Specialist

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Note: The Confirmation of Payment (COP) shall be issued upon full payment of the total reduced amount. 1.10. Review and forward the draft letter to the Director. 1.11. Approve and sign the Draft Letter. 1.12. Send the letter directly to the sender's email address.		20 minutes 10 minutes 10 minutes	Assistant Director/Officer-in-Charge, CMD-CRMD Director, CRMD SEC Monitoring Specialist
2. Request for the Payment Assessment Form (PAF). 2.1. Pay the reduced fines.	2. Receive the Official Receipt from the applicant. 2.2. Forward the PAF and/or Monitoring Sheet to the CMD Assistant Director/Officer-in-Charge, for review and for signature. 2.3. Review and sign the COP/MS upon full	Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Memorandum Circular No. 06, series of 2024	10 minutes 10 minutes 20 minutes	SEC Monitoring Specialist SEC Monitoring Specialist

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	payment of the total amount reduced. Note: For corporations with Petition to Lift the Order of Revocation/Suspension, the COP and the Order granting the Petition shall be withheld until full payment of the total reduced fines.			Assistant Director/Officer-in-Charge, CMD-CRMD
3. Receives the Confirmation of Payment of Fines.	3. Release the Confirmation of Payment to the sender's email address.	None	10 minutes	SEC Monitoring Specialist
TOTAL		SEC Resolution No. 756, s. 2013 and SEC Resolution No. 757, s. 2013	11 days, 4 hours, 30 minutes⁴	

⁴ Note: This process is classified as highly technical and the processing time is for one client being served at one time.

5. Request for Payment of Fines in Installment Basis

This service details the request for payment in installment of fines of stock and non-stock corporations.

Division / Office	Compliance Monitoring Division, Company Registration and Monitoring Department
Classification	Highly Technical (20 days)
Type of Transaction	Government to Citizen (G2C) Government to Business (G2B)
Type of Service	External Service
Who may avail:	General transacting public and business entities for stock and non-stock registered corporations.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter request for the installment – 1 electronic copy	To be provided by the client
Copy of Monitoring Sheet with final assessment – 1 electronic copy	To be provided by the client; Compliance Monitoring Division (CMD), Company Registration and Monitoring Department (CRDM)
Latest due Annual Financial Statements – 1 electronic copy	Download through http://odrs.sec.local:8080/DocumentRetriever/ and/or https://efast.sec.gov.ph/

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send a letter requesting for installment of payment of fines together with attachments to crmd_monitoring@sec.gov.ph	1. Assign the letter request. 1.2. Review the request if it will qualify for installment of payment of fines.	None	10 minutes 1 hour	Assistant Director/Officer-in-Charge, CMD-CRMD SEC Monitoring Specialist

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3. Prepare Memorandum to the Commission En Banc. Note: For corporations with Petition to Lift Order of Revocation/ Suspension and requesting for payment in installment, the Memorandum shall be through the Supervising Commissioner of the Department.		20 minutes	SEC Monitoring Specialist
	1.4. Review the Memorandum. Note: If there are corrections, return the Memorandum to the Monitoring Specialist for revision; if no corrections, forward the Memorandum to the Director, for review.		30 minutes	Assistant Director/Officer-in-Charge, CMD-CRMD
	1.5. Present the request to the Commission En Banc through the Supervising		10 days	Director, CRMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Commissioner as the case may be, for approval. Note: The processing time varies on the schedule of presentation to the Commission En Banc. 1.6. Approves the request for payment in installment of fines. 1.7. Secure a copy of the En Banc Resolution from the Commission Secretary. 1.8. Prepare the draft letter informing the applicant about the decision of the Commission En Banc and/or Supervising Commissioner. Note: The Confirmation of Payment (COP) shall be		20 minutes 1 day 30 minutes	Commission En Banc or Supervising Commissioner SEC Monitoring Specialist Administrative Officer, Office of the Commission Secretary SEC Monitoring Specialist

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	issued upon full payment of fines. 1.9. Review and forward the draft letter to the Director. 1.10. Approve and sign the Draft Letter. 1.11. Send the letter directly to the sender's email address.		20 minutes 10 minutes 10 minutes	Assistant Director/Officer-in-Charge, CMD-CRMD Director, CRMD SEC Monitoring Specialist
2. Request for the Payment Assessment Form (PAF). 2.2. Pay the first and/or subsequent installments. Note: Assigned monitor will check monthly compliance of the particular corporation on their staggered payments.	2. Receive the Official Receipt from the applicant. 2.2. Forward the PAF and/or Monitoring Sheet to the CMD Assistant Director/Officer-in-Charge, for review and for signature. 2.3. Review and sign the COP/MS upon full payment of fines. Note: COP is issued only upon full payment; For corporations with Petition	Guidelines on the Imposition of fines or penalties for non-compliance with reportorial requirements; Memorandum Circular No. 06, series of 2024	10 minutes 10 minutes 20 minutes	SEC Monitoring Specialist SEC Monitoring Specialist Assistant Director/Officer-in-Charge, CMD-CRMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	to Lift the Order of Revocation/Suspension, the COP and the Order granting the Petition shall be withheld until full payment of fines.			
3. Receives the Confirmation of Payment of Fines.	3. Release the Confirmation of Payment to the sender's email address.	None	10 minutes	SEC Monitoring Specialist
TOTAL		SEC Resolution No. 756, s. 2013 and SEC Resolution No. 757, s. 2013	11 days, 4 hours, 20 minutes⁵	

⁵ Note: This process is classified as highly technical and the processing time is for one client being served at one time.

6. Monitoring of Corporations where there is more than one set of General Information Sheet (GIS)

This service details the procedure on the monitoring of stock and non-stock corporations where there is more than one set of General Information Sheets (GIS).

Division / Office	Compliance Monitoring Division, Company Registration and Monitoring Department
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C) Government to Business (G2B)
Type of Service	External Service
Who may avail:	Domestic Corporations: General transacting public and business entities 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.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Google form request	Application for Monitoring Clearance Google Form link: https://docs.google.com/forms/d/e/1FAIpQLSffzeJ2_H-OKhGJnNmO3W0QGo0jXixH7eEy-QLr1aEv9FvJRg/viewform
Latest due General Information Sheet (GIS)	Download through http://odrs.sec.local:8080/DocumentRetriever/ and/or https://efast.sec.gov.ph/

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sends the request through this link: Application for Monitoring Clearance Google Form https://docs.google.com/forms/d/e/1FAIpQLSffzeJ2_H-OKhGJnNmO3W0QGo0jXixH7eEy-QLr1aEv9FvJRg/viewform	1. Assign the request for monitoring.	None	10 minutes	Assistant Director/Officer-in-Charge, CMD
	1.2. Determine or verify that there is more than one set of GIS filed with the Commission by two or more different groups. Note: Monitoring will be deferred.		30 minutes	SEC Monitoring Specialist
	1.3. Assign the case.		10 minutes	Assistant Director/Officer-in-Charge, CMD
	1.4. Review the filings and prepare Notice for a Clarificatory Conference addressed to the different groups, indicating the schedule of the conference, within 2 working days.		1 hour	SEC Counsel I/II
	1.5. Review the Notice for a Clarificatory Conference.		20 minutes	Assistant Director/Officer-in-Charge, CMD
	1.6. Revise the Notice, if there are suggested comments/revisions.		20 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.7. Sign the Notice for a Clarificatory Conference.		10 minutes	SEC Counsel I/II
	1.8. Send the Notice for Clarificatory Conference through email.		10 minutes	Director, CRMD SEC Monitoring Specialist
2. Representatives from the different groups appear at the scheduled conference.	2. Conduct the Clarificatory Conference and determine that there is a possible existence of an intra-corporate issue. 2.2. Prepare the draft Order recommending that the GIS in question be marked as disputed. Note: Monitoring application shall be considered as closed until the dispute is resolved by appropriate courts. 2.3. Review the draft Order.	None	2 hours 1 hour 30 minutes	SEC Counsel I/II SEC Counsel I/II Assistant Director/Officer-in Charge, CMD-CRMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.4. Revise the draft Order, if there are suggested comments/revisions.		1 hour	SEC Counsel I/II
	2.5. Signs the Order.		10 minutes	Director, CRMD
	2.6. Scan and upload the signed Order in the Document Verification System to generate QR code.		10 minutes	SEC Monitoring Specialist
	2.7. Prints the transmittal letter, Order, and Confirmation of Payment of Fines with QR code.		10 minutes	SEC Monitoring Specialist
			10 minutes	SEC Monitoring Specialist

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.8. Mail and transmits the Order to the parties, Corporate Filing and Records Division and Electronic Records Management Division. The same shall also be entered in the Certification Issuance System-Unified Reference Database.			
TOTAL		None	3 days⁶	

⁶ Note: The 3 days processing time is for one client being served at one time. The time is extended when there are more clients.

7. Posting of Surety Bond for One Person Corporation (OPC)

This service details the procedure on posting of Surety Bond for One Person Corporation whose single stockholder assumes the position of the Treasurer.

Division / Office	Compliance Monitoring Division, Company Registration and Monitoring Department
Classification	Highly Technical (20 days)
Type of Transaction	Government to Citizen (G2C) Government to Business (G2B)
Type of Service	External Service
Who may avail:	Target SEC Clients/Stakeholders/Customers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Copy of issued Monitoring Sheet – 1 electronic copy	Compliance Monitoring Division, Company Registration and Monitoring Department
Surety Bond – 1 original copy, 1 electronic copy	To be provided by the Client
Latest due Financial Statements – 1 electronic copy	Download through http://odrs.sec.local:8080/DocumentRetriever/ and/or https://efast.sec.gov.ph/

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Emails the scanned copy of Surety Bond directly to the assigned Monitoring Specialist's email address.	1. Evaluate if the amount of the Surety Bond is compliant.	Custodian Fee and Penalties (if any, pursuant to SEC Memorandum Circular No. 07, series of	20 minutes	SEC Monitoring Specialist

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.2. If the applicant receives a tentative assessment, the applicant shall comply with the findings indicated in the Monitoring Sheet. 1.3. Applicant submits the required documents as advised in the Monitoring Sheet.	1.2. If the amount is sufficient, proceed to Step 2. 1.3. If the amount is insufficient, prepare and issue a tentative Monitoring Sheet. 1.4. Determines compliance, deficiencies and violations and prepares Monitoring Sheet (MS). 1.5. Forward the Monitoring Sheet with attached documents to the Reviewer. 1.6. Check and consolidate the findings of the Monitor/Analyst. 1.7. Send the Monitoring Sheet and Payment Assessment Form (PAF) within 10 working days.	2019)	20 minutes 1 hour on average per corporation 20 minutes 5 days 5 days 20 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Present PAF to the nearest LBP Branch or pay through the SEC Online Payment Portal https://espaysec.sec.gov.ph/payment-portal/home	2. Receive the copy of validated deposit slip/Electronic Official Receipt from the applicant.	Custodian Fee and Penalties (if any, pursuant to SEC Memorandum Circular No. 07, series of 2019)	30 minutes	SEC Monitoring Specialist
3. Present the Monitoring Sheet, PAF and validated deposit slip/Electronic Official Receipt and attach the original copy of Surety Bond to SEC Central Receiving.	3. Receive the documents and verify if the attached Surety Bond is original and forward to Company Registration and Monitoring Department.	None	20 minutes	SEC Central Receiving, Information and Communications Technology Department (ICTD)
	3.2. Receive the proof of payment together with the required documents.		3 days	SEC Monitoring Specialist
	3.3. Draft the Report of Surety Bond and generate the Certificate of Surety Bond and other duplicate originals.		30 minutes per application	SEC Monitoring Specialist
	3.4. Forward the Report of Surety Bond and Certificate of Surety Bond to the Assistant Director/Officer-in-Charge of CMD-CRMD, for review.		10 minutes	SEC Monitoring Specialist

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.5. Reviews the Report of Surety Bond, Certificate of Surety Bond and other required documents and affixes initials on the other original duplicate copies.		30 minutes per application	Assistant Director/Officer-in-Charge, CMD-CRMD
	3.6. Transmit the Certificate of Surety Bond with attached Report to the Director of CRMD, for signature.		10 minutes	SEC Monitoring Specialist
	3.7. Transmit the Original copy of Surety Bond to the Financial Management Department for safekeeping.		1 day	SEC Monitoring Specialist
	3.8. Reviews and signs the Certificate of Surety Bond and its original duplicate copies.		10 minutes	
	3.9. Scan and upload the signed Certificate in the Document Verification System to generate QR code.		5 minutes	Director, CRMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.10. Prints the Certificate with QR code. 3.11. Forward the signed Certificate of Surety Bond and other original duplicate copies to the Releasing Unit of CRMD and other SEC Departments for further encoding and other appropriate action. 3.12. Send an appointment letter through email.		5 minutes 5 minutes	SEC Monitoring Specialist SEC Monitoring Specialist SEC Monitoring Specialist
4. Receives appointment letter and proceeds to SEC Robinsons Galleria Satellite	4. Release the Certificate of Surety Bond to the client.		10 minutes	SEC Assistant Computer Operator

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Office for presentation of original proof of payment and receives Certificate of Surety Bond or wait for the Certificate to be delivered by SEC FASCOurier.				
TOTAL		Custodian Fee and Penalties (if any, pursuant to SEC Memorandum Circular No. 07, series of 2019)	14 days, 5 hours, 10 minutes⁷	

⁷ Note: The processing time is for one client being served at one time. The time is extended when there are more clients.

8. Compliance in relation to the Use of Properties that require Ownership Registration as Paid-up Capital (SEC Memorandum Circular No. 14, Series of 2013)

This service details the procedure on compliance with SEC Memorandum Circular No. 14, Series of 2013 or Guidelines covering the Use of Properties that require Ownership Registration as Paid-up Capital.

Division / Office	Compliance Monitoring Division, Company Registration and Monitoring Department
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C) Government to Business (G2B)
Type of Service	External Service
Who may avail:	General transacting public and business entities for registered stock and non-stock corporations.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Proof of transfer of certificate/s of ownership in the name of the corporation – 1 electronic copy, 1 original copy	To be provided by the Client
Transmittal letter – 1 electronic copy, 1 original copy	To be provided by the Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present at the Compliance Monitoring Division (CMD) proof/s of transfer of certificate/s of ownership in the name of transferee corporation.	1. Examine certificate/s of new title/s in the name of the transferee corporation, verifying against the original documents.	None	4 hours	SEC Counsel I/II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Endorse to the SEC Receiving Section if the new titles are valid and in accordance with law.		4 hours	
2. Present new certificates or titles to the SEC Receiving Section with a transmittal letter.	2. Receives transmittal letter and the new titles and certificates of ownership and forwards to the CRMD Director.	None	1 hour	SEC Central Receiving, Information and Communications Technology Department (ICTD)
	2.2. Forwards certificates or new titles and certificates of ownership to CMD for evaluation and confirmation.		1 hour	Director, CRMD
	2.3. Assigns the certificates or new titles to Securities Counsel/Securities Specialist.		1 hour	Assistant Director/Officer-in-Charge, CMD-CRMD
			3 hours	SEC Counsel I/II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.4. 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. 2.5. Review draft of Confirmation Letter and if sufficient, forwards to the CRMD Director. 2.6. Approves and signs confirmation letter.		1 hour 1 hour	Assistant Director/Officer-in-Charge, CMD-CRMD Director, CRMD
3. Receives the Confirmation Letter.	3. Upload the signed Letter in the Document Verification System to generate QR code and release the Confirmation Letter.		10 minutes	SEC Monitoring Specialist
TOTAL		NONE	2 days, 10 minutes⁸	

⁸ Note: The processing time is for one client being served at one time. The time is extended when there are more clients.

9. Compliance with Securities Deposit (SEC Memorandum Circular No. 17, Series of 2019)

This service details the adopted online procedure for compliance with securities deposit by Foreign Corporation's branch office.

Division / Office	Compliance Monitoring Division, Company Registration and Monitoring Department
Classification	Highly Technical (20 days)
Type of Transaction	Government to Citizen (G2C) Government to Business (G2B)
Type of Service	External Service
Who may avail:	1. General transacting public and business entities 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.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Monitoring Clearance – 1 electronic copy, 4 photocopies	Compliance Monitoring Division
Cover Sheet - 4 original copy, 1 electronic copy	To be provided by the Client
Notarized Covering Letter Requesting for the Acceptance of Securities Deposit - 1 original copy, 3 photocopies, 1 electronic copy	To be provided by the Client
Photocopy of Confirmation of Sale (in case of Treasury Bill) / Original copy of Government Bonds/Stock Certificates, Summary of Transaction - 4 photocopy, 1 electronic copy	To be provided by the Client

For branch offices with foreign currency: OGA
Acknowledgment (functional currency) - 1 original copy, 1
electronic copy

Office of the General Accountant (OGA), Securities and Exchange Commission
(SEC)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the copy of Monitoring Clearance, validated deposit slip/electronic official and attached documents to SEC Robinsons Galleria Satellite Office.	1. Receive the documents and verify if the documents are complete.	None	10 minutes	SEC Assistant Computer Operator
	1.2. Forward the documents to the SEC Headquarters		5 days	SEC Assistant Computer Operator
	1.3. Receive the Monitoring Clearance, proof of payment together with the required documents, from SEC		10 minutes	SEC Assistant Computer Operator

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Robinsons Galleria Satellite Office.		10 minutes	SEC Monitoring Specialist
	1.4. Record, assign and forward the proof of payment and other required documents to a Monitor/Analyst for drafting of Report of Securities Deposit and generation of Certificate of Securities Deposit.			
	1.5. Draft the Report of Securities Deposit and generate the Certificate of Securities Deposit and other duplicate originals.		1 day	SEC Monitoring Specialist
	1.6. Forward the Report of Securities Deposit and Certificate of Securities Deposit to the Assistant Director/Officer-in-Charge of CMD-CRMD, for review.		10 minutes	Assistant Director/Officer-in-Charge, CMD
	1.7. Reviews the Report of Securities Deposit, Certificate of Securities		30 minutes per application	Assistant Director/Officer-in-Charge, CMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Deposit and other required documents.		10 minutes	SEC Monitoring Specialist
	1.8. Affixes initials on the other original duplicate copies.			
	1.9. Transmit the Certificate of Securities Deposit with attached Report of Securities Deposit, and other required documents to the Director of CRMD, for signature.		20 minutes	SEC Monitoring Specialist
			1 day	Director, CRMD
	1.10. Transmit the following documents to the Financial Management Department for safekeeping: Agrarian Reform Bonds, Stock Certificates.		10 minutes	SEC Monitoring Specialist
	1.11. Reviews and signs the Certificate of Securities Deposit and its original duplicate copies.		10 minutes	SEC Monitoring Specialist

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.12. Scans and uploads the signed Certificate in the Document Verification System to generate QR code. 1.13. Prints the Certificate with QR code. 1.14. Forward the signed Certificate of Securities Deposit and other original duplicate copies to the Releasing Unit of CRMD at SEC Robinsons Galleria Satellite Office and other SEC Departments for further encoding and other appropriate action. 1.15. Send an appointment letter through email.		10 minutes 5 days 10 minutes	SEC Monitoring Specialist SEC Assistant Computer Operator SEC Administrative Assistant
2. Receives appointment letter and proceeds to SEC Robinsons Galleria Satellite Office for presentation of original proof of payment and receives Certificate of	2. Release the Certificate of Securities Deposit to the client.	None	10 minutes	SEC Assistant Computer Operator

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Securities Deposit or wait for the Certificate to be delivered by SEC FASCOurier.				
TOTAL		Penalties (if any, pursuant to SEC Memorandum Circular No. 17, series of 2019) Custodian Fee (*+**) *1% of amount of securities deposit but not lower than PHP 10,000.00 but not exceeding PHP 50,000.00 **Documentary Stamp Taxes – PHP 30.00	12 days, 2 hours, 30 minutes⁹	

⁹ Note: The processing time is for one client being served at one time. The time is extended when there are more clients.

10. Petition to Lift Order of Revocation/Suspension

This service details the procedure for the filing of a Petition to Lift Order of Revocation/Suspension of corporations whose certificates of registration were revoked or suspended by the Commission for failure to comply with the reportorial requirements.

Division / Office	Compliance Monitoring Division, Company Registration and Monitoring Department
Classification	Highly Technical within the context of Section 179 of the Revised Corporation Code, and SEC 2016 Rules of Procedure. Historically, Section 3 of Republic Act (RA) No. 9485 (“Anti-Red Tape Act of 2007”) states that those performing judicial, quasi-judicial and legislative functions are excluded from its coverage. When RA No. 9485 was amended by RA No. 11032 (“Ease of Doing Business and Efficient Government Service Delivery Act of 2018”), quasi-judicial function is still deemed excluded because Section 3 of the latter Act provides that it shall apply to all government offices that provide services covering business and nonbusiness related transactions as defined in said Act. “Government Service” is defined in Section 4 of RA No. 11032 as the process or transaction between applicants or requesting parties and government offices or agencies involving applications for any privilege, right, reward, license, clearance, permit or authorization, concession, or for any modification, renewal or extension of the enumerated applications or requests which are acted upon in the ordinary course of business of the agency or office concerned. Relatively, pertinent provision under Title XVII of the Revised Corporation Code are quoted as follows: “Sec. 179. (j) Suspend or revoke the certificate of incorporation after proper notice and hearing.” Based on the foregoing provision, the SEC has inherent quasi-judicial power which authorizes it to hear and decide cases in the performance of its duty and enforce its decisions in accordance with law. It must be noted that administrative adjudication, or the authority to hear and decide cases pursuant to the laws implemented by an administrative agency, DOES NOT involve approval of applications for any privilege, right, reward, license, clearance, permit or authorization, concession, or for any modification, renewal or extension of

	the enumerated applications or requests. As such, administrative adjudication DOES NOT fall within the ambit of Section 3 of RA No. 11032 because it is not the “Government Service” contemplated in Section 4 thereof and is therefore, not subject to the prescribed processing times for Government Services under Section 9 of the same Act. We note that Section 9 of RA No. 11032 is entitled “Accessing Government Services”, which clearly applies to “Government Service” as defined in Section 4 thereof (i.e. applications for any privilege, right, reward, license, clearance, etc.).
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All 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.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements (STOCK OR NON-STOCK CORPORATIONS)	
1. Verified Petition for lifting the Order of Revocation/Suspension - 1 original copy, 1 electronic copy a. The Verified Petition must be signed and verified by the corporation’s duly authorized representative designated in the Director’s/Trustees Certificate; b. The Verified Petition must state: i. The date, name of the corporation, SEC registration number, principal office address, name and position of the duly authorized representative;	To be provided by the Petitioner

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ii. The grounds for reconsideration; iii. That the filing of Petition was approved by at least majority of the Directors'/Trustees' and by majority of the outstanding capital stock/members; iv. The date of the Directors'/Trustees' Certificate; v. The certification pursuant to SEC Memorandum Circular No. 3 Series of 2014: “The company through its authorized representative hereby certifies that the latest financial statements that are submitted with this Petition are accurate, compliant with applicable financial reporting framework and are supported by sufficient and valid source documents and schedules. This sworn certification extends to all the beginning balances of the accounts from previous years during which the company failed to submit audited financial statements. In relation to this, attached in the Petition is a sworn certification from the company’s extended auditor.” c. In case of foreign corporations, the Verified Petition must be signed by the Resident Agent. 2. Verification and Certification Against Forum Shopping signed by the corporation’s duly authorized representative designated in the Directors'/Trustees' Certificate (Sec. 3-4, Rule 3, Part III 2016 SEC Rules of Procedure). In case of foreign corporation, this certification must be signed	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
by the Resident Agent. - 1 original copy, 1 electronic copy 3. Directors' or Trustees' Certificate stating therein the following: - 1 original copy, 1 electronic copy - The date, place, and classification of meeting, whether regular/special; - The date of SEC Order of Revocation/Suspension; - That the Petition was approved by at least majority of the Directors'/Trustees' and by majority of the outstanding capital stock/members; - The name of the authorized person to sign and execute the Petition and to file the same with the Commission. Note: Not applicable to foreign corporations 4. Sworn Certification by the External Auditor pursuant to SEC Memorandum Circular No. 3 series of 2014, which shall state the following: - 1 original copy, 1 electronic copy "I, _____, the external auditor of _____ hereby certify that the beginning balances of the company's financial statements as of _____ are based on valid and sufficient source documents and schedules of the company, and I have conducted adequate audit procedures to attest to the correctness and accuracy of the said balances." In case the corporation's Financial Statements is unaudited, the President and Treasurer will issue the above certification.	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5. Secretary's Certificate stating therein the following: - 1 original copy, 1 electronic copy a. That there is no no-intra corporate dispute filed or is pending before any Court, including third party whether administrative or criminal cases; b. That the corporation's latest due Audited/Financial Statements (AFS/FS) and Income Tax Returns, were received by the Commission and Bureau of Internal Revenue, respectively. In case the corporation's FS is unaudited, this certification may be dispensed. c. In case of foreign corporations, the above certification must be signed by the Resident Agent. 6. Proofs of ongoing operation, any of the following but not limited to (certified true copies): - 1 electronic copy a. Audited Financial Statements; b. Income Tax Returns; c. Contracts; d. Receipts showing payment of Real Estate Tax; e. Certification/Recognitions/Annual Convention; or Any Similar/related documents 7. Latest due Mayor's/Business Permit (certified true copy); - 1 electronic copy 8. Certificate of Registration issued by Bureau of Internal Revenue	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
(certified true copy); - 1 electronic copy 9. Copy 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. In case of foreign corporations, copy of SEC License and Application (1 photocopy); 10. Latest due General Information Sheet and Amended GIS, if any (1 photocopy); 11. Latest due Audited Financial Statements and Amended Financial Statements, if any. Provided, that if the total assets or total liabilities of the corporation are less than six hundred thousand pesos (P600,000.00) the financial statements shall be certified under oath by the corporation's treasurer and president (1 photocopy); 12. Proof of Registration of Stock and Transfer Book/Membership Book (1 photocopy); Note: Not applicable to foreign corporations 13. Proof of Compliance with SEC Memorandum Circular No. 28 series of 2020 (1 photocopy) Additional requirements for foreign corporations: - Copy of latest Certificate of Securities Deposit, if any (1 photocopy); - If with Foreign Direct Cost, Special Audit Purpose Income Statement/Special Audited Financial Statement (1 photocopy); - For Branch Offices of Foreign Airline Companies, Modified	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Formula Computation; d. For Branch Office, Cover Sheet, Notarized Covering Letter Requesting for the Acceptance of Securities Deposit, Confirmation of Sale (in case of Treasury Bill) / Original copy of Government Bonds/Stock Certificates, Summary of Transaction (1 original copy, 3 photocopies) For Regional Operating Headquarters (ROHQ) and Regional Area Headquarters (RHQ), Proof of Inward Remittance	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Copy of the verified petition with supporting documents shall be filed electronically by sending a Portable Document Format (PDF) to cmd_petitiontolift_suspension-revocation@sec.gov.ph with a subject title: FILING OF PETITION FOR LIFTING THE ORDER OF REVOCATION/SUSPENSION (INSERT NAME OF CORPORATION).	1. Acknowledge the receipt of the verified petition with supporting documents. 1.2. Record the case to the case management system (excel file). 1.3. Request clearance from the Office of the General Counsel and Enforcement and Investor Protection Department.	None	Within a period of not exceeding seven (7) working days from submission (electronic filing) of the copy of the verified petition with supporting documents.	SEC Monitoring Specialist SEC Monitoring Specialist SEC Monitoring Specialist

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4. Assess the completeness of the verified petition with its supporting documents. 1.5. Monitors compliance with reportorial requirements. 1.6. Upon confirmation of the completeness of the verified petition and assessment of penalties, the Client shall be advised for the payment of filing fee in the amount of PHP 3,060.00 and computed penalties.			SEC Counsel I/II SEC Monitoring Specialist SEC Monitoring Specialist
2. Upon receipt of the Payment Assessment Form (PAF), the Client may proceed to pay the filing fee via: Electronic System for Payment to SEC (eSPAYSEC) URL: https://espaysec.sec.gov.ph/pa	2. Receive the copy of validated deposit slip/Electronic Official Receipt from the applicant.	Petition Fee, P 3,000.00 Documentary Stamp Taxes, P30.00 Legal Research Fee1%	20 minutes	SEC Monitoring Specialist

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
yment-portal/home or Landbank of the Philippines		of the Filing Fee P30.00 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); Office Order No. 298, Series of 2010; and Memorandum Circular No. 28 series of 2020		
3. Physical copies of the original verified petition with supporting documents shall be submitted personally or over the counter at the	3. Upon receipt of the proof of payment via email, the CMD shall proceed with the docketing and raffling of the Petition	None	Within 1 day from receipt of Client's official receipt or proof of payment.	SEC Monitoring Specialist

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
SEC ROBINSONS GALLERIA SATELLITE OFFICE located at 4th Floor, Robinsons Galleria, Ortigas Avenue, Ortigas Center, Quezon City. Note: Submission may be done through any courier via registered mail (ex. PhilPOST, LBC, JRS, J&T) addressed to the following: SEC Company Registration and Monitoring Department (CRMD) COMPLIANCE MONITORING DIVISION (CMD) COMPANY REGISTRATION AND MONITORING DEPARTMENT (CRMD) Receiving Section, Basement 2 7907 Makati Avenue, Barangay Bel-Air, Makati City Please note that it cannot be done by availing GRAB,	for lifting the Order of Revocation/Suspension. The Client shall receive an update on the requested petition. 3.2. Notation of the Petition. 3.3. Forward the Final Monitoring Sheet and Proof of Payment to the Assistant Director for the issuance of Confirmation of Payment of Penalties and Fines. 3.4. Forward the verified Petition and its attachments with proof of payment of the filing fees and penalties to CRMD-Lawyers. 3.5. Issuance of Order.		The case shall be decided or resolved for a period not exceeding one (1) year from the date of Order submitting the same for Resolution. The Order Lifting the Order of Revocation/Suspensio n is subject for approval of the CRMD Supervising Commissioner in behalf of the Commission En Banc.	Handling Lawyer/Assistant Director/Director/Commissio n En Banc

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TIKTOK, LALAMOVE, et., since a form must be filled out and signed as proof submission. Date of filing shall be the date indicated on the official receipt issued to the Client upon payment of the filing fee. Note: In case of an order directing the submission of additional requirements and other directives deemed necessary for the timely processing of the verified petition, the running of the period provided herein, shall be tolled pending compliance of the petitioner.				
TOTAL		Petition Fee, P 3,000.00 Documentary Stamp Taxes, P30.00 Legal Research Fee1%	One (1) Year and Eight (8) Days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		of the Filing Fee P30.00 + Computed Penalties/Fines		

Remarks: Filing of Petition is covered by Highly Technical within the context of Section 179 of the Revised Corporation Code, and SEC 2016 Rules of Procedure.



CORPORATE LEGAL AND ADJUDICATION DIVISION

Citizen's Charter, FY 2025 | 1st Edition



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8818-2202



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1. Filing of Verified Petition - (Where one party is concerned)

Involves submitting a verified petition by the authorized representative on behalf of a single corporation (one entity). This process does not allow the consolidation of multiple corporations in one petition. The types of petitions that can be filed include:

- I. **Petition for Correction of Entries of Company Registration Documents:** This petition is used to rectify errors or inaccuracies in the company's registration documents.
- II. **Petition for Revival of Corporate Existence:** This petition is filed to reinstate the legal existence of a corporation that has been dissolved or suspended. (*See SEC Memorandum Circular No. 23, Series of 2019*)
- III. **Dissolution of Corporations under Section 134 of the Revised Corporation Code:** This request is made to voluntarily dissolve the corporation when there are no outstanding liabilities to creditors. (*See SEC Memorandum Circular No. 5, Series of 2022*)
- IV. **Petition for Cancellation or Substitution of Payment in relation to the Use of Properties that Require Ownership Registration as Paid Up Capital:** This petition is used to cancel or substitute payments related to properties that are registered as part of the corporation's paid-up capital.

Division / Office	Corporate Legal and Adjudication Division (CAD)
Classification	Highly Technical within the context of Section 5 of the Securities Regulation Code, 2015 Implementing Rules and Regulations of the Securities Regulation Code, Section 179 of the Revised Corporation Code, and SEC 2016 Rules of Procedure. Historically, Section 3 of Republic Act (RA) No. 9485 ("Anti-Red Tape Act of 2007") states that those performing judicial, quasi-judicial and legislative functions are excluded from its coverage. When RA No. 9485 was amended by RA No. 11032 ("Ease of Doing Business and Efficient Government Service Delivery Act of 2018"), quasi-judicial function is still deemed excluded because Section 3 of the latter Act provides that it shall apply to all government offices that provide services covering business and nonbusiness related transactions as defined in said Act. "Government Service" is defined in Section 4 of RA No. 11032 as the process or transaction between applicants or requesting parties and government offices or agencies involving applications for any privilege, right, reward, license, clearance, permit or authorization, concession, or for any modification, renewal or extension of the enumerated applications or requests which are acted upon in the ordinary course of business of the agency or office concerned.

Relatively, pertinent provisions under Title XVI of the Revised Corporation Code are quoted as follows:

“Sec. 154. Investigations and Prosecution of Offenses. – The Commission may investigate an alleged violation of this Code, or of a rule, regulation, or order of the Commission.

XXX XXX XXX

Sec. 158. Administrative Sanctions. – If, after due notice and hearing, the Commission finds that any provision of this Code, rules or regulations, or any of the Commission’s orders has been violated, the Commission may impose any or all of the following sanctions, taking into consideration the extent of participation, nature, effects, frequency and seriousness of the violation:

XXX XXX XXX.”

Under Sec. 5(l) of the Securities Regulation Code, the Commission has also the power to issue subpoena duces tecum and summon witnesses to appear in any proceedings of the Commission and in appropriate cases, order the examination, search and seizure of all documents, papers, files and records, tax returns, and books of accounts of any entity or person under investigation as may be necessary for the proper disposition of the cases before it, subject to the provisions of existing laws.

Based on the foregoing provisions, the SEC, **particularly the Corporate Legal and Adjudication Division, has inherent adjudicative quasi-judicial power** which authorizes it to hear and decide cases in the performance of its duty and enforce its decisions in accordance with law.

It must be noted that administrative adjudication, or the authority to hear and decide cases pursuant to the laws implemented by an administrative agency, DOES NOT involve approval of applications for any privilege, right, reward, license, clearance, permit or authorization, concession, or for any modification, renewal or extension of the enumerated applications or requests. As such, administrative adjudication DOES NOT fall within the ambit of Section 3 of RA No. 11032 because it is not the “Government Service” contemplated in Section 4 thereof and is therefore, not subject to the prescribed processing times for Government Services under Section 9 of the same Act. We note that Section 9 of RA No. 11032 is entitled “Accessing Government Services”, which clearly applies to

	"Government Service" as defined in Section 4 thereof (i.e. applications for any privilege, right, reward, license, clearance, etc.).
Type of Transaction	Government to Business (G2B),
Type of Service	External Service
Who may avail:	All registered domestic corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. Petition for Correction of Entries of Company Registration Documents A. Verified Petition for Correction (2 original copies) - Verified Petition must pertain to a single corporation only. The consolidation in one (1) petition involving two (2) or more corporations is not allowed; - The Verified Petition must be signed and verified by the corporation's duly authorized representative designated in the Secretary's Certificate; - The Verified Petition must state: - The date, name of the corporation, SEC registration number, and name of the duly authorized representative; - The date, time, and place of the meeting; - That the proposed correction/s was/were approved by the majority of the members of the Board of Directors/Trustees in the presence of a valid quorum; - Errors specified (Cite articles/provisions affected); - Corrections specified; - That the typographical error/s was/were made due to inadvertence; and - The petitioner has no intention to violate any laws and SEC Rules and Regulations;	<i>To be provided by the Petitioner.</i> <i>For Sample Format of Petition for Correction, submit an email requesting said format to cad_onepartycomplaint-petitions@sec.gov.ph</i>

B. Verification/Certification Against Forum Shopping (2 original copies) signed by the corporation's duly authorized representative designated in the Secretary Certificate (Sec. 3-4, Rule 3, Part III 2016 SEC Rules of Procedure);

C. Notarized Secretary's Certificate (2 original copies) stating therein the following:

- i. Name of the Corporation, SEC Registration number, and name of the duly authorized representative;
- ii. Meeting held at principal office;
- iii. Date and time of the Meeting;
- iv. Approved by at least majority of Directors/Trustees in the presence of a valid quorum;
- v. Errors specified (Cite articles/provisions affected)
- vi. Corrections specified; and
- vii. Name of the Authorized Representative designated to file the Petition;

****For a One Person Corporation (OPC), in lieu of the submission of the notarized Secretary's Certificate, a SOLE DIRECTOR CERTIFICATE shall be required to be submitted.***

D. Documentary Requirements (2 copies depending on the one stated in the numbers below):

- i. Verified Petition, affidavit/s, document/s, and other evidence supporting the Petition (2 original copies);
- ii. Copy of the Approved Articles of Incorporation and/or By-Laws to be corrected (2 photocopies); and
- iii. Copy of the Corrected Articles of Incorporation and/or By-laws and/or Corrected Amended Articles of Incorporation and/or Amended By-laws. (2 photocopies)

II. Petition for Revival of Corporate Existence

A. Verified Petition for Revival of Corporate Existence (2 Original Copies)

- i. Verified Petition must pertain to a single corporation only. The consolidation in one (1) petition involving two (2) or more corporations is not allowed;
- ii. The Verified Petition must be signed and verified by the corporation's duly authorized representative designated in the Director's Certificate;
- iii. The verified Petition must state:
 1. The date, name of the corporation, SEC registration number, and name of the duly authorized representative;
 2. That the meeting was held in the principal office address of the corporation;
 3. That the revival of the Petitioner's corporate term was approved by a vote of at least majority of the members of the Board of Directors/Trustees, and ratified by the stockholders owning or controlling at least the majority of the outstanding capital stock, or by at least majority of the members in the case of a nonstock corporation, in the presence of a valid quorum;
 4. If there has been a change in the composition of the stockholders or members since the expiration of Petitioner's corporate term, a reconciliation of the changes in the composition of the stockholders or members from the date of expiration of its corporate term up to the date of stockholders' or members' approval of the resolution to file the Petition for Revival of Corporate Existence, or the date of approval by the board of directors or trustees in the case of a nonstock corporation, of the filing of said Petition, whichever is

To be provided by the Petitioner.

later, which shall provide for, and refer to, the supporting evidence (e.g. Deed of Sale, Deed of Assignment, Death Certificate of a stockholder/member, and Extrajudicial Settlement of the Estate of a stockholder/member) of the changes in the composition of the stockholders or members;

5. That the undersigned are the duly elected directors or trustees, and officers of Petitioner;
6. That, as of the date of filing of the Petition for Revival, no action or proceeding has been filed or is pending before any court or tribunal involving an intra-corporate dispute or claim by any person or group against the directors, officers, or stockholders of the Corporation;
7. That the revival of Petitioner's corporate term shall not cause damage, loss, or injury to any third person or any government agency;
8. If Petitioner's corporate name has already been validly reused, and is currently being used, by another existing corporation duly registered with the Commission, that Petitioner shall change its corporate name within thirty (30) days from the issuance of its Certificate of Revival of Corporate Existence (Petitioner must also state in its Petition its proposed new corporate name, which must be duly reserved with the Commission); and
9. If Petitioner is an expired corporation which already availed of re-registration, in accordance with *Memorandum Circular No. 13, Series of 2019 (Amended Guidelines and Procedures on the Use of Corporate and Partnership Names)*, or other memorandum circulars issued by the Commission pertaining to re-registration, that:

(1) The re-registered corporation has given its consent to the Petitioner to use its corporate name, and has undertaken to undergo voluntary dissolution immediately after the issuance of the Petitioner's Certificate of Revival; or

(2) The re-registered corporation has given its consent to the Petitioner to use its corporate name, and has undertaken to change its corporate name immediately after the issuance of the Petitioner's Certificate of Revival; and

10. Petitioner has not undergone a liquidation proceeding prior to the filing of the Petition.

B. Verification/Certification Against Forum Shopping signed by the corporation's duly authorized representative designated in the Secretary Certificate (2 original copies) (*Sec. 3-4, Rule 3, Part III 2016 SEC Rules of Procedure*);

C. Notarized Secretary's Certificate and Director's Certificate (2 original copies) stating therein the following:

- i. Name of the Corporation, SEC Registration number, and name of the duly authorized representative;
- ii. Meeting held at the principal office;
- iii. Date and time of the Meeting;
- iv. Revival of corporate existence is approved by at least majority of Directors/Trustees, and ratified by the stockholders representing at least majority of the outstanding capital stock or at least majority of the members, in the case of a nonstock corporation, in the presence of a valid quorum;
- v. Date of incorporation, date of expiration of corporate term, and date of board resolution approving the revival of the corporate term, and the filing of the Petition for Revival of Corporate Existence with the SEC.

D. Updated Monitoring Clearance from the Compliance Monitoring Division (CMD) (2 photocopies);

E. Documentary Requirements (2 copies depending on the one stated in the numbers below):

- i. Photocopy of Petitioner's Certificate of Incorporation and Articles of Incorporation;
- ii. Photocopy of Petitioner's Certificate/s of Filing of Amended Articles of Incorporation, with the respective Amended Articles of Incorporation, if Petitioner's Articles of Incorporation were amended;
- iii. Revived Articles of Incorporation, consisting of Petitioner's latest Amended Articles of Incorporation and the proposed changes in the corporate term to be effected by the revival, which shall be underlined;
- iv. Petitioner's duly accomplished General Information Sheet (GIS) as of the date of expiration of its corporate term, or an equivalent document, such as, but not limited to, Secretary's Certificate indicating the list of stockholders and officers with the corresponding stockholdings;
- v. Notarized list of stockholders or members as of the date of approval of the revival, stating their names, their nationalities, and number of shares subscribed, amount subscribed and paid, or the respective members' contributions for nonstock corporations, certified by the Corporate Secretary;
- vi. If there has been a change in the composition of the stockholders or members since the expiration of Petitioner's corporate term, the GIS of the Petitioner as of the date of stockholders' or members' approval of the resolution to file the Petition for Revival of its corporate existence, or the date of the board of directors' or trustees' approval of the filing of the said Petition, whichever is later;

- vii.** Photocopy of the supporting evidence (e.g. Deed of Sale with the Certificate Authorizing Registration, Deed of Assignment, Death Certificate of a stockholder/member, and Extrajudicial Settlement of the Estate of a stockholder/member) referred to in the Reconciliation of the changes in the composition of the stockholders or members;
- viii.** Photocopy of Petitioner's Audited Financial Statements as of the date of expiration of its corporate term, and for the year immediately preceding, as audited by an independent Certified Public Account;
- ix.** Photocopy of Petitioner's Audited Financial Statements as of the date not exceeding one hundred twenty (120) days prior to the date of filing of the Petition for Revival, and for the year immediately preceding, as audited by an independent Certified Public Account;
- x.** Photocopy of the Official Receipt/s for the payment of the Petition and Filing fees;
- xi.** A favorable recommendation of the appropriate government agency in the case of banks, banking and quasi-banking institutions, preneed, insurance and trust companies, NSSLAs, pawnshops, corporations engaged in money service business, and other financial intermediaries;
- xii.** If Petitioner's corporate name has already been validly reused, and is currently being used, by another existing corporation duly registered with the Commission, Proof of Reservation of Petitioner's Proposed New Corporate Name; and
- xiii.** If Petitioner is an expired corporation which already availed of re-registration, in accordance with Memorandum Circular No. 13, Series of 2019 (Amended Guidelines and Procedures on the Use of Corporate and Partnership Names), or other memorandum circulars issued by the Commission pertaining to re-registration, Certification, under oath, issued by the

Corporate Secretary of the re-registered corporation stating that:

1. The re-registered corporation has given its consent to the Petitioner to use its corporate name, and has undertaken to undergo voluntary dissolution immediately after the issuance of the Petitioner's Certificate of Revival; or
 2. The re-registered corporation has given its consent to the Petitioner to use its corporate name, and has undertaken to change its corporate name immediately after the issuance of the Petitioner's Certificate of Revival.
- xiv. Directors'/Trustees' Certificate attesting that Petitioner has not undergone a liquidation proceeding prior to the filing of the Petition for Revival of Corporate Existence.

****Pertinent provisions for the Revival of Expired Corporation are provided under SEC Memorandum Circular No. 23, Series of 2019:
(<https://www.sec.gov.ph/rcc-mc/mc-no-23-s-2019-guidelines-on-the-revival-of-expired-corporations-pursuant-to-section-11-of-the-revised-corporation-code-of-the-philippines>)***

III. Dissolution of Corporations under Section 134 of the Revised Corporation Code

To be provided by the Petitioner.

A. Verified Request for Voluntary Dissolution (2 Original Copies)

- i. A Verified Request for Voluntary Dissolution must pertain to a single corporation only. The consolidation in one (1) petition involving two (2) or more corporations is not allowed;
- ii. The Verified Petition must be signed and verified by the corporation's duly authorized representative designated in the Secretary's Certificate (2 original copies);
- iii. The Verified Petition must state:
 1. The corporate name, SEC registration number, principal office of the corporation and email address of the corporation as required pursuant to SEC Memorandum Circular No. 28, Series of 2020;
 2. The complete name, position in the corporate structure of the corporation, and mailing address of the authorized representative of the corporation;
 3. The reason for dissolution;
 4. Form, Manner, and Time the notice was given:
 - (1) At least twenty (20) days prior to meeting;
 - (2) To each shareholder or member of record by any means authorized under its by-laws, regardless of whether they are entitled to vote at the meeting, pursuant to Section 50 of the Revised Corporation Code;
 - (3) Stating the time, place, and object of the meeting;
 - (4) Published once prior to date of meeting in a newspaper where the principal office is located, or if no newspaper is published in such place, in

- a newspaper of general circulation in the Philippines; and
- (5) Purpose is to vote on the dissolution, accompanied by the following:
- (a) Agenda of the meeting;
 - (b) Proxy form; and
 - (c) Requirements and procedures to be followed for attendance, participation, and voting by remote communication or in absentia, if applicable;
5. Names of the stockholders and directors, or members and trustees, who approved the dissolution, provided:
- (1) That majority of the directors or trustees, and the stockholders owning or controlling at least a majority of the outstanding capital stock including the holders of non-voting shares or majority of the members voted for the dissolution;
6. The above-mentioned stockholders and directors, or members and trustees are the duly elected directors or trustees, and the stockholders or members of record as of the date of the meeting;
7. No pending intra-corporate dispute;
8. The date, place, and time of the meeting in which the vote was made; and
9. Details of publication, such as:
- (1) Name of the newspaper;
 - (2) Complete name of the publisher;
 - (3) Principal office of the publisher;
 - (4) Area of circulation of the newspaper;
 - (5) Date when the notice was published; and
 - (6) Contents of the notice as published

B. Verification and Certification Against Forum Shopping signed by the Petitioner's duly Authorized Representative (2 Original Copies);

C. Documentary Requirements (2 copies depending on the one stated in the numbers below):

- i. Notarized copy of the Board Resolution or Directors'/Trustees' Certificate authorizing the dissolution and designating an authorized representative to file the verified request for dissolution, signed by majority of the board and countersigned by the corporate secretary;
- ii. Publisher's affidavit of publication of the notice of meeting;
- iii. Latest due General Information Sheet;
- iv. Audited Financial Statements (AFS) of the last fiscal year, except:
 1. **Where the applicant has ceased operations of at least one (1) year, submit:**
 - a. AFS as of the last year of operation; and
 - b. Affidavit of Non-Operation certified under oath by the President and treasurer;
 2. **Where the applicant has no operation since incorporation, 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;
 3. **Where the applicant corporation is (stock/nonstock) is with total assets or liabilities of less than Six Hundred Thousand Pesos (Php600,000.00), submit:**
 - a. Balance Sheet as of the last preceding fiscal year certified under oath by the President and Treasurer;

- v. Affidavit executed under oath by President and Treasurer that:
 - 1. The dissolution is not prejudicial to the interest of the creditors; and
 - 2. There is no opposition from any creditors from the time of publication of notice of dissolution up to the filing of the dissolution;
- vi. BIR Tax Clearance;
- vii. Notarized Secretary's Certificate of no-pending case involving intra-corporate dispute; and
- viii. Clearance/favorable recommendation from other departments or from appropriate regulatory agency, when necessary;

****For a One Person Corporation (OPC), in lieu of the submission of the notarized copy of the Board Resolution or Directors'/Trustees' Certificate, a SOLE DIRECTOR CERTIFICATE shall be required to be published and submitted.***

*****Pertinent provisions for the Voluntary Dissolution, Where No Creditors are Affected are provided under SEC Memorandum Circular No. 5, Series of 2022: (<https://www.sec.gov.ph/mc-2022/mc-no-5-s-of-2022/>)***

IV. Petition for Cancellation or Substitution of Payment in relation to the Use of Properties that Require Ownership Registration as Paid Up Capital

To be provided by the Petitioner.

- A. Verified Petition for Cancellation or Substitution of Payment in relation to the Use of Properties that require Ownership Registration as Paid-Up Capital (2 original copies)
- B. Notarized Board Resolution approving the cancellation or substitution of payment. (2 original copies)
- C. Additional Requirements:
 - a. Affidavits, documents and other evidence supporting the Petition (2 original copies, 1 photocopy)

****Essential contents of the verified petition shall be in accordance with the 2016 SEC Rules of Procedure.***

*****For a One Person Corporation (OPC), in lieu of the submission of the notarized copy of the Board Resolution or Directors'/Trustees' Certificate, a SOLE DIRECTOR CERTIFICATE shall be required to be published and submitted.***

******Pertinent provisions for the Petition for Cancellation or Substitution of Payment in relation to the Use of Properties that require Ownership Registration as Paid-Up Capital are provided under SEC Memorandum Circular No. 14, series of 2013 (<https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/>)***

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a digital copy of the verified petition and all required documents via our official email: cad_onepartycomplaint-petitions@sec.gov.ph. Ensure all documents are in Portable Document Format (PDF), with each file not exceeding 25 MB in size. The email address used in sending the verified petition will be the official email for the upcoming transactions and will be the official email thread of the petitioner. <i>Note: Subject title in the email must be:</i> 1. (NAME OF CORPORATION) - Filing of Petition For Correction; 2. (NAME OF CORPORATION) - Filing of Petition For Revival of Corporate Existence; 3. (NAME OF CORPORATION) - Dissolution of Corporations Under Section 134 of The Revised Corporation Code; or	1.1. Confirm receipt of the Verified Petition and all required documents via email: If complete: Record the case to CAD Case Tracker (Google spreadsheet); or if incomplete: email the petitioner to resubmit the petition along with all the documentary requirements in the same email thread. 1.2. Send an email to the petitioner containing the Payment Instructions with attached Payment Assessment Form, and instructions for the submission of the original copies of the digital documents previously submitted via email, together with the proof of payment to the same email thread, UPON THE ADVICE	None None	3 days 3 days	Administrative Assistant II / Administrative Officer II, Company Registration and Monitoring Department Administrative Assistant II / Administrative Officer II, Securities Counsel I, Securities Counsel II, Company Registration and Monitoring Department

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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
SATELLITE OFFICE located on the 4th Floor, Robinsons Galleria, Ortigas Avenue, Ortigas Center, Quezon City from 10:00 a.m. to 6:00 p.m. b. <u>Registered mail:</u> Mail two original sets of all the documentary requirements to: 7907 Makati Avenue, Barangay Bel-Air, Makati City, SEC Headquarters, 3rd Floor Receiving Section ICTD-ERMD ATTN: Company Registration and Monitoring Department (CRMD) - CORPORATE ADJUDICATION DIVISION (CAD) Note: Submission cannot be done by availing GRAB, TIKTOK, LALAMOVE, or similar couriers., since a form must be filled out and signed as proof of submission. Date of filing shall be the date of receipt by the Corporate Adjudication Division.	storage of docketed cases. 3.3. Email the petitioner through the same email thread of the CRMD Case Docket No. and the current status of the case.	None	3 days	Administrative Officer II, Company Registration and Monitoring Department Administrative Assistant II / Administrative Officer II, Company Registration and Monitoring Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
In case of an order directing the submission of additional requirements and other directives deemed necessary for the timely processing of the verified petition, the running of the period provided herein, shall be tolled pending compliance of the petitioner. For documents that have annex/es, a separate scanned file for each annex (PDF Format) must be filed using the prescribed file name. (Ex. Petition for Correction – Annex “A”; Petition for Correction – Annex “B”; and so forth)				
4. Receives email notification of the status of the Petition.	4.1. Draft and Issue the Order, Resolution, Certificate of Dissolution, or Certificate of Revival to the Petitioner. 4.2. Email the petitioner to schedule an appointment for the pick-up of the Order, Resolution, Certificate of Dissolution, or Certificate of Revival.		The case shall be decided or resolved for a period not exceeding one (1) year from the date of Order submitting the same for Resolution or upon submission of the last pleading allowed under the 2016 Rules of Procedure of the Securities and Exchange Commission.	Director, Assistant Director, Securities Counsel I, Securities Counsel II, Administrative Assistant II / Administrative Officer II, Company Registration and Monitoring Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			Note: Order of Revival of Corporate Existence is subject to the final approval and sign-off of the <i>SEC Commission En Banc</i>	
5. Receives the Order, Resolution, Certificate of Dissolution, or Certificate of Revival.	5.1. Terminate the case in the CAD Case Tracker (Google spreadsheet).		1 day	Administrative Assistant II / Administrative Officer II
TOTAL		PHP 3,060.00	384 Days	

Notes: Filing of Verified Petition is covered by Highly Technical within the context of Section 5 of the Securities Regulation Code, 2015 Implementing Rules and Regulations of the Securities Regulation Code, Section 179 of the Revised Corporation Code, and SEC 2016 Rules of Procedure.

2. Filing of Verified Complaints (Where two or more parties are concerned)

A verified complaint is filed by one party through its authorized representative against another party or parties. This process does not permit the consolidation of multiple corporations into a single verified complaint. The types of complaints that may be filed include:

- I. **Violation of the Right to Inspect and/or Reproduce Corporate Books and Records:** This involves situations where a party is denied access to the corporation's books and records, which is a right granted under the Revised Corporation Code of the Philippines. *(See Section 73 of the Revised Corporation Code and SEC Memorandum Circular No. 25, Series of 2020)*
- II. **Revocation of Certificate of Registration:** This complaint can be filed to request the SEC to revoke the certificate of registration of a corporation due to violations of laws, rules, and regulations governing corporations. *(See SEC Memorandum Circular No. 5, Series of 2022, pursuant to Section 138 of the Revised Corporation Code and Section 6 (i) of P.D. 902-A)*
- III. **Marking of General Information Sheet (GIS) as Disputed:** This complaint allows a party to request the SEC to mark the General Information Sheet of a corporation as disputed, indicating that there are ongoing issues or disputes regarding the information provided in the GIS.
- IV. **Disqualification, Investigation, and/or Removal of Directors/Trustees or Officers of the Corporation:** This complaint can be filed to address issues related to the qualifications, conduct, or performance of directors, trustees, or officers of the corporation, potentially leading to their disqualification, investigation, or removal. *(See SEC Memorandum Circular No. 4, Series of 2022, pursuant to Sections 26 and 27 of the Revised Corporation Code.)*
- V. **Verified Petition/Complaint to Change Name:** This petition/complaint can be filed in relation to Sec. 17, of the Revised Corporation Code.

Division / Office	Corporate Legal and Adjudication Division (CAD)
Classification	Highly Technical within the context of Section 5 of the Securities Regulation Code, 2015 Implementing Rules and Regulations of the Securities Regulation Code, Section 179 of the Revised Corporation Code, and SEC 2016 Rules of Procedure. Historically, Section 3 of Republic Act (RA) No. 9485 ("Anti-Red Tape Act of 2007") states that those performing judicial, quasi-judicial and legislative functions are excluded from its coverage. When RA No. 9485 was amended by RA No. 11032 ("Ease of Doing Business and Efficient Government Service Delivery Act of 2018"), quasi-judicial function is still deemed excluded because Section 3 of the latter Act provides that it shall apply to all government offices that provide services covering business and nonbusiness related transactions as defined in said Act.

“Government Service” is defined in Section 4 of RA No. 11032 as the process or transaction between applicants or requesting parties and government offices or agencies involving applications for any privilege, right, reward, license, clearance, permit or authorization, concession, or for any modification, renewal or extension of the enumerated applications or requests which are acted upon in the ordinary course of business of the agency or office concerned.

Relatively, pertinent provisions under Title XVI of the Revised Corporation Code are quoted as follows:

“Sec. 154. Investigations and Prosecution of Offenses. – The Commission may investigate an alleged violation of this Code, or of a rule, regulation, or order of the Commission.

XXX XXX XXX

Sec. 158. Administrative Sanctions. – If, after due notice and hearing, the Commission finds that any provision of this Code, rules or regulations, or any of the Commission’s orders has been violated, the Commission may impose any or all of the following sanctions, taking into consideration the extent of participation, nature, effects, frequency and seriousness of the violation:

XXX XXX XXX.”

Under Sec. 5(l) of the Securities Regulation Code, the Commission has also the power to issue subpoena duces tecum and summon witnesses to appear in any proceedings of the Commission and in appropriate cases, order the examination, search and seizure of all documents, papers, files and records, tax returns, and books of accounts of any entity or person under investigation as may be necessary for the proper disposition of the cases before it, subject to the provisions of existing laws.

Based on the foregoing provisions, the SEC, **particularly the Corporate Legal and Adjudication Division, has inherent adjudicative quasi-judicial power** which authorizes it to hear and decide cases in the performance of its duty and enforce its decisions in accordance with law.

	It must be noted that administrative adjudication, or the authority to hear and decide cases pursuant to the laws implemented by an administrative agency, DOES NOT involve approval of applications for any privilege, right, reward, license, clearance, permit or authorization, concession, or for any modification, renewal or extension of the enumerated applications or requests. As such, administrative adjudication DOES NOT fall within the ambit of Section 3 of RA No. 11032 because it is not the “Government Service” contemplated in Section 4 thereof and is therefore, not subject to the prescribed processing times for Government Services under Section 9 of the same Act. We note that Section 9 of RA No. 11032 is entitled “Accessing Government Services”, which clearly applies to “Government Service” as defined in Section 4 thereof (i.e. applications for any privilege, right, reward, license, clearance, etc.).
Type of Transaction	Government to Business (G2B), Government to Citizen (G2C)
Type of Service	External Service
Who may avail:	All registered domestic corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. Violation of Right for Inspection and/or Reproduction of Corporate Books and Records A. Verified Complaint (2 original copies + additional copies depending on the number of respondents): 1. Must pertain to a single corporation only. The consolidation in one (1) petition involving two (2) or more corporations is not allowed; 2. The Verified Petition must be signed and verified by the petitioner/complainant and/or his/her/its duly authorized representative; 3. Allegations of the unjust refusal to allow to inspect and/or reproduce the Corporate Books and Records 4. The Verified Complaint is not filed to harass, cause unnecessary delay, or needlessly increase the cost of regulation and/or litigation. 5. The Verified Complaint is done in good faith.	<i>To be provided by the Petitioner.</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
B. Verification and Certification Against Forum Shopping signed by the petitioner/complainant and/ or his/her duly authorized representative (2 original copies + additional copies depending on the number of respondents); and C. Affidavit/s and Documents necessary to support the claims relied upon (2 original copies + additional copies depending on the number of respondents).	
II. Revocation of Certificate of Registration A. Verified Petition (2 original copies + additional copies depending on the number of respondents): 1. A Verified Petition must pertain to a single corporation only. The consolidation in one (1) petition involving two (2) or more corporations is not allowed; 2. The Verified Petition must be signed and verified by the corporation's duly authorized representative designated in the Secretary's Certificate; and 3. Claims and allegations justifying the revocation of the corporation B. Verification and Certification Against Forum Shopping signed by the petitioner/complainant and/ or his/her / its duly authorized representative (2 original copies + additional copies depending on the number of respondents); and C. Affidavit/s and/or other document/s necessary to support the claims relied upon (2 original copies + additional copies depending on the number of respondents). <i>*See SEC Memorandum Circular No. 5, Series of 2022, pursuant to Section 138 of the Revised Corporation Code and Section 6 (i) of P.D. 902-A</i>	<i>To be provided by the Petitioner.</i>
III. Marking of General Information Sheet (GIS) as Disputed A. Verified Petition (2 original copies + additional copies depending on the number of respondents):	<i>To be provided by the Petitioner.</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. A Verified Petition must pertain to a single corporation only. The consolidation in one (1) petition involving two (2) or more corporations is not allowed; 2. The Verified Petition must be signed and verified by the petitioner/complainant and/or his/her/its duly authorized representative; and 3. Claims and allegations justifying the disputing of the General Information Sheet ("GIS") of the Corporation and the specific year/s of the GIS to be marked as "disputed"; B. Verification and Certification Against Forum Shopping signed by the petitioner/complainant and/ or his/her / its duly authorized representative (2 original copies + additional copies depending on the number of respondents); C. General Information Sheet to be marked as disputed (2 original copies + additional copies depending on the number of respondents); and D. Affidavit/s and/or Document/s necessary to support the claims relied upon (2 original copies + additional copies depending on the number of respondents).	
IV. Disqualification, Investigation, and/or Removal of Directors/Trustees or Officers of Corporation A. Verified Complaint (2 original copies + additional copies depending on the number of respondents) shall contain the following: 1. Names and addresses of the parties; 2. Legal basis for the disqualification/removal 3. Statement of material or relevant facts; 4. Issues to be resolved 5. Reliefs sought which must specifically include the prayer for removal;	<i>To be provided by the Petitioner.</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
6. Proof of authority of the representative of the juridical person, if applicable; 7. Documentary evidence necessary to establish the prima facie truth of the factual allegations therein; 8. Proof of payment of the filing fee; B. Verification and Certification Against Forum Shopping signed by the petitioner/complainant and/ or his/her / its duly authorized representative (2 original copies + additional copies depending on the number of respondents); and C. Affidavit/s and/or Document/s necessary to support the claims relied upon (2 original copies + additional copies depending on the number of respondents). <i>See SEC Memorandum Circular No. 4, Series of 2022, pursuant to Sections 26 and 27 of the Revised Corporation Code.</i>	
V. Verified Petition/Complaint To Change Name A. Verified Petition/Complaint (2 original copies + additional copies depending on the number of respondents) shall contain the following: 1. Names and addresses of the parties; 2. Statement of material or relevant facts; 3. Basis for Change Name; 4. Reliefs sought which must specifically include the prayer to change name; 5. Proof of authority of the representative of the juridical person, if applicable; 6. Documentary evidence necessary to establish the prima facie truth of the factual allegations therein; and 7. Proof of payment of the filing fee. B. Verification and Certification Against Forum Shopping signed by the petitioner/complainant and/ or his/her / its duly	<i>To be provided by the Petitioner.</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
authorized representative (2 original copies + additional copies depending on the number of respondents); and C. Affidavit/s and/or Document/s necessary to support the claims relied upon (2 original copies + additional copies depending on the number of respondents).	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. For the Petitioner/Complainant: Submit a digital copy of the Verified Petition/Complaint and all required documents via email. Ensure all documents are in Portable Document Format (PDF), with each file not exceeding 25 MB in size. Send the files to cad_twopartycomplaints-petitions@sec.gov.ph. The email address used in sending the verified petition/complaint will be the official email for the upcoming transactions and will be the official email thread of the petitioner/complainant. <i>Note: Subject title of the email must be:</i> 1. (NAME OF CORPORATION INVOLVED) - Verified Petition/Complaint for	1.1. Confirm receipt of the email received from the petitioner/complainant containing the Verified Petition/Complaint with all the documents required. If complete: Record the case to CAD Case Tracker (Google spreadsheet); or if incomplete: email the petitioner to resubmit the petition/complaint along with all the documentary requirements in the same email thread. 1.2. Send an email to the petitioner containing the Payment Instructions with attached Payment	None None	3 days 3 days	Administrative Assistant II / Administrative Officer II, Company Registration and Monitoring Department Administrative Assistant II / Administrative Officer II, Securities Counsel I, Securities Counsel

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Violation of Right for Inspection and/or Reproduction of Corporate Books;</i> 2. (NAME OF CORPORATION INVOLVED) - Verified Petition/Complaint for Revocation of Certificate of Registration; 3. (NAME OF CORPORATION INVOLVED) - Verified Petition/Complaint for Marking of GIS as Disputed; 4. (NAME OF CORPORATION INVOLVED) - Verified Petition/Complaint for Disqualification, Investigation, and/or Removal of Directors/Trustees or Officers of the Corporation; or 5. (NAME OF CORPORATION INVOLVED) - Verified Petition/Complaint to Change Name.	Assessment Form, and instructions for the submission of the original copies of the digital documents previously submitted via email, together with the proof of payment to the same email thread, UPON THE ADVICE OF THE OFFICER OF THE DAY.			II, Company Registration and Monitoring Department

[illegible]

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
b. <u>Registered mail:</u> Mail two original sets of all the documentary requirements to: 7907 Makati Avenue, Barangay Bel-Air, Makati City, SEC Headquarters, 3rd Floor Receiving Section ICTD-ERMD ATTN: Company Registration and Monitoring Department (CRMD) - CORPORATE ADJUDICATION DIVISION (CAD) Note: Submission cannot be done by availing GRAB, TOKTOK, LALAMOVE, or similar couriers., since a form must be filled out and signed as proof of submission. Date of filing shall be the date of receipt by the Corporate Adjudication Division.	CRMD Case Docket No. and the current status of the case.			Monitoring Department
4. For the Petitioner/Complainant: Receives email notification on the status of the petition/complaint.	4.1. Drafting and Servicing of Summons directed to the respondent/s done through the	None	20 days	Director, Assistant Director, Securities Counsel I, Securities Counsel II, Administrative Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Philippine Posting Corporation (Philpost) 4.2. Notify the petitioner/complainant of the service of Summons through the same email thread.	None	3 days	II, Administrative Assistant II, SEC Process Server, Company Registration and Monitoring Department Administrative Assistant II, SEC Process Server, Company Registration and Monitoring Department
5. For the Respondent/s: File a Verified Answer to the petition/complaint and serve a copy to the petitioner/complainant within the period stated in the Summons from the receipt thereof, containing the affidavits of witnesses, if any, and such other	5.1. Confirm receipt of the email received from the respondent/s containing the Verified Answer including the affidavits of witnesses, if any, and such other evidence	None	3 days	Administrative Assistant II / Administrative Officer II, Company Registration and Monitoring Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
evidence necessary to establish the facts relied upon. The Digital/Electronic copy of the documents must be submitted to cad_twopartycomplaints-petitions@sec.gov.ph . Filing of the original documents in two (2) sets may be done through:	necessary to establish the facts relied upon.	None	1 day	Administrative Assistant II / Administrative Officer II, Company Registration and Monitoring Department
5.2. Record the date of submission of the Verified Answer to the CAD Case Tracker (Google spreadsheet).	5.2. Record the date of submission of the Verified Answer to the CAD Case Tracker (Google spreadsheet).	None	1 day	Administrative Assistant II / Administrative Officer II, Company Registration and Monitoring Department
a. <u>Personal / Over the counter:</u> Submit two original sets of all the documentary requirements to SEC ROBINSONS GALLERIA SATELLITE OFFICE located on the 4th Floor, Robinsons Galleria, Ortigas Avenue, Ortigas Center, Quezon City from 10:00 a.m. to 6:00 p.m.	5.3. Forward the email from the respondent/s containing the Verified Answer including the affidavits of witnesses, if any, and such other evidence necessary to establish the facts relied upon to the handling lawyer as advance copy.	None	1 day	Administrative Assistant II / Administrative Officer II, Company Registration and Monitoring Department
b. <u>Registered mail:</u> Mail two original sets of all the documentary requirements to:	5.4. Forward the first set to the handling lawyer and keep the second set to the case files upon the receipt of the original documents in two (2) sets.	None	The case shall be decided or resolved for 364 days from the date of Order	Director, Assistant Director, Securities Counsel I, Securities
7907 Makati Avenue, Barangay Bel-Air, Makati City, SEC				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Headquarters, 3rd Floor Receiving Section ICTD-ERMD ATTN: Company Registration and Monitoring Department (CRMD) - CORPORATE ADJUDICATION DIVISION (CAD)	5.5. Draft and Issuance of Order, Resolution, or Decision.		submitting the same for Resolution or upon submission of the last pleading allowed under the 2016 Rules of Procedure of the Securities and Exchange Commission.	Counsel II, Administrative Assistant II / Administrative Officer II, Company Registration and Monitoring Department
	5.6. Mail the Order, Resolution, or Decision to the parties via the Philippine Posting Corporation (Philpost)		3 days	SEC Process Server, Company Registration and Monitoring Department
6. For both parties: Receive the Order, Resolution, or Decision. <i>Note: Aggrieved parties may move for a reconsideration of an adverse decision, final order or resolution within fifteen (15) days from receipt of the adverse decision, final order or resolution, provided that all parties on record shall furnish a copy of the same.</i>	6.1. Terminate the case in the CAD Case Tracker (Google spreadsheet).	None	1 day from the issuance of the Order / Resolution / Decision.	SEC Process Server, Administrative Assistant II, Administrative Officer II, Company Registration and Monitoring Department
TOTAL		P3,060.00	413 days	



CORPORATE FILING AND RECORDS DIVISION

Citizen's Charter, FY 2025 | 1st Edition



crmd_publicassistance@sec.gov.ph



8818-8738
8818-7895



4th Floor, The SEC Headquarters,
7907 Makati Avenue, Salcedo
Village, Bel-air, Makati City 1209

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1. Request for Certificate of No Derogatory Information

This service is for the issuance of a certification attesting that a particular corporation has not been dissolved nor has this Commission received any information derogatory to said corporation that would prevent the subject company from exercising its primary franchise.

Division / Office	Corporate Filing and Records Division, Company Registration and Monitoring Department
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B),
Type of Service	External Service
Who may avail:	All SEC Registered Entities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished SEC Form 2015-001 (1 electronic copy) 2. Monitoring Clearance (1 electronic copy) a. Primary Licenses b. With Secondary License c. Foundation d. Financing/Lending For Partnership, attach the Articles of Incorporation or latest Amended Articles of Partnership, if any (1 electronic copy)	<i>SEC Website (www.sec.gov.ph)</i> <i>Compliance Monitoring Division (CMD-CRMD)</i> <i>Markets and Securities Regulation Department (MSRD)</i> <i>Corporate Governance and Finance Department (CGFD)</i> <i>Financing and Lending Companies Department (FLCD)</i> <i>Corporate Secretary or at www.secexpress.ph</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sends email request with attached requirements at cfrd_application03@sec.gov.ph	1.1 Checks completeness of the requirements and verifies status of corporation through the Certification Issuance System-Unified Reference Database (CIS-URDB)	None	15 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
	1.2 Issues a Payment Assessment Form (PAF) through email, if with complete requirements and status in CIS-URDB is cleared		15 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches	2.1 Issues payment confirmation containing the electronic Official Receipt via email	Certificate of No Derogatory Information – PHP 500 Documentary Stamp Tax – PHP 30	6 hours	Financial Management Department
3. Submits proof of payment through email.	3.1 Acknowledge receipt of proof of payment with instruction to wait for the releasing appointment that will be issued through email	None	10 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2 Prints the submitted SEC Form 2015-001, monitoring clearance and proof of payment		25 minutes	<i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i>
	3.3 Prints the Certificate of No Derogatory Information through the CIS-URDB		25 minutes	<i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i>
	3.4 Reviews the application and signs the Certificate of No Derogatory Information		2 workings days	<i>SEC Administrative Officer IV, SEC Assistant Director, Corporate Filing and Records Division (CFRD)</i>
	3.5 Transmits the certificate to the SEC Robinsons Galleria Satellite Office		10 minutes	<i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i>
	3.6 Sends email for releasing appointment		10 minutes	<i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i>
4. Goes to the 4th level, West Wing, SEC Robinsons Galleria Satellite Office,	4.1 Seals the Certificate of No Derogatory	None	5 minutes	<i>SEC Assistant Computer Operator,</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
and presents the proof of payment and printed releasing appointment for the release of the requested Certificate	Information with the SEC logo 4.2 Releases the Certificate of No Derogatory Information (CNDI) to the applicant		5 minutes	Corporate Filing and Records Division (CFRD) <i>SEC Assistant Computer Operator, Corporate Filing and Records Division (CFRD)</i>
TOTAL		Php 530 per certificate	3 workings days	

Note: The 3-days processing time is for one client being served at one time. The time is extended when there are more clients.

2. Request for Affirmative Certification - for non-profit making government agencies

This service is for inter-agency requests for the issuance of a certification as to the corporate filings and information of a corporation.

Division / Office	Corporate Filing and Records Division, Company Registration and Monitoring Department
Classification	Simple (3 days)
Type of Transaction	Government to Government (G2G)
Type of Service	External Service
Who may avail:	Other government agencies -all non profit-making agencies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Signed letter request (1 electronic copy)	<i>Applicant</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sends letter request through email at cfrd_application01@sec.gov.ph	1.1 Acknowledge receipt of email request	None	5 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
	1.2 Validates the inquiry, the availability of information in online facilities and other records		20 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
	1.3 Routes request to the Compliance Monitoring Division (CMD) for the		1 day, 6 hours	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD) SEC Administrative Officer II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	monitoring of the corporate status			Compliance Monitoring Division (CMD)
	1.4 Drafts Certification		1 hour	<i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i>
	1.5 Reviews and signs the Certification		5 minutes	<i>SEC Administrative Officer IV SEC Assistant Director, Corporate Filing and Records Division (CFRD)</i>
	1.6 Uploads the scanned Certification to the Document Verification System to generate QR Code		5 minutes	<i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i>
	1.7 Prints the Certification with generated QR Code		5 minutes	<i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i>
	1.8 Seals the certification		5 minutes	<i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.9 Sends email for the releasing schedule/notice		7 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
2. Goes to the Corporate Filing and Records Division (CFRD) counter at the 4th floor of the SEC Headquarters and presents the original signed letter request and printed releasing appointment for the release of the requested Certification	2.1 Receives the original signed letter request and appointment letter	None	3 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
	2.2 Releases the Certification		5 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
TOTAL		None	3 workings days	

Note: The 3-days processing time is for one agency/request being served at one time. The time is extended when there are more agencies/requests.

3. Request for Affirmative Certification - For Profit Making Government Agencies

This service is for inter-agency requests for the issuance of a certification as to the corporate filings and information of a corporation.

Division / Office	Corporate Filing and Records Division, Company Registration and Monitoring Department
Classification	Simple (3 days)
Type of Transaction	Government to Government (G2G)
Type of Service	External Service
Who may avail:	Other government agencies - Pag-IBIG, PhilHealth, Social Security System (SSS), Bureaus of Internal Revenue (BIR), Government Service Insurance System (GSIS) and other profit-making agencies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Signed letter request (1 electronic copy)	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sends letter request through email at cfrd_application01@sec.gov.ph	1.1 Acknowledge receipt of email request 1.2 Issues a Payment Assessment Form (PAF) through email,	None	5 minutes 5 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD) SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or	2.1 Issues payment confirmation containing the electronic Official Receipt via email	Certification Fee – PHP 500 Documentary Stamp Tax – PHP 30	0 minutes	Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
SEC accredited Land Bank branches				
3. Submits proof of payment through email.	3.1 Acknowledge receipt of proof of payment with instruction to wait for the releasing appointment that will be issued through email	None	5 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
	3.2 Validates the inquiry, the availability of information in online facilities and other records		25 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
	3.3 Routes request to the Compliance Monitoring Division (CMD) for the monitoring of the corporate status		1 working day, 6 hours	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD) SEC Administrative Officer II Compliance Monitoring Division (CMD)
	3.4 Drafts Certification		50 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.5 Reviews and signs the Certification		1 working day	SEC Administrative Officer IV SEC Assistant Director, Corporate Filing and Records Division (CFRD)
	3.6 Uploads the scanned Certification to the Document Verification System to generate QR Code		5 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
	3.7 Prints the Certification with generated QR Code		5 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
	3.8 Seals the certification		2 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
	3.9 Sends email for the releasing schedule/notice		10 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
4. Goes to the Corporate Filing and Records Division (CFRD) counter at the 4th floor of the SEC Headquarters and	4.1 Receives the original signed letter request and appointment letter	None	3 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
			5 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
presents the original signed letter request and printed releasing appointment for the release of the requested certification	4.2 Releases the Certification			SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
TOTAL		Php 530 per Certification	3 workings days	

Note: The 3-days processing time is for one agency/request being served at one time. The time is extended when there are more agencies/requests.

4. Request for Affirmative Certification - For General Public

This service is for the issuance of a certification as to the corporate filings and information of a corporation.

Division / Office	Corporate Filing and Records Division, Company Registration and Monitoring Department
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C)
Type of Service	External Service
Who may avail:	General Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Certification Request Form through Google Forms (https://forms.gle/BuXBg3x4tBYrvMnT7)	SEC Website (www.sec.gov.ph)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish Certification Request Form through Google Forms (https://forms.gle/BuXBg3x4tBYrvMnT7)	1.1 Checks completeness of the information needed and determines request feasibility	None	5 minutes	SEC Administrative Assistant II Corporate Filing and Records Division (CFRD)
	1.2 Issues a Payment Assessment Form (PAF) through email, if with complete information and if the request is feasible		5 minutes	SEC Administrative Assistant II Corporate Filing and Records Division (CFRD)
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/paym)	2.1 Issues payment confirmation containing the	Certification Fee – PHP 500	0 minutes	Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
ent-portal/home) or SEC accredited Land Bank branches	electronic Official Receipt via email	Documentary Stamp Tax – PHP 30		
3. Submits proof of payment by accomplishing the Payment Information form through Google form (https://forms.gle/S4CVTnz yjbm8YL1K9) and through email.	3.1. Checks the completeness and legitimacy of payment details.	None	5 minutes	SEC Administrative Assistant II Corporate Filing and Records Division (CFRD)
	3.2. Validates the inquiry, the availability of information in online facilities and other records.		37 minutes	SEC Administrative Assistant II Corporate Filing and Records Division (CFRD)
	3.3. Routes request to the Compliance Monitoring Division (CMD) for the monitoring of the corporate status		1 working day, 5 hours	SEC Administrative Assistant II Corporate Filing and Records Division (CFRD) SEC Administrative Officer II Compliance Monitoring Division (CMD)
	3.4. Drafts the Certification		1 hour	SEC Administrative Assistant II Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.5. Reviews and sign the Certification		1 working day	<i>SEC Administrative Officer IV SEC Assistant Director, Corporate Filing and Records Division (CFRD)</i>
	3.6. Scan the signed certification		5 minutes	<i>SEC Administrative Assistant II Corporate Filing and Records Division (CFRD)</i>
	3.7. Upload the scanned Certification in the Document Verification System to generate QR Code		5 minutes	<i>SEC Administrative Assistant II Corporate Filing and Records Division (CFRD)</i>
	3.8. Prints the Certification with generated QR Code		5 minutes	<i>SEC Administrative Assistant II Corporate Filing and Records Division (CFRD)</i>
	3.9. Seals the Certification		5 minutes	<i>SEC Administrative Assistant II Corporate Filing and Records Division (CFRD)</i>
	3.10. Transmits the Certification to the SEC		30 minutes	<i>SEC Administrative Assistant II Corporate Filing and Records Division (CFRD)</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Robinsons Galleria Satellite Office 3.11. Sends email for the releasing schedule/notice		10 minutes	<i>SEC Administrative Assistant II</i> Corporate Filing and Records Division (CFRD)
4. Goes to the 4th level, West Wing, SEC Robinsons Galleria Satellite Office, and presents the proof of payment and printed releasing appointment for the release of the requested Certification	4.1 Receives the printed Confirmation of Payment and Appointment Letter 4.2 Releases the Certification	None	3 minutes 5 minutes	<i>SEC Assistant Computer Operator,</i> Corporate Filing and Records Division (CFRD) <i>SEC Assistant Computer Operator,</i> Corporate Filing and Records Division (CFRD)
TOTAL		Php 530 per Certification	3 workings days	

Note: The 3-days processing time is for one client being served at one time. The time is extended when there are more clients.

5. Request for Certification with or without Secondary License - For Non-Profit Making Government Agencies

This service details the procedure on request for Certifications with or without Secondary License.

Division / Office	Corporate Filing and Records Division, Company Registration and Monitoring Department
Classification	Simple (3 days)
Type of Transaction	Government to Government (G2G)
Type of Service	External Service
Who may avail:	Other government agencies - all non profit-making agencies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Signed letter request (1 electronic copy)	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sends letter request through email at cfrd_application01@sec.gov.ph	1.1 Acknowledge receipt of email request	None	5 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
	1.2 Validates the inquiry, the availability of information in online facilities and other records		20 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
	1.3 Routes request to the Compliance Monitoring		1 day, 6 hours	SEC Administrative Officer IV,

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Division (CMD) as well as Licensing Unit (LU) for the monitoring of the corporate status and verification of Secondary License, respectively			<i>SEC Administrative Officer II</i> Corporate Filing and Records Division (CFRD) <i>SEC Administrative Officer II</i> Compliance Monitoring Division (CMD) <i>Monitoring Specialist I</i> Licensing Unit (LU)
	1.4 Drafts Certification		1 hour	<i>SEC Administrative Officer IV,</i> Corporate Filing and Records Division (CFRD)
	1.5 Reviews and signs the Certification		5 minutes	<i>SEC Administrative Officer IV</i> <i>SEC Assistant Director,</i> Corporate Filing and Records Division (CFRD)
	1.6 Uploads the scanned Certification to the Document Verification System to generate QR Code		5 minutes	<i>SEC Administrative Officer IV,</i> Corporate Filing and Records Division (CFRD)
	1.7 Prints the Certification with generated QR Code		5 minutes	<i>SEC Administrative Officer IV,</i> Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.8 Seals the certification		5 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
	1.9 Sends email for the releasing schedule/notice		7 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
2. Goes to the Corporate Filing and Records Division (CFRD) counter at the 4th floor of the SEC Headquarters and presents the original signed letter request and printed releasing appointment for the release of the requested Certification	2.1 Receives the original signed letter request and appointment letter	None	3 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
	2.2 Releases the Certification		5 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
TOTAL		None	3 workings days	

Note: The 3-days processing time is for one agency/request being served at one time. The time is extended when there are more agencies/requests.

6. Request for Certification with or without Secondary License - For Profit Making Government Agencies

This service details the procedure on request for Certification with or without Secondary License

Division / Office	Corporate Filing and Records Division, Company Registration and Monitoring Department
Classification	Simple (3 days)
Type of Transaction	Government to Government (G2G)
Type of Service	External Service
Who may avail:	Other government agencies - Pag-IBIG, PhilHealth, Social Security System (SSS), Bureaus of Internal Revenue (BIR), Government Service Insurance System (GSIS) and other profit-making agencies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Signed letter request (1 electronic copy)	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sends letter request through email at cfrd_application01@sec.gov.ph	1.1 Acknowledge receipt of email request 1.2 Issues a Payment Assessment Form (PAF) through email,	None	5 minutes 5 minutes	<i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i> <i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i>
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or	2.1 Issues payment confirmation containing the electronic Official Receipt via email	Certification Fee – PHP 500 Documentary Stamp Tax – PHP 30	-	<i>Financial Management Department</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
SEC accredited Land Bank branches				
3. Submits proof of payment through email.	3.1 Acknowledge receipt of proof of payment with instruction to wait for the releasing appointment that will be issued through email	None	8 minutes	<i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i>
	3.2 Validates the inquiry, the availability of information in online facilities and other records		20 minutes	<i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i>
	3.3 Routes request to the Compliance Monitoring Division (CMD) as well as Licensing Unit (LU) for the monitoring of the corporate status and verification of Secondary License, respectively		1 working day, 6 hours	<i>SEC Administrative Officer IV, SEC Administrative Officer II Corporate Filing and Records Division (CFRD)</i> <i>SEC Administrative Officer II Compliance Monitoring Division (CMD)</i> <i>Monitoring Specialist I Licensing Unit (LU)</i>
	3.4 Drafts Certification		50 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.5 Reviews and signs the Certification		1 working day	<i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i>
	3.6 Uploads the scanned Certification to the Document Verification System to generate QR Code		5 minutes	<i>SEC Administrative Officer IV SEC Assistant Director, Corporate Filing and Records Division (CFRD)</i>
	3.7 Prints the Certification with generated QR Code		5 minutes	<i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i>
	3.8 Seals the certification		5 minutes	<i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i>
	3.9 Sends email for the releasing schedule/notice		10 minutes	<i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Goes to the Corporate Filing and Records Division (CFRD) counter at the 4th floor of the SEC Headquarters and presents the original signed letter request and printed releasing appointment for the release of the requested Certification	4.1 Receives the original signed letter request and appointment letter 4.2 Releases the Certification	None	3 minutes 5 minutes	<i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i> <i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i>
TOTAL		Php 530 per Certification	3 workings days	

Note: The 3-days processing time is for one agency/request being served at one time. The time is extended when there are more agencies/requests.

7. Request for Certification with or without Secondary License - For General Public

This service details the procedure on request for Certification with or without Secondary License

Division / Office	Corporate Filing and Records Division, Company Registration and Monitoring Department
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C)
Type of Service	External Service
Who may avail:	General Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Form for Request for Certification (1 electronic copy)	<i>Applicant</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits e-mail request at cfrd_application01@sec.gov.ph	1.1 Acknowledges the email and send the request form	None	5 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
	1.2 Checks completeness of the information needed and determines request feasibility		5 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
	1.3 Issues a Payment Assessment Form (PAF)		5 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	through email, if with complete information and if the request is feasible			
5. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches	2.1 Issues payment confirmation containing the electronic Official Receipt via email	Certification Fee – PHP 500 Documentary Stamp Tax – PHP 30	0 minutes	<i>Financial Management Department</i>
3. Submits proof of payment at cfrd_application01@sec.gov.ph	3.1. Checks the completeness and legitimacy of payment details.	None	5 minutes	<i>SEC Administrative Officer IV Corporate Filing and Records Division (CFRD)</i>
	3.2. Validates the inquiry, the availability of information in online facilities and other records.		30 minutes	<i>SEC Administrative Officer IV Corporate Filing and Records Division (CFRD)</i>
	3.3. Routes request to the Compliance Monitoring Division (CMD) as well as Licensing Unit (LU) for the monitoring of the corporate status and verification of Secondary License, respectively		1 working day, 5 hours	<i>SEC Administrative Officer IV, SEC Administrative Officer II Corporate Filing and Records Division (CFRD) SEC Administrative Officer II Compliance Monitoring Division (CMD)</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.4. Drafts the Certification		1 hour	Monitoring Specialist I Licensing Unit (LU) SEC Administrative Officer IV Corporate Filing and Records Division (CFRD)
	3.5. Reviews and sign the Certification		1 working day, 35 minutes	SEC Administrative Officer IV SEC Assistant Director, Corporate Filing and Records Division (CFRD)
	3.6. Scan the signed certification		5 minutes	SEC Administrative Officer IV Corporate Filing and Records Division (CFRD)
	3.7. Upload the scanned Certification in the Document Verification System to generate QR Code		5 minutes	SEC Administrative Officer IV Corporate Filing and Records Division (CFRD)
				SEC Administrative Officer IV

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.8. Prints the Certification with generated QR Code		5 minutes	Corporate Filing and Records Division (CFRD)
	3.9. Seals the Certification		2 minutes	SEC Administrative Officer IV Corporate Filing and Records Division (CFRD)
	3.10. Sends email for the releasing schedule/notice		10 minutes	SEC Administrative Officer IV Corporate Filing and Records Division (CFRD)
4. Goes to the Corporate Filing and Records Division (CFRD) counter at the 4th floor of the SEC Headquarters and presents the proof of payment and printed releasing appointment for the release of the requested certification	4.1 Receives the printed Confirmation of Payment and Appointment Letter	None	3 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
	4.2 Releases the Certification		5 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
TOTAL		Php 530 per Certification	3 workings days	

Note: The 3-days processing time is for one client being served at one time. The time is extended when there are more clients.

8. Request for Negative Certification - For Non-Profit Making Government Agencies

This service details the procedure on request for Negative Certifications.

Division / Office	Corporate Filing and Records Division, Company Registration and Monitoring Department
Classification	Simple (3 days)
Type of Transaction	Government to Government (G2G)
Type of Service	External Service
Who may avail:	Other government agencies - all non profit-making agencies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Signed letter request (1 electronic copy)	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sends letter request through email at cfrd_application01@sec.gov.ph	1.1 Acknowledge receipt of email	None	5 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
	1.2 Validates the inquiry, the availability of information in online facilities and other records		20 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
	1.3 Routes request to other facilities / database for further verification of		1 day, 6 hours	SEC Administrative Assistant II, SEC Administrative Officer II,

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	the existence of the entity being requested			<i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i>
	1.4 Drafts Certification		1 hour	<i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i>
	1.5 Reviews and signs the Certification		5 minutes	<i>SEC Administrative Officer IV SEC Assistant Director, Corporate Filing and Records Division (CFRD)</i>
	1.6 Uploads the scanned Certification to the Document Verification System to generate QR Code		5 minutes	<i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i>
	1.7 Prints the Certification with generated QR Code		5 minutes	<i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i>
	1.8 Seals the certification			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.9 Sends email for the releasing schedule/notice		5 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
			7 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
2. Goes to the Corporate Filing and Records Division (CFRD) counter at the 4th floor of the SEC Headquarters and presents the original signed letter request and printed releasing appointment for the release of the requested Certification	2.1 Receives the original signed letter request and appointment letter 2.2 Releases the Certification	None	3 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
			5 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
TOTAL		None	3 workings days	

Note: The 3-days processing time is for one agency/request being served at one time. The time is extended when there are more agencies/requests.

9. Request for Negative Certification - For Profit Making Government Agencies

This service details the procedure on request for Negative Certifications.

Division / Office	Corporate Filing and Records Division, Company Registration and Monitoring Department
Classification	Simple (3 days)
Type of Transaction	Government to Government (G2G)
Type of Service	External Service
Who may avail:	Other government agencies - Pag-IBIG, PhilHealth, Social Security System (SSS), Bureaus of Internal Revenue (BIR), Government Service Insurance System (GSIS) and other profit-making agencies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Signed letter request (1 electronic copy)	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sends letter request through email at cfrd_application01@sec.gov.ph	1.1 Acknowledge receipt of email	None	5 minutes	<i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i>
	1.2 Issues a Payment Assessment Form (PAF) through email,		5 minutes	<i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i>
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or	2.1 Issues payment confirmation containing the electronic Official Receipt via email	Certification Fee – PHP 500 Documentary Stamp Tax – PHP 30	0 minutes	<i>Financial Management Department</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
SEC accredited Land Bank branches				
3. Submits proof of payment through email.	3.1 Acknowledge receipt of proof of payment with instruction to wait for the releasing appointment that will be issued through email	None	5 minutes	<i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i>
	3.2 Validates the inquiry, the availability of information in online facilities and other records		20 minutes	<i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i>
	3.3 Routes request to other facilities / database for further verification of the existence of the entity being requested		1 working day, 6 hours	<i>SEC Administrative Assistant II, SEC Administrative Officer II, SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i>
	3.4 Drafts the Certification		50 minutes	<i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.5 Reviews and signs the Certification 3.6 Uploads the scanned Certification to the Document Verification System to generate QR Code 3.7 Prints the Certification with generated QR Code 3.8 Seals the Certification 3.9 Sends email for the releasing schedule/notice		1 working day 5 minutes 5 minutes 5 minutes 10 minutes	<i>SEC Administrative Officer IV SEC Assistant Director, Corporate Filing and Records Division (CFRD)</i> <i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i> <i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i> <i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i> <i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Goes to the Corporate Filing and Records Division (CFRD) counter at the 4th floor of the SEC Headquarters and presents the original signed letter request and printed releasing appointment for the release of the requested Certification	4.1 Receives the original signed letter request and appointment letter	None	5 minutes	<i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i>
	4.2 Releases the Certification		5 minutes	<i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i>
TOTAL		Php 530 per Certification	3 workings days	

Note: The 3-days processing time is for one agency/request being served at one time. The time is extended when there are more agencies/requests.

10. Request for Negative Certification - For General Public

This service details the procedure on request for Negative Certifications.

Division / Office	Corporate Filing and Records Division, Company Registration and Monitoring Department
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C)
Type of Service	External Service
Who may avail:	General Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Certification Request Form through Google Forms (https://forms.gle/BuXBg3x4tBYrvMnT7)	SEC Website (www.sec.gov.ph)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish Certification Request Form through Google Forms (https://forms.gle/BuXBg3x4tBYrvMnT7)	1.1 Checks completeness of the information needed and determines request feasibility	None	5 minutes	SEC Administrative Assistant II Corporate Filing and Records Division (CFRD)
	1.2 Issues a Payment Assessment Form (PAF) through email, if with complete information and if the request is feasible		5 minutes	SEC Administrative Assistant II Corporate Filing and Records Division (CFRD)
2. Pays through the eSPAYSEC	2.1 Issues payment confirmation containing the	Certification Fee – PHP 500		Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
(espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches	electronic Official Receipt via email	Documentary Stamp Tax – PHP 30	0 minutes	
3. Submits proof of payment by accomplishing the Payment Information form through Google form (https://forms.gle/S4CVTnzyjbm8YL1K9) and through email.	3.1. Checks the completeness and legitimacy of payment details.	None	5 minutes	SEC Administrative Assistant II Corporate Filing and Records Division (CFRD)
	3.2. Validates the inquiry, the availability of information in online facilities and other records.		35 minutes	SEC Administrative Assistant II Corporate Filing and Records Division (CFRD)
	3.3. Routes request to other facilities / database for further verification of the existence of the entity being requested		1 working day, 5 hours	SEC Administrative Assistant II, SEC Administrative Officer II, SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
	3.4. Drafts the Certification		1 hour	SEC Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.5. Reviews and sign the Certification		1 working day	Corporate Filing and Records Division (CFRD) <i>SEC Administrative Officer IV SEC Assistant Director, Corporate Filing and Records Division (CFRD)</i>
	3.6. Scan the signed certification		5 minutes	<i>SEC Administrative Assistant II Corporate Filing and Records Division (CFRD)</i>
	3.7. Upload the scanned Certification in the Document Verification System to generate QR Code		5 minutes	<i>SEC Administrative Assistant II Corporate Filing and Records Division (CFRD)</i>
	3.8. Prints the Certification with generated QR Code		5 minutes	<i>SEC Administrative Assistant II Corporate Filing and Records Division (CFRD)</i>
	3.9. Seals the Certification		5 minutes	<i>SEC Administrative Assistant II</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.10. Transmits the Certification to the SEC Robinsons Galleria Satellite Office		30 minutes	Corporate Filing and Records Division (CFRD) <i>SEC Administrative Assistant II</i> Corporate Filing and Records Division (CFRD)
	3.11. Sends email for the releasing schedule/notice		10 minutes	<i>SEC Administrative Assistant II</i> Corporate Filing and Records Division (CFRD)
4. Goes to the 4th level, West Wing, SEC Robinsons Galleria Satellite Office, and presents the proof of payment and printed releasing appointment for the release of the requested certification	4.1 Receives the printed Confirmation of Payment and Appointment Letter	None	5 minutes	<i>SEC Assistant Computer Operator,</i> Corporate Filing and Records Division (CFRD)
	4.2 Releases the Certification		5 minutes	<i>SEC Assistant Computer Operator,</i> Corporate Filing and Records Division (CFRD)
TOTAL		Php 530 per Certification	3 workings days	

Note: The 3-days processing time is for one client being served at one time. The time is extended when there are more clients.

11. Request for Plain/Authenticated Copies of Documents for Government Agencies - For Non-Profit Making Government Agencies

This service details the procedure on request for plain and/or authenticated copies of documents for Government Agencies.

Division / Office	Corporate Filing and Records Division, Company Registration and Monitoring Department
Classification	Simple (3 days)
Type of Transaction	Government to Government (G2G)
Type of Service	External Service
Who may avail:	Other government agencies - all non profit-making agencies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Signed letter request (1 electronic copy)	<i>Applicant</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sends letter request through email at cfrd_application01@sec.gov.ph	1.1 Acknowledge receipt of email request	None	5 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
	1.2 Validates the inquiry, the availability of information in online facilities and other records		15 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
	1.3 Prepares the requested documents		5 hours	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4 Prints the requested documents		1 hour	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
	1.5 If Authenticated Cop/ies, authenticates the printed documents through stamping		1 hour	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
	1.6 Prepares the transmittal / reply letter		20 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
	1.7 Signs the printed documents and transmittal / reply letter		1 working day	SEC Administrative Officer IV SEC Assistant Director, Corporate Filing and Records Division (CFRD)
	1.8 Sends email for the releasing schedule (for pick up) / notice (for transmittal)		10 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2.1 (if for pick-up) Goes to the Corporate Filing and Records Division (CFRD) counter at the 4th floor of the SEC Headquarters and presents the original signed letter request and printed releasing appointment for the release of the requested Certification	2.1 Receives the original signed letter request and appointment letter	None	5 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
2.2 Receives the transmittal letter with attached requested document/s	2.2 Releases the requested document/s		5 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
	2.3 Transmits the signed letter reply with attached requested document/s		1 working day	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
TOTAL		None	3 workings days	

Note: The 3-days processing time is for one agency/request being served at one time. The time is extended when there are more agencies/requests.

12. Request for Plain/Authenticated Copies of Documents for Government Agencies - For Profit Making Government Agencies

This service details the procedure on request for plain and/or authenticated copies of documents for Government Agencies.

Division / Office	Corporate Filing and Records Division, Company Registration and Monitoring Department
Classification	Simple (3 days)
Type of Transaction	Government to Government (G2G)
Type of Service	External Service
Who may avail:	Other government agencies - Pag-IBIG, PhilHealth, Social Security System (SSS), Bureaus of Internal Revenue (BIR), Government Service Insurance System (GSIS) and other profit-making agencies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Signed letter request (1 electronic copy)	<i>Applicant</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sends letter request through email at cfrd_application01@sec.gov.ph	1.1 Acknowledge receipt of email request	None	5 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
	1.2 Validates the inquiry, the availability of information in online facilities and other records		30 minutes	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Issues a Payment Assessment Form (PAF) through email		5 minutes	<i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i>
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches	2.1 Issues payment confirmation containing the electronic Official Receipt via email	PHP10.00 per page	0 minutes	<i>Financial Management Department</i>
3. Submits proof of payment through email.	3.1 Acknowledge receipt of proof of payment with instruction to wait for the releasing schedule / notice that will be issued through email	None	5 minutes	<i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i>
	3.2 Prepares the requested documents		5 hours	<i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i>
	3.3 Prints the requested documents		50 minutes	<i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.4 If Authenticated Cop/ies, authenticates the printed documents through stamping 3.5 Prepares the transmittal / reply letter 3.6 Signs the printed documents and transmittal / reply letter 3.7 Sends email for the releasing schedule (for pick up) / notice (for transmittal)		50 minutes 20 minutes 1 working day 5 minutes	<i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i> <i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i> <i>SEC Administrative Officer IV SEC Assistant Director, Corporate Filing and Records Division (CFRD)</i> <i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD))</i>
4.1 (if for pick-up) Goes to the Corporate Filing and Records Division (CFRD) counter at the 4th floor of the SEC Headquarters and presents the original signed letter request and printed releasing	2.1 Receives the original signed letter request and appointment letter 2.2 Releases the requested document/s	None	5 minutes 5 minutes	<i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
appointment for the release of the requested Certification 4.2 Receives the transmittal letter with attached requested document/s	2.3 Transmits the signed letter reply with attached requested document/s		1 working day	<i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i> <i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i>
TOTAL		Php 530 per Certification	3 workings days	

Note: The 3-days processing time is for one agency/request being served at one time. The time is extended when there are more agencies/requests.

13. Request for Name Verification for Amendment

This service details the procedure on request for Name Verification for Amendment.

Division / Office	Corporate Filing and Records Division, Company Registration and Monitoring Department
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All SEC Registered Entities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Form for Request for Certification (1 electronic copy)	<i>Applicant</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Emails the accomplished Name Verification Form or the following information at crmd_amend_name@sec.gov.ph: - proposed name/s - name to be amended - SEC Number - meaning of acronym (if applicable) - name reservation term - name of requesting party	1.1 Acknowledge receipt of email request 1.2 Approves or denies proposed name/s or trade name/s through email	None	10 minutes 6 working days, 7 hours, 50 minutes	<i>SEC Computer Maintenance Technologist</i> <i>SEC Administrative Assistant II</i> <i>, Corporate Filing and Records Division (CFRD)</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. If name is rejected, registrant may appeal for the proposed corporate name	2.1 Approves or denies appeal for the proposed name/s or trade name/s			
TOTAL		None	7 workings days	

Note: The 7-days processing time is for one client being served at one time. The time is extended when there are more clients. (Fees shall be added to the Amendment application)



CORPORATE AND PARTNERSHIP REGISTRATION DIVISION

Citizen's Charter, FY 2025 | 1st Edition



crmd_publicassistance@sec.gov.ph



8818-9225



5th Floor, The SEC Headquarters,
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Barangay Bel-air Makati City 1209

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1. Application for Amendment of Articles of Incorporation of a Corporation Sole (Email Processing)

This service details the procedure in applying for amendments through email of the Articles of Incorporation of a Corporation Sole concerning the following provisions or any combinations thereof ;

- a. Amendment of Articles of Incorporation of the Corporation Sole;
- b. Applications for Appointment of the Head of the Corporation Sole;

Division / Office	Corporate & Partnership Registration Division, Company Registration and Monitoring Department
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Corporation Sole

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements for Ordinary Corporations: Cover Sheet for Amendment-2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the crmd_emer_amend1@sec.gov.ph Amended Articles of Incorporation-2 photocopies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the crmd_emer_amend1@sec.gov.ph Resolution- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the crmd_emer_amend1@sec.gov.ph - Original copy should be signed (wet signature) and notarized	<i>Request sample form from Public Assistance Email (crmd_publicassistance@sec.gov.ph) OR Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf</i> <i>To be provided by the Client</i> <i>To be provided by the Client</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Initial Processing of Ordinary Corporations: Name Verification Slip for Amendment of Corporate Name- 2 photocopies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the crmd_emer_amend1@sec.gov.ph Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the crmd_emer_amend1@sec.gov.ph - Original copy should be signed (wet signature) and notarized	Corporate Filing and Records Division or request from crmd_amend_name@sec.gov.ph Request sample form from Public Assistance Email (crmd_publicassistance@sec.gov.ph) OR download through For Ordinary Corporations: https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECFORM__utc_n_corporate-ap.docx

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the duly signed and notarized electronic copy of the requirements to crmd_emer_amend1@sec.gov.ph	1.1 Verifies completeness of the submitted amendment requirements and assigns the application to the CPRD Processors. 1.2 Processes and evaluates application for amendment. 1.3 Issues Payment Assessment Form (PAF) to the applicant.	None	5 minutes 1 working day, 7 hours and 5 minutes per application	SEC Administrative Assistant II SEC Administrative Officer II (CPRD) SEC Securities Examiner III SEC Securities Specialist I SEC Securities Specialist II SEC Accounting Officer (CPRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC	2.1 Issues payment confirmation containing the Electronic Official Receipt via email	For Amendment of Articles of Incorporation - Php 1,000.00 Legal Research Fee- Php10.00 Documentary Stamp Tax- Php 30.00 TOTAL: Php 1,040.00		Financial Management Department
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Satellite Office-Robinson's Galleria through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.)	3.1 Receives and verifies documentary requirements and proof of payment 3.2 Retrieves and prints the source documents in the system and forwards the application to the Support Staff 3.3 Prepares and generates the Certificate of Amended Articles of Incorporation	None	5 minutes per application 15 minutes per application 5 minutes per application	SEC Computer Operator SEC Computer Operator SEC Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.4 Reviews the application and signs the Certificate of Amended Articles of Incorporation		5 working days	SEC Assistant Director, CFRD
	3.5 Encodes signed Certificate of Amended Articles of Incorporation		15 minutes per application	SEC System Computer Operator, CFRD
	3.6 Emails the applicant a Notice for Schedule of Appointment on the date of approval and release of the Certificate		5 minutes	
4. Proceeds to CRMD Releasing Section at SEC Satellite Office-Robinson's Galleria for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation	4.1 Releases signed Certificate of Amended Articles of Incorporation	None	5 minutes per application	SEC Computer Operator
TOTAL		For Amendment of Articles of Incorporation: Php 1,000.00	7 working days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Legal Research Fee- Php10.00 Documentary Stamp Tax- Php30.00 TOTAL: Php1,040.00		

Notes: If the application is found to be for compliance in the evaluation stage, the applicant will have to go back to Step 1- Submission of complete requirements.

2. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations (eAMEND Regular Processing)

This service details the procedure in applying for amendments of the Articles of Incorporation and/or By-laws through the eAMEND portal, a cutting-edge online platform designed to simplify the processing of the Regular Processing concerning the following provisions or any combinations thereof;

- a. Amendment of Articles of Incorporation of a Domestic Corporation whether stock or non-stock other than those indicated in Simple Processing;
- b. Amendment of By-Laws of a Domestic Corporation whether stock or non-stock other than those indicated in Simple Processing;
- c. Combination of any of amendments under Simple and Regular Processing.

Division / Office	Corporate & Partnership Registration Division, Company Registration and Monitoring Department
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All registered domestic corporations, except, lending and financing corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements for Ordinary Corporations: Cover Sheet for Amendment-2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal Amended Articles of Incorporation and/or By-Laws- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal Directors` or Trustees` Certificate - 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal - Original copy should be signed (wet signature) and notarized - notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/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 printed names Notarized Secretary's Certificate of no pending case of intra-corporate dispute- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal - Original copy should be signed (wet signature) and notarized	<i>Request sample form from Public Assistance Email (crmd_publicassistance@sec.gov.ph) OR Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf</i> <i>To be provided by the Client</i> <i>Request sample form from Public Assistance Email (crmd_publicassistance@sec.gov.ph) or Download Director's Certificate and/or Trustees' Certificate sample form through this link:</i> <i>Director's Certificate:-</i> https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf <i>Trustees' Certificate-</i> https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf <i>Request sample form from Public Assistance Email (crmd_publicassistance@sec.gov.ph) or Download Secretary's Certificate sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx</i> <i>Compliance Monitoring Division (CMD) or through cmd_amendment_monitoring@sec.gov.ph</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5. Monitoring Clearance- 2 photocopies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal Basic Requirements for One Person Corporation: 1. Cover Sheet for Amendment- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal 2. Amended Articles of Incorporation- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal 3. Notarized Resolution signed by the single stockholder and Corporate Secretary- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal • Original copies should be signed (wet signature) and notarized 4. Monitoring Clearance or Affidavit of Undertaking- 1 original copy and 1 photocopy of the Monitoring Clearance or 2 original copies for the Affidavit of Undertaking to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal • Original copies should be signed (wet signature) and notarized	<i>For Foundations: Corporate Governance and Finance Department (CGFD) or through cgfd@sec.gov.ph</i> 1) <i>Request sample form from Public Assistance Email (crmd_publicassistance@sec.gov.ph) OR Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf</i> 2) <i>To be provided by the Client</i> 3) <i>Request sample form from Public Assistance Email (crmd_publicassistance@sec.gov.ph) or Download Resolution sample form through this link: https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECFOr_m_RESOLUTION-opc.docx</i> 4) <i>Compliance Monitoring Division (CMD) or through cmd_amendment_monitoring@sec.gov.ph</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Initial Processing of Ordinary Corporations: - For Clearance from other SEC departments- 1 original copy and 1 photocopy to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal - For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation - For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House - For Financial Technology (FinTech) related business activities - Operators of payment systems; - Payment Service Providers; - Electronic Money Issuers (EMI); - Non-bank EMIs; - Alternative Credit Scoring Companies; - Online Lending Companies; - Peer-to-peer Lending Companies;	Corporate Governance and Finance Department (CGFD) Markets and Securities Regulation Department (MSRD) PhiliFintech Innovation Office (PIO) Enforcement and Investor Protection Department (EIPD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• AI/Big Data Companies; • InsurTech Companies (InsurTech Service Providers); • KYC/Security Companies (KYC Service Providers); • Digital Banks; • Digital Asset Exchanges; • Virtual Asset Service Providers; • Play-to-Earn Platforms; • E-Commerce Companies; • Crowdfunding Platforms; • RegTech Companies (RegTech Service Providers); • SupTech Companies (SupTech Service Providers); and • Digital Advisers/Robo-Advisers. 2. Endorsement from other government agencies- 1 original copy and 1 photocopy to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal • Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services • Insurance/Mutual Benefit Association/ Health Maintenance Organization 3. For applications with Amendment of By-laws • Air Transport • Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions • Educational Institution: (stock & non-stock) a. Elementary b. College, Tertiary Course c. Technical Vocational Course • Electric Power Plant/Trading of Petroleum Products • Hospital, Dental, Medical Clinics	Bangko Sentral ng Pilipinas Insurance Commission Civil Aeronautics Board Bangko Sentral ng Pilipinas Department of Education Commission on Higher Education Technical Education Skills and Development Authority Department of Energy Department of Health

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- Insurance/Mutual Benefit Association/ Health Maintenance Organization - Money Changer and Remittance Services - Non-Chartered Government Owned and Controlled Corporation - Professional Association - Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider - Recruitment for Overseas Employment - Security Agency/ Anti-Crime Task Force - Tobacco Related Business - Volunteer Fire Brigade - Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities - Water Service Providers and Waterworks 4. Name Verification Slip for amendment of corporate name- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal 5. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the Articles of Incorporation- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal - Original copies should be signed (wet signature) and notarized	Insurance Commission Bangko Sentral ng Pilipinas Government Commission for Government-owned and Controlled Corporation Professional Regulation Commission National Telecommunications Commission Philippine Overseas Employment Administration Philippine National Police National Tobacco Administration Bureau of Fire Protection Maritime Industry Authority Local Waterworks Utilities Administration /Manila Waterworks and Sewerage Systems Corporate Filing and Records Division or request from <u>crmd_amend_name@sec.gov.ph</u> Request sample form from Public Assistance Email (<u>crmd_publicassistance@sec.gov.ph</u>) OR download through For Ordinary Corporations: <u>https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECFrm_utcn_corporate-ap.docx</u>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Initial Processing of One Person Corporation: 1) Acceptance Letter for Change of Nominee and Alternate Nominee, (applicable only if there is a Change of a Single Stockholder and if the change of nominee and alternate nominee will be simultaneously filed with other provision/s to be amended; if none, no need to file for an amendment)- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal 2) Certificate Authorizing Registration, if the Single Stockholder will be amended/changed- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal 3) Deed of Assignment from the previous Single Stockholder, if the shares will be transferred to the new Single Stockholder- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal 4) Clearance from other SEC departments, if applicable- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal • For Financial Technology (FinTech) related business activities • Operators of payment systems;	For OPC: https://www.google.com/url?q=https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utcn_opc.docx&sa=D&source=docs&ust=1708927608257328&usg=AOvVaw3Wgo9Q08oigsCXAUYjKVti Nominee and/or Alternate Nominee or through https://www.sec.gov.ph/wp-content/uploads/2019/10/2019_Sample-Acceptance-Letter-of-Nominees.docx Bureau of Internal Revenue To be provided by the Client PhiliFintech Innovation Office (PIO), for business activities applicable to OPC pursuant to Section 14, SEC MC No. 7, Series of 2019.

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Uploads and submits the complete and correct duly signed and notarized electronic copy of the requirements to eAmend Portal (https://eamend.sec.gov.ph/login)	1.1 Verifies completeness and correctness of the submitted amendment requirements and assigns the application to the CPRD Processors if the documents are complete. 1.2 Processes and evaluates application for amendment. 1.3 Issues Payment Assessment Form (PAF) to the applicant through the eAmend Portal.	None	5 minutes 1 working day, 7 hours and 5 minutes per application	SEC Administrative Assistant II SEC Administrative Officer II (CPRD) SEC Securities Examiner III SEC Securities Specialist I SEC Securities Specialist II SEC Accounting Officer (CPRD)
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC	2.1 Issues payment confirmation containing the Electronic Official Receipt via email	For Amendment of Articles of Incorporation: Articles of Incorporation-Php 1,000.00 Legal Research Fee-Php10.00 Documentary Stamp Tax-Pph 30.00		Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		TOTAL: Php1,040.00 For Amendment of By-Laws: Amendment of By-Laws-Php 1,000.00 Legal Research Fee-Php10.00 Documentary Stamp Tax-Php30.00 TOTAL: Php1,040.00 For Amendment of Articles of Incorporation and By-Laws: Amendment of Articles of Incorporation-Php1,000.00 Amendment of By-Laws-Php1,000.00 Legal Research Fee-Php20.00 Documentary Stamp Tax-Php60.00 TOTAL- Php2,080.00		
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at	3.1 Receives and verifies documentary requirements and proof of payment	None	5 minutes per application	SEC Computer Operator, CFRD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
SEC Satellite Office-Robinson's Galleria through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.)	3.2 Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minutes	SEC Computer Operator, CFRD
	3.3 Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-laws		5 minutes per application	SEC Administrative Assistant II
	3.4 Reviews the application and signs the Certificate of Amended Articles of Incorporation and/or By-laws		4 working days	SEC Assistant Director, CFRD
	3.5 Encodes signed Certificate of Amended Articles of Incorporation and/or By-laws		15 minutes per application	SEC System Computer Operator, CFRD
	3.6 Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		5 minutes	SEC System Computer Operator, CFRD
4. Proceeds to CRMD Releasing Section at SEC	4.1 Releases signed Certificate of Amended	None	5 minutes per application	SEC Computer Operator

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Satellite Office-Robinson's Galleria for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws	Articles of Incorporation and/or By-laws4.1 Releases signed Certificate of Amended Articles of Incorporation and/or By-laws			
TOTAL		For Amendment of Articles of Incorporation: Articles of Incorporation- Php 1,000.00 Legal Research Fee- Php10.00 Documentary Stamp Tax- Pph 30.00 TOTAL: Php1,040.00 For Amendment of By-Laws: Amendment of By-Laws-Php 1,000.00 Legal Research Fee- Php10.00 Documentary Stamp Tax- Php30.00 TOTAL: Php1,040.00	7 working days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		For Amendment of Articles of Incorporation and By-Laws: Amendment of Articles of Incorporation- Php1,000.00 Amendment of By-Laws- Php1,000.00 Legal Research Fee- Php20.00 Documentary Stamp Tax- Php60.00 TOTAL- Php2,080.00		

Notes: The 7-day processing period is only applicable in cases of complete and compliant documentary requirements submitted by the applicant.

3. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations (eAMEND Simple Processing)

This service details the procedure in applying for amendments of the Articles of Incorporation and/or By-laws of Domestic Stock and Non-Stock Corporations through the eAmend portal under Simple Processing concerning the following provisions or any combinations thereof;

a. Articles of Incorporation

- i. Change in the Principal Office Address
- ii. Increase of Decrease in the number of Board of Directors/Trustees.
- iii. Fiscal Year for One Person Corporation (OPCs);

b. By-Laws

- i. Date of Annual Meeting of the stockholders/members;
- ii. Fiscal Year

Division / Office	Corporate & Partnership Registration Division, Company Registration and Monitoring Department
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All registered domestic corporations through their Authorized Representatives, except, lending and financing corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements: 1) Cover Sheet for Amendment- 2 original copies of the system generated documents to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal 2) Amendment Form- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal ● Original copies should be signed (wet signature) and notarized	1) With downloadable system-generated forms in the eAmend Portal 2) With downloadable system-generated forms in the eAmend Portal

- notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/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 printed names 3) Monitoring Clearance or Affidavit of Undertaking- 1 original and 1 photocopy of the Monitoring Clearance or 2 original copies of the Affidavit of Undertaking to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal - Original copies should be signed (wet signature) and notarized	3) Compliance Monitoring Division (CMD) or through cmd_amendment_monitoring@sec.gov.ph Corporate Governance and Finance Department (CGFD) or through cgfd@sec.gov.ph
For Initial Processing of Ordinary Corporations: 1. For Clearance from other SEC departments- 1 original copy and 1 photocopy to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal - For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation - For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House - For Financial Technology (FinTech) related business activities - Operators of payment systems; - Payment Service Providers; - Electronic Money Issuers (EMI);	Corporate Governance and Finance Department (CGFD) Markets and Securities Regulation Department (MSRD) PhiliFintech Innovation Office (PIO) Enforcement and Investor Protection Department (EIPD)

- Non-bank EMIs;
- Alternative Credit Scoring Companies;
- Online Lending Companies;
- Peer-to-peer Lending Companies;
- AI/Big Data Companies;
- InsurTech Companies (InsurTech Service Providers);
- KYC/Security Companies (KYC Service Providers);
- Digital Banks;
- Digital Asset Exchanges;
- Virtual Asset Service Providers;
- Play-to-Earn Platforms;
- E-Commerce Companies;
- Crowdfunding Platforms;
- RegTech Companies (RegTech Service Providers);
- SupTech Companies (SupTech Service Providers); and
- Digital Advisers/Robo-Advisers.

2. Endorsement from other government agencies- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal

- Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services
- Insurance/Mutual Benefit Association/ Health Maintenance Organization

3. For applications with Amendment of By-laws

- Air Transport

Bangko Sentral ng Pilipinas

Insurance Commission

- Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions
- Educational Institution: (stock & non-stock)
 - d. Elementary
 - e. College, Tertiary Course
 - f. Technical Vocational Course
- Electric Power Plant/Trading of Petroleum Products
- Hospital, Dental, Medical Clinics
- Insurance/Mutual Benefit Association/ Health Maintenance Organization
- Money Changer and Remittance Services
- Non-Chartered Government Owned and Controlled Corporation
- Professional Association
- Radio, TV, Telephone, Internet Service Providers, Value-Added Service Provider
- Recruitment for Overseas Employment
- Security Agency/ Anti-Crime Task Force
- Tobacco Related Business
- Volunteer Fire Brigade
- Vessel/Ship Operation, Ship Management. Shipbuilding, Ship Repair, Shipping Agency, Ship Husbanding, Ship Chandling and other Maritime related activities
- Water Service Providers and Waterworks

Civil Aeronautics Board
Bangko Sentral ng Pilipinas

Department of Education
Commission on Higher Education
Technical Education Skills and Development Authority
Department of Energy
Department of Health
Insurance Commission

Bangko Sentral ng Pilipinas
Government Commission for Government-owned and Controlled Corporation
Professional Regulation Commission
National Telecommunications Commission

Philippine Overseas Employment Administration
Philippine National Police
National Tobacco Administration
Bureau of Fire Protection
Maritime Industry Authority

Local Waterworks Utilities Administration
/Manila Waterworks and Sewerage Systems

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Uploads and submits the complete and correct duly signed and notarized electronic copy of the requirements to eAmend Portal (https://eamend.sec.gov.ph/login)	1.1 Verifies completeness of the submitted amendment requirements and assigns the application to the CPRD Processors.	None	5 minutes	SEC Administrative Assistant II SEC Administrative Officer II Corporate and Partnership Registration Division (CPRD)
	1.2 Processes and evaluates application for amendment.		5 working days, 7 hours and 15 minutes per application	SEC Securities Examiner III SEC Securities Specialist I SEC Securities Specialist II SEC Accounting Officer Corporate and Partnership Registration Division (CPRD)
	1.3 Issues Payment Assessment Form (PAF) to the applicant if compliant.		5 Minutes	
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC	2.1 Issues payment confirmation containing the Electronic Official Receipt via email	For Amendment of Articles of Incorporation: Articles of Incorporation or Amendment of By-Laws-Php 1,040 Legal Research Fee-Php10.00 Documentary Stamp Tax-Pph 30.00 TOTAL: Php1,040.00 For Amendment of Articles of Incorporation and By-Laws:	1 working day	Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Amendment of By-Laws-Php 1,000 Legal Research Fee-Php10.00 Documentary Stamp Tax-Php30.00 TOTAL: Php1,040.00 For Amendment of Articles of Incorporation and By-Laws: Amendment of Articles of Incorporation-Php1,000.00 Amendment of By-Laws-Php1,000.00 Legal Research Fee-Php20.00 Documentary Stamp Tax-Php60.00 TOTAL- Php2,080.00		
3. Generates the Digital Certificate Remarks: To secure the original copy of the Certificate, the applicant has to submit two (2) sets of originally signed documentary requirements				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
with original proof of payment within a period one (1) year from the date of issuance of the Digital Certificate				
TOTAL		For Amendment of Articles of Incorporation: Articles of Incorporation or Amendment of By-Laws- Php 1,040 Legal Research Fee- Php10.00 Documentary Stamp Tax- Pph 30.00 TOTAL: Php1,040.00 For Amendment of Articles of Incorporation and By-Laws: Amendment of By-Laws-Php 1,000 Legal Research Fee- Php10.00 Documentary Stamp Tax- Php30.00 TOTAL: Php1,040.00	7 working days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		For Amendment of Articles of Incorporation and By-Laws: Amendment of Articles of Incorporation- Php1,000.00 Amendment of By-Laws- Php1,000.00 Legal Research Fee- Php20.00 Documentary Stamp Tax- Php60.00 TOTAL- Php2,080.00		

4. Post-Evaluation of Simple eAmend Applications

This aims to ensure the completeness and correctness of the submitted hard copies in accordance with existing laws, rules and regulations.

Division / Office	Corporate & Partnership Registration Division, Company Registration and Monitoring Department
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All registered domestic corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements: - Cover Sheet for Amendment- 2 original copies of the system generated documents to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal - Amendment Form- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal - Original copies should be signed (wet signature) and notarized - notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying (i) the amendment of the Articles of Incorporation and/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 printed names - Monitoring Clearance or Affidavit of Undertaking- 1 original and 1 photocopy of the Monitoring Clearance or 2 original	With downloadable system-generated forms in the eAmend Portal With downloadable system-generated forms in the eAmend Portal Compliance Monitoring Division (CMD) or through cmd_amendment_monitoring@sec.gov.ph

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
copies of the Affidavit of Undertaking to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal Original copies should be signed (wet signature) and notarized 4. And other additional documentary requirements uploaded in the eAmend portal	Corporate Governance and Finance Department (CGFD) or through cgfd@sec.gov.ph

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Satellite Office-Robinson's Galleria through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.)	1.1 Stamp receives the submitted documentary requirements.	None		SEC Computer Operator, CFRD
	1.2 Prints Certificate of Amendment (Certificate)	None	15 minutes	
	1.3 Assigns to post-audit processor		5 minutes	CFRD
	1.4 Post-evaluates the assigned application		5 working days and 7 hours	CFRD
	1.5 Tags the application as complete in the eAmend portal		15 minutes	SEC Securities Examiner III SEC Securities Specialist II SEC Securities Specialist I SEC Accounting Officer SEC Securities Examiner III SEC Securities Specialist II SEC Securities Specialist I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				SEC Accounting Officer
				CFRD
2. Proceeds to CRMD Releasing Section at SEC Satellite Office-Robinson's Galleria for presentment of the proof of payment issued by the eSPAYSEC or arranges the delivery of the Certificate through preferred courier	2.1 Releases original copy of the Certificate	None	10 minutes per application	SEC Computer Operator
TOTAL		None	7 working days	

5. Application for Amendment of Partnerships

This service details the procedure in applying for amendment of the Articles of Partnerships through the eAmend Portal.

Division / Office	Corporate & Partnership Registration Division, Company Registration and Monitoring Department
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All registered Partnerships through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements: 1. Cover Sheet for Amendment- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal 2. Amended Articles of Partnership- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal	Request sample form from Public Assistance Email (crmd_publicassistance@sec.gov.ph) OR download through https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf To be provided by the Client
For Initial Processing of Ordinary Corporations: 1. For Clearance from other SEC departments, if applicable;- 1 original copy and 1 photocopy to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal • For Financial Technology (FinTech) related business activities • Operators of payment systems; • Payment Service Providers; • Electronic Money Issuers (EMI);	PhiliFintech Innovation Office (PIO) Enforcement and Investor Protection Department (EIPD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Non-bank EMIs; • Alternative Credit Scoring Companies; • Online Lending Companies; • Peer-to-peer Lending Companies; • AI/Big Data Companies; • InsurTech Companies (InsurTech Service Providers); • KYC/Security Companies (KYC Service Providers); • Digital Banks; • Digital Asset Exchanges; • Virtual Asset Service Providers; • Play-to-Earn Platforms; • E-Commerce Companies; • Crowdfunding Platforms; • RegTech Companies (RegTech Service Providers); • SupTech Companies (SupTech Service Providers); and • Digital Advisers/Robo-Advisers. 2. Endorsement from other government agencies- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal • Money Changer and Remittance Services • Insurance 3. Name Verification Slip, for amendment of the partnership name- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal	Bangko Sentral ng Pilipinas Insurance Commission Corporate Filing and Records Division or request from crmd_amend_name@sec.gov.ph

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Undertaking of the Partner to change partnership name, if not stated in the AP- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal - Original copy should be signed (wet signature) and notarized 5. Deed of Assignment of partnership interest and/or documents showing withdrawal, resignation, retirement and death of a partner, if the provision to be amended is the change of partners- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal - Original copy should be signed (wet signature) and notarized	Request sample form from Public Assistance Email (crmd_publicassistance@sec.gov.ph) OR download through https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECFrm__utcn_corporate-ap.docx To be provided by the Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Uploads and submits the complete and correct duly signed and notarized electronic copy of the requirements to eAmend Portal (https://eamend.sec.gov.ph/login)	1.1 Verifies completeness of the submitted amendment requirements and assigns the application to the CPRD Processors. 1.2 Processes and evaluates application for amendment.	None None	5 minutes	SEC Administrative Assistant II SEC Administrative Officer II, Corporate and Partnership Registration Division (CPRD) SEC Securities Examiner III SEC Securities Specialist I SEC Securities Specialist II SEC Accounting Officer,

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Issues Payment Assessment Form (PAF) to the applicant if compliant.		1 working day, 7 hours and 5 minutes per application	Corporate and Partnership Registration Division (CPRD)
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC	2.1 Issues payment confirmation containing the Electronic Official Receipt via email	For Amendment of Articles of Partnership: Amended Articles of Partnership- Php 2,000.00 Legal Research Fee- Php20.00 Documentary Stamp Tax- Php30.00 TOTAL: Php2,050.00 For Increase in Capital Contribution: Increase of Capital Contribution - $\frac{1}{5}$ of 1% of the increase in capital but not less than P2,000.00 Documentary Stamp Tax - P30.00 Legal Research Fee -P10.00 + 10% of the Increase Cap. Fee		Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		For Withdrawal of Partner: Amendment of Articles of Partnership- P2,000.00 Withdrawal of Partner Fee - P1,000.00 Legal Research Fee - P20.00 + 10% of the Withdrawal of Partner Fee Documentary Stamp Tax - P30.00 + P30.00/Withdrawal of Partner For Change of Partners through Deed of Assignment: Amendment of Articles of Partnership- P2,000.00 Deed of Assignment Fee - P2,000.00 Legal Research Fee - P20.00 + 10% of the Deed of Assignment Fee Documentary Stamp Tax - P30.00 + P30.00/Deed of Assignment Fee		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Satellite Office-Robinson's Galleria through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.)	3.1 Receives and verifies documentary requirements and proof of payment	None None None	5 minutes per application	SEC Computer Operator, Corporate Filing and Records Division (CFRD)
	3.2 Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minutes 5 minutes per application	SEC Administrative Assistant II, Corporate and Partnership Registration Division (CPRD)
	3.3 Prepares and generates the Certificate of Amended Articles of Partnership		5 working days	SEC Assistant Director, Corporate Filing and Records Division (CFRD)
	3.4 Reviews the application and signs the Certificate of Amended Articles of Partnership		15 minutes per application 5 minutes	SEC Data Analyst, Corporate Filing and Records Division (CFRD)
	3.5 Encodes signed Certificate of Amended Articles of Partnership			SEC System Computer Operator, Corporate Filing and Records Division (CFRD)
	3.6 Tags the application for appointment through the			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	eAmend Portal indicating the date of release of the Certificate			
4. Proceeds to CRMD Releasing Section at SEC Satellite Office-Robinson's Galleria for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws	7.1 Releases signed Certificate of Amended Articles of Partnership	None	5 minutes per application	SEC Computer Operator, Corporate Filing and Records Division (CFRD)
TOTAL		For Amendment of Articles of Partnership: Amended Articles of Partnership- Php 2,000.00 Legal Research Fee- Php20.00 Documentary Stamp Tax- Php30.00 TOTAL: Php2,050.00 For Increase in Capital	7 working days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Contribution: Increase of Capital Contribution - $\frac{1}{5}$ of 1% of the increase in capital but not less than P2,000.00 Documentary Stamp Tax - P30.00 Legal Research Fee -P10.00 + 10% of the Increase Cap. Fee For Withdrawal of Partner: Amendment of Articles of Partnership- P2,000.00 Withdrawal of Partner Fee - P1,000.00 Legal Research Fee - P20.00 + 10% of the Withdrawal of Partner Fee Documentary Stamp Tax - P30.00 + P30.00/Withdrawal of Partner		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		For Change of Partners through Deed of Assignment: Amendment of Articles of Partnership- P2,000.00 Deed of Assignment Fee - P2,000.00 Legal Research Fee - P20.00 + 10% of the Deed of Assignment Fee Documentary Stamp Tax - P30.00 + P30.00/Deed of Assignment Fee		

6. Application for Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)

This service details the procedure in applying for conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) through the eAmend Portal.

Division / Office	Corporate & Partnership Registration Division, Company Registration and Monitoring Department
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All registered domestic corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements: - Cover Sheet for Amendment- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal - Notice of Conversion of a One Person Corporation to Ordinary Stock Corporation in the form prescribed by the Commission- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal - Original copy should be signed (wet signature) and notarized - Signed by the holder of shares of the outstanding shares of the capital stock; - Signed by the Corporation's Corporate Secretary - Filed with the Commission within sixty (60) days from such transfer of shares in accordance to Sections 8 to 10 of SEC MC No. 27, series of 2020	Request sample form from Public Assistance Email (crmd_publicassistance@sec.gov.ph) OR download through https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf Sample form downloadable through this link: https://www.sec.gov.ph/mc-2020/mc-no-27-s-2020/

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Provision/article indicating the name/s and address of the original incorporator of the OPC • Provisions/articles reflecting the number of directors, their names and addresses, as well as their subscription and payment details, and; • Other details particular to an OSC shall likewise be indicated in accordance with the provisions of the RCC and guidelines that the Commission has issued and/or may hereafter issue • The following shall likewise be added as a new Article in the Articles of Incorporation of the Ordinary Stock Corporation (OSC) <i>“Upon issuance by the Securities and Exchange Commission of the Certificate of Filing of Amended Articles of Incorporation and of By-laws of this corporation, reflecting its conversion into an Ordinary Stock Corporation (OSC), the attached Articles of Incorporation of the One Person Corporation (OPC) shall be deemed superseded.”</i> 6. Copy of the latest Articles of Incorporation of the OPC shall be attached to the Articles of Incorporation of the Ordinary Stock Corporation (OSC)- 1 original copy and 1 photocopy to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal 7. Notarized Secretary’s Certificate of No Intra corporate Dispute- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal • Original copy should be signed (wet signature) and notarized	To be provided by the Client Request sample form from Public Assistance Email (crmd_publicassistance@sec.gov.ph) OR download through https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
8. Monitoring Clearance or Affidavit of Undertaking- 1 original copy and 1 photocopy of the Monitoring Clearance or 2 original copies of Affidavit of Undertaking to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal • Original copy should be signed (wet signature) and notarized	Compliance Monitoring Division (CMD) or through cmd_amendment_monitoring@sec.gov.ph
For Initial Processing of Ordinary Corporations: 1. Name Verification Slip, for amendment of the partnership name- 2 photocopies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal 2. For Clearance from other SEC departments, if applicable;- 1 original copy and 1 photocopy to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal • Original copy should be signed (wet signature) and notarized • For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation • For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House • For Financial Technology (FinTech) related business activities • Operators of payment systems; • Payment Service Providers; • Electronic Money Issuers (EMI) • Non-bank EMIs;	Corporate Filing and Records Division or request from crmd_amend_name@sec.gov.ph Corporate Governance and Finance Department (CGFD) Markets and Securities Regulation Department (MSRD) PhiliFintech Innovation Office (PIO) Enforcement and Investor Protection Department (EIPD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Alternative Credit Scoring Companies; • Online Lending Companies; • Peer-to-peer Lending Companies; • AI/Big Data Companies; • InsurTech Companies (InsurTech Service Providers); • KYC/Security Companies (KYC Service Providers); • Digital Banks; • Digital Asset Exchanges; • Virtual Asset Service Providers; • Play-to-Earn Platforms; • E-Commerce Companies; • Crowdfunding Platforms; • RegTech Companies (RegTech Service Providers); • SupTech Companies (SupTech Service Providers); and • Digital Advisers/Robo-Advisers. 3. Endorsement clearance from appropriate Government agencies- 1 original copy and 1 photocopy to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal • Original copy should be signed (wet signature) and notarized • Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services • Insurance/Mutual Benefit Association/ Health Maintenance Organization	Bangko Sentral ng Pilipinas Insurance Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
6. Undertaking to Change Corporate Name duly executed under oath by the director of the OSC, if not yet included in the Articles of Incorporation- 1 original copy and 1 photocopy to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal - Original copy should be signed (wet signature) and notarized 7. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC, if not yet included in the Articles of Incorporation- 1 original copy and 1 photocopy to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal - Original copy should be signed (wet signature) and notarized	Request sample form from Public Assistance Email (crmd_publicassistance@sec.gov.ph) OR download through https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECFrm__utcn_opc.docx To be provided by the Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Uploads and submits the complete and correct duly signed and notarized electronic copy of the requirements to eAmend Portal (https://eamend.sec.gov.ph/login)	1.1 Verifies completeness of the submitted amendment requirements and assigns the application to the CPRD Processors. 1.2 Processes and evaluates application for amendment.	None	5 minutes	SEC Administrative Assistant II SEC Administrative Officer II, Corporate and Partnership Registration Division (CPRD) SEC Securities Specialist I SEC Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Issues Payment Assessment Form (PAF) to the applicant if compliant.		1 working day, 7 hours and 10 minutes per application	SEC Administrative Officer II SEC Accounting Officer, Corporate and Partnership Registration Division (CPRD)
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC	2.1 Issues payment confirmation containing the Electronic Official Receipt via email	Amendment of Articles of Incorporation - P1,000.00 Amendment of By-laws - P1,000.00 Legal Research Fee - P20.00 Documentary Stamp Tax - P60.00 TOTAL: P2,080.00		Financial Management Department
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Satellite Office-Robinson's Galleria through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.)	3.1 Receives and verifies documentary requirements and proof of payment	None None None	5 minutes per application	SEC Computer Operator, Corporate Filing and Records Division (CFRD)
	3.2 Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minutes 5 minutes per application	SEC Administrative Assistant II, Corporate and Partnership Registration Division (CPRD)
	3.3 Prepares and generates the Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)		5 working days	SEC Assistant Director, Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.4 Reviews the application and signs the Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) 3.5 Encodes signed Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) 3.6 Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		15 minutes per application 5 minutes	SEC Data Analyst, Corporate Filing and Records Division (CFRD) SEC System Computer Operator, Corporate Filing and Records Division (CFRD)
4. Proceeds to CRMD Releasing Section at SEC Satellite Office-Robinson's Galleria for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Conversion	4.1 Releases signed Certificate of Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)	None	5 minutes per application	SEC Computer Operator, Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)				
TOTAL		Amendment of Articles of Incorporation - P1,000.00 Amendment of By-laws - P1,000.00 Legal Research Fee - P20.00 Documentary Stamp Tax - P60.00 TOTAL: P2,080.00	7 working days	

7. Application for Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)

This service details the procedure in applying for conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC) through the eAmend Portal.

Division / Office	Corporate & Partnership Registration Division, Company Registration and Monitoring Department
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All registered domestic corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements: - Cover Sheet for Amendment- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal - Notice of Conversion of an Ordinary Stock Corporation to a One Person Corporation in the form prescribed by the Commission - 1 original copy and 1 photocopy to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal - Original copy should be signed (wet signature) and notarized - Signed by the single stockholder who has acquired all the outstanding shares of the capital stock of an ordinary corporation; - Signed by the Corporation's Corporate Secretary - Original or Certified True Copy of the documents effecting the transfer/s of full title/ownership of shares:- 1 original copy and 1 photocopy to be submitted in Robinsons Galleria Satellite	Request sample form from Public Assistance Email (crmd_publicassistance@sec.gov.ph) OR download through https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf Sample form downloadable through this link: https://www.sec.gov.ph/mc-2020/mc-no-27-s-2020/ To be provided by the Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal • Deeds of Assignment or any legal document transferring the shares to the single stockholder and if applicable; • Certified True Copy of Proof of Authority to act on behalf of the trustee/estate 4. Certificate Authorizing Registration/Tax Clearance- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal 5. Notarized Secretary's Certificate of No Intra corporate Dispute- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal 6. Articles of Incorporation of an OPC (with sample form at the SEC Website)- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal • Must be duly prepared, signed and acknowledged or authenticated by the single stockholder and by the corporation's Treasurer; • Provision/article indicating the name/s and address/es of the original incorporator/s of the OSC • Provision/articles on the number of directors, their payment details were modified to reflect the name, address, subscription and payment details of the single stockholder in the form prescribed by the Commission • Other details particular to an OPC indicated in MC No. 07, Series of 2019.	Bureau of Internal Revenue Request sample form from Public Assistance Email (crmd_publicassistance@sec.gov.ph) OR download through https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx Request sample form from Public Assistance Email (crmd_publicassistance@sec.gov.ph) OR download through https://www.sec.gov.ph/mc-2019/mc-no-07-s-2019-guidelines-on-the-establishment-of-a-one-person-corporation-opc/

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- Must contain the following as a new Article in the Articles of Incorporation of the One Person Corporation: <i>“Upon issuance by the Securities and Exchange Commission of the Certificate of Filing of Amended Articles of Incorporation, reflecting its conversion into a One Person Corporation, the attached Articles of Incorporation of the Ordinary Stock Corporation shall be deemed superseded”</i> - Copy of the latest Articles of Incorporation of the Ordinary Stock Corporation (OSC)- 2 photocopies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal - Letter of acceptance of appointment by Nominee and Alternate Nominee- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal - Original copy should be signed (wet signature) and notarized - Self-appointed Treasurer’s Bond, if applicable- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal - Name Reservation Slip, for amendment of corporate name- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal - Monitoring Clearance or Affidavit of Undertaking- 1 original copy and 1 photocopy of the Monitoring Clearance or 2	To be provided by the Client Nominee and/or Alternate Nominee or through https://www.sec.gov.ph/wp-content/uploads/2019/10/2019_Sample-Acceptance-Letter-of-Nominees.docx To be provided by the Client Corporate Filing and Records Division or request from crmd_amend_name@sec.gov.ph Compliance Monitoring Division (CMD) or through cmd_amendment_monitoring@sec.gov.ph

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
original copies of Affidavit of Undertakings to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal • Original copy should be signed (wet signature) and notarized	
For Initial Processing of Ordinary Corporations: 1. For Clearance from other SEC departments, if applicable;- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal • For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation • For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House • For Financial Technology (FinTech) related business activities • Operators of payment systems; • Payment Service Providers; • Electronic Money Issuers (EMI); • Non-bank EMIs; • Alternative Credit Scoring Companies; • Online Lending Companies; • Peer-to-peer Lending Companies; • AI/Big Data Companies; • InsurTech Companies (InsurTech Service Providers); • KYC/Security Companies (KYC Service Providers); • Digital Banks; • Digital Asset Exchanges;	Corporate Governance and Finance Department (CGFD) Markets and Securities Regulation Department (MSRD) PhiliFintech Innovation Office (PIO) Enforcement and Investor Protection Department (EIPD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Virtual Asset Service Providers; • Play-to-Earn Platforms; • E-Commerce Companies; • Crowdfunding Platforms; • RegTech Companies (RegTech Service Providers); • SupTech Companies (SupTech Service Providers); and • Digital Advisers/Robo-Advisers. 2. Endorsement clearance from appropriate Government agencies- 1 original copy and 1 photocopy to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal • Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services • Insurance/Mutual Benefit Association/ Health Maintenance Organization 3. Undertaking to Change Corporate Name duly executed under oath by the director of the OSC, if not yet included in the Articles of Incorporation - 1 original copy and 1 photocopy to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal • Original copy should be signed (wet signature) and notarized	Bangko Sentral ng Pilipinas Insurance Commission Request sample form from Public Assistance Email (crmd_publicassistance@sec.gov.ph) OR download through https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECFrm__utc_n_opc.docx

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC, if not yet included in the Articles of Incorporation- 1 original copy and 1 photocopy to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal Original copy should be signed (wet signature) and notarized	To be provided by the Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Uploads and submits the complete and correct duly signed and notarized electronic copy of the requirements to eAmend Portal (https://eamend.sec.gov.ph/login)	1.1 Verifies completeness of the submitted amendment requirements and assigns the application to the CPRD Processors. 1.2 Processes and evaluates application for amendment. 1.3 Issues Payment Assessment Form (PAF) to the applicant if compliant.	None	5 minutes 1 working day, 7 hours and 10 minutes per application	SEC Administrative Assistant II SEC Administrative Officer II, Corporate and Partnership Registration Division (CPRD) SEC Securities Examiner III SEC Securities Specialist I SEC Securities Specialist II SEC Accounting Officer Corporate and Partnership Registration Division (CPRD)
2. Pays the filing fee through SEC-accredited	2.1 Issues payment confirmation containing	Amendment of Articles of Incorporation - P1,000.00 Legal Research Fee -		Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
landbank branches or through eSPAYSEC	the Electronic Official Receipt via email	P10.00 Documentary Stamp Tax - P30.00 TOTAL: P1,040.00		
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Satellite Office-Robinson's Galleria through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.)	3.1 Receives and verifies documentary requirements and proof of payment 3.2 Retrieves and prints the source documents in the system and forwards the application to the Support Staff 3.3 Prepares and generates the Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC) 3.4 Reviews the application and signs the Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)	None	5 minutes per application 15 minutes per application 5 minutes per application 5 working days per application 15 minutes per application	SEC Computer Operator, Corporate Filing and Records Division (CFRD) SEC Administrative Assistant II, Corporate and Partnership Registration Division (CPRD) SEC Assistant Director, Corporate Filing and Records Division (CFRD) SEC Data Analyst, Corporate Filing and Records Division (CFRD) SEC System Computer Operator, Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.5 Encodes signed Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC) 3.6 Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		5 minutes per application	
4. Proceeds to CRMD Releasing Section at SEC Satellite Office-Robinson's Galleria for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)	4.1 Releases signed Certificate of Conversion of Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)	None	5 minutes per application	SEC Computer Operator, Corporate Filing and Records Division (CFRD)
TOTAL		Amendment of Articles of Incorporation - P1,000.00	7 working days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Legal Research Fee - P10.00 Documentary Stamp Tax - P30.00 TOTAL: P1,040.00		

8. Application for Dissolution of Partnerships

This service details the procedure in applying for the dissolution of partnerships through the eAmend Portal.

Division / Office	Corporate & Partnership Registration Division, Company Registration and Monitoring Department
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All registered domestic corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements: - Cover Sheet for Amendment- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal - Articles of Dissolution or Affidavit of Dissolution- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal - BIR Tax Clearance- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal	Request sample form from Public Assistance Email (crmd_publicassistance@sec.gov.ph) OR download through https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_A_mendment.pdf To be provided by the Client
For Initial Processing of Ordinary Corporations: For Clearance from other SEC departments, if applicable;- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal	PhiliFintech Innovation Office (PIO) Enforcement and Investor Protection Department (EIPD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• For Financial Technology (FinTech) related business activities • Operators of payment systems; • Payment Service Providers; • Electronic Money Issuers (EMI); • Non-bank EMIs; • Alternative Credit Scoring Companies; • Online Lending Companies; • Peer-to-peer Lending Companies; • AI/Big Data Companies; • InsurTech Companies (InsurTech Service Providers); • KYC/Security Companies (KYC Service Providers); • Digital Banks; • Digital Asset Exchanges; • Virtual Asset Service Providers; • Play-to-Earn Platforms; • E-Commerce Companies; • Crowdfunding Platforms; • RegTech Companies (RegTech Service Providers); • SupTech Companies (SupTech Service Providers); and • Digital Advisers/Robo-Advisers. 2. Endorsement from other government agencies- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal • Money Changer and Remittance Services • Insurance 3. Name Verification Slip, for amendment of the partnership name- 2 original copies to be submitted in Robinsons Galleria	Bangko Sentral ng Pilipinas Insurance Commission Corporate Filing and Records Division or request from crmd_amend_name@sec.gov.ph Request sample form from Public Assistance Email (crmd_publicassistance@sec.gov.ph) OR download through https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECFrm__utc_n_corporate-ap.do

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal 4. Undertaking of the Partner to change partnership name, if not stated in the Articles of Partnership- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal 5. Deed of Assignment of partnership interest and/or documents showing withdrawal, resignation, retirement and death of a partner, if the provision to be amended is the change of partners - 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal	To be provided by the Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Uploads and submits the complete and correct duly signed and notarized electronic copy of the requirements to eAmend Portal (https://eamend.sec.gov.ph/login)	1.1 Verifies completeness of the submitted amendment requirements and assigns the application to the CPRD Processors.	None None	5 minutes	SEC Administrative Assistant II SEC Administrative Officer II, Corporate and Partnership Registration Division (CPRD) SEC Securities Specialist I SEC Securities Specialist II SEC Administrative Officer II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Processes and evaluates application for amendment. 1.3 Issues Payment Assessment Form (PAF) to the applicant if compliant.		1 working day, 7 hours and 5 minutes per application	SEC Accounting Officer, Corporate and Partnership Registration Division (CPRD)
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC	2.1 Issues payment confirmation containing the Electronic Official Receipt via email	Dissolution of Partnership - P2,000.00 Documentary Stamp Tax - P30.00 Legal Research Fee - P20.00 TOTAL: P2,050.00		Financial Management Department
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Satellite Office-Robinson's Galleria through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.)	3.1 Receives and verifies documentary requirements and proof of payment	None	5 minutes per application	SEC Computer Operator, Corporate Filing and Records Division (CFRD)
	3.2 Retrieves and prints the source documents in the system and forwards the application to the Support Staff	None	15 minutes 5 minutes per application	SEC Administrative Assistant II, Corporate and Partnership Registration Division (CPRD)
	3.3 Prepares and generates the Certificate	None	5 working days	SEC Assistant Director, Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	of Dissolution of Partnerships 3.4 Reviews the application and signs the Certificate of Dissolution of Partnerships 3.5 Encodes signed Certificate of Dissolution of Partnerships 3.6 Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		15 minutes per application 5 minutes	SEC Data Analyst, Corporate Filing and Records Division (CFRD) SEC System Computer Operator, Corporate Filing and Records Division (CFRD)
4. Proceeds to CRMD Releasing Section at SEC Satellite Office-Robinson's Galleria for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed	4.1 Releases signed Certificate of Dissolution of Partnerships	None	5 minutes per application	SEC Computer Operator, Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Certificate of Dissolution of Partnerships				
TOTAL		Dissolution of Partnership - P2,000.00 Documentary Stamp Tax - P30.00 Legal Research Fee - P20.00 TOTAL: P2,050.00	7 working days	

9. Application for Increase of Authorized Capital Stock for One Person Corporation via Cash

This service details the procedure in applying for Increase of Authorized Capital Stock for One Person Corporation via Cash as Mode of Payment through the eAmend Portal.

Division / Office	Corporate & Partnership Registration Division, Company Registration and Monitoring Department
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All registered One Person Corporation (OPC) through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements: - Cover Sheet for Amendment- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal - Amended Articles of Incorporation- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal - Secretary Certificate certifying the current/present Authorized Capital Stock, Subscribed capital and Paid-up Capital of the OPC- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal - Original copy should be signed (wet signature) and notarized - Monitoring Clearance or Affidavit of Undertaking- 1 original copy and 1 photocopy of the Monitoring Clearance or 2 original copies for Affidavit of Undertaking to be submitted in	Request sample form from Public Assistance Email (crmd_publicassistance@sec.gov.ph) OR download through https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf To be provided by the Client To be provided by the Client Compliance Monitoring Division (CMD) or request from cmd_amendment_monitoring@sec.gov.ph

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal 5. Treasurer's Affidavit- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal • Original copy should be signed (wet signature) and notarized • certifying the amount of subscribed and paid-up capital; and • indicating the mode of payment 6. Subscription Contract (with bank deposit slip /Acknowledgment Receipt signed by the Treasurer/Bank Statement) signed by the President/Director and the Corporate Secretary- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal • Original copy should be signed (wet signature) and notarized 7. OPC Resolution- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal • Original copy should be signed (wet signature) and notarized • indicating the name of OPC; • Signed by the Sole Stockholder and Corporate Secretary; • indicating the proposed amendments; and • date of resolution. 8. Certificate of Increase of Capital Stock- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eAmend portal	To be provided by the Client To be provided by the Client Single Stockholder and Corporate Secretary Public Assistance Counter/Desk https://www.sec.gov.ph/wp-content/uploads/2022/03/2022SECFrm_CER

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Crowdfunding Platforms; • RegTech Companies (RegTech Service Providers); • SupTech Companies (SupTech Service Providers); and • Digital Advisers/Robo-Advisers.	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Uploads the duly signed and notarized requirements to eAmend Portal (https://eamend.sec.gov.ph/login)	1.1 Verifies completeness of the submitted amendment requirements and assigns the application to the CPRD Processors. 1.2 Processes and evaluates application for amendment. 1.3 Issues Payment Assessment Form (PAF) to the applicant if compliant.	None	5 minutes 9 working day & 7 hours, and 5 minutes 2 working days	SEC Administrative Assistant II SEC Administrative Officer II, Corporate and Partnership Registration Division (CPRD) SEC Securities Examiner III SEC Securities Specialist I SEC Securities Specialist II SEC Accounting Officer, Corporate and Partnership Registration Division (CPRD)
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC	2.1 Issues payment confirmation containing the Electronic Official Receipt via email	For Increase of Authorized Capital Stock via cash- $\frac{1}{5}$ of 1% of the increase in capital but not less than Php3,000		Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Amendment of the Articles of Incorporation P1,000.00 Documentary Stamp Tax - P60.00 Legal Research Fee -P10.00 + 10% of the ACS fee		
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Satellite Office-Robinson's Galleria through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.)	3.1 Receives and verifies documentary requirements and proof of payment 3.2 Retrieves and prints the source documents in the system and forwards the application to the Support Staff 3.3 Prepares and generates the Certificate of Increase of Capital Stock and Amended Articles of Incorporation 3.4 Reviews the application and signs the Certificate of Increase of Capital Stock and Amended Articles of Incorporation	None None None	5 minutes per application 15 minutes 5 minutes per application 10 working days	SEC Computer Operator, Corporate Filing and Records Division (CFRD) SEC Administrative Assistant II, Corporate and Partnership Registration Division (CPRD) SEC Assistant Director, Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.5 Encodes signed Certificate of Increase of Capital Stock and Amended Articles of Incorporation 3.6 Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate		15 minutes per application 5 minutes	SEC Data Analyst, Corporate Filing and Records Division (CFRD) SEC System Computer Operator, Corporate Filing and Records Division (CFRD)
4. Proceeds to CRMD Releasing Section at SEC Satellite Office-Robinson's Galleria for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of Increase of Capital Stock and Amended Articles of Incorporation	4.1 Releases signed Certificate of Increase of Capital Stock and Amended Articles of Incorporation	None	5 minutes per application	SEC Computer Operator, Corporate Filing and Records Division (CFRD)
TOTAL		For Increase of Authorized Capital Stock via cash- $\frac{1}{5}$ of 1% of the increase in capital	20 working days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		but not less than Php3,000 Amendment of the Articles of Incorporation P1,000.00 Documentary Stamp Tax - P60.00 Legal Research Fee -P10.00 + 10% of the ACS fee		

10. Application for Enabling Resolution

This service details the procedure in applying for Enabling Resolution.

Division / Office	Corporate & Partnership Registration Division, Company Registration and Monitoring Department
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All registered domestic corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements: - Cover Sheet for Amendment- 2 photocopies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be submitted through email - Enabling Resolution or Secretary's Certificate on the Enabling Resolution with the Terms and conditions attached- 2 original copy to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be submitted through email - Original copy should be signed (wet signature) and notarized - Notarized Secretary's Certificate of no pending case of intra-corporate dispute- 2 original copy to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be submitted through email - Original copy should be signed (wet signature) and notarized	Request sample form from Public Assistance Email (crmd_publicassistance@sec.gov.ph) OR download through https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_A_mendment.pdf To be provided by the Client Request sample form from Public Assistance Email (crmd_publicassistance@sec.gov.ph) OR download through https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf

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• AI/Big Data Companies; • InsurTech Companies (InsurTech Service Providers); • KYC/Security Companies (KYC Service Providers); • Digital Banks; • Digital Asset Exchanges; • Virtual Asset Service Providers; • Play-to-Earn Platforms; • E-Commerce Companies; • Crowdfunding Platforms; • RegTech Companies (RegTech Service Providers); • SupTech Companies (SupTech Service Providers); and • Digital Advisers/Robo-Advisers.	
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the application to crmd_emer_amend1@sec.gov.ph	1. Verifies completeness of the submitted enabling resolution requirements and assigns the application to the CPRD Processors. 1.2 Processes and evaluates application for Enabling Resolution 1.3 Issues Payment Assessment Form (PAF) to the applicant if compliant.	None None	5 minutes 1 working day, 7 hours and 5 minutes per application	SEC Administrative Assistant II SEC Administrative Officer II, Corporate and Partnership Registration Division (CPRD) SEC Securities Examiner III SEC Securities Specialist I SEC Securities Specialist II SEC Accounting Officer, Corporate and Partnership Registration Division (CPRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC	2.1 Issues payment confirmation containing the Electronic Official Receipt via email	For Enabling Resolution- Php1,040.00 Legal Research Fee- Php10.00 Documentary Stamp Tax- Php30.00 TOTAL: Php1,040.00		Financial Management Department
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Satellite Office-Robinson's Galleria through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.)	3.1 Receives and verifies documentary requirements and proof of payment	None None None	5 minutes per application	SEC Computer Operator, Corporate Filing and Records Division (CFRD)
	3.2 Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minutes 5 minutes per application	SEC Administrative Assistant II, Corporate and Partnership Registration Division (CPRD)
	3.3 Prepares and generates the Certificate of filing of Enabling Resolution		5 working days	SEC Assistant Director, Corporate Filing and Records Division (CFRD)
	3.4 Reviews the application and signs the Certificate of of filing of Enabling Resolution		15 minutes per application 5 minutes	SEC Data Analyst, Corporate Filing and Records Division (CFRD) SEC System Computer Operator, Corporate Filing

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.5 Encodes signed Certificate of filing of Enabling Resolution 3.6 Tags the application for appointment through the eAmend Portal indicating the date of release of the Certificate			and Records Division (CFRD)
4. Proceeds to CRMD Releasing Section at SEC Satellite Office-Robinson's Galleria for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of filing of Enabling Resolution	4.1 Releases Certificate of filing of Enabling Resolution	None	5 minutes per application	SEC Computer Operator, Corporate Filing and Records Division (CFRD)
TOTAL		For Enabling For Enabling Resolution- Php1,040.00 Legal Research Fee- Php10.00 Documentary Stamp Tax- Php30.00 TOTAL: Php1,040.00	7 working days	

11. Public Assistance received through Email

This service details the assistance such as but not limited to advice, counseling, etc. rendered to clients on their concerns and queries pertaining to SEC matters.

Division / Office	Corporate & Partnership Registration Division, Company Registration and Monitoring Department
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B)
Type of Service	External Service
Who may avail:	All registered domestic corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
None	None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the inquiry, concerns, and/or complaint through crmd_publicassistance@sec.gov.ph	1.1 Receives the email query of client in crmd_publicassistance@sec.gov.ph 1.2 Renders advice depending on the nature of the concern/query; 1.3 Sends the requested checklist of requirements, guidelines, or sample forms;	None	1 minute	SEC Administrative Assistant II SEC Administrative Officer II, Corporate and Partnership Registration Division (CPRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4 Refers to the appropriate division/unit of the CRMD or another SEC Department; and/or 1.5 Endorses written complaint to the Office of the CRMD Director and advises the party to expect feedback within five (5) working days.			
TOTAL		None	3 working days	

12. Registration of Corporations through One-day Submission and E-registration of Companies (OneSEC) for DOMESTIC STOCK CORPORATIONS with Post-evaluation

This sub-system (a "pass through") of the eSPARC aims to promote speedy and efficient approval of the registration application without human interference. However, the registrant has to conform with the following conditions and has to pay the assessed registration fee within a period of one day only:

- A. The company classification is "All Filipino";
- B. The proposed corporate name must comply to the following: (a) has a name descriptor according to its industry classification; (b) does not contain any Trade Name/s ; and (c) not subject to any Letter of Appeal for reconsideration; and (d) in explicit form (any set or group of letters does not contain any acronym or meaning);
- C. The primary purpose or the main activity is predetermined and is not subject to any modification/correction;
- D. The corporate term of existence is perpetual;
- E. The incorporator/s, members of the Board of Directors and subscribers are Natural Person/s, of legal age and resident/s of the Philippines;
- F. The applicant corporation is not located in any of the economic zones;
- G. The share type classification contains the following : (a) Common Shares; (b) with Par Value and (c) Amount of par value is not less than P1.00 and in non-decimal currency;
- H. The Mode of Payment for the subscription of shares is CASH;
- I. The registration fees are paid through the SEC Payment Portal after "completion and submission" of the application online;
- J. The applicant corporation is not required to secure clearance/endorsement from any Department of SEC and/or other government agency/ies;
- K. None of the incorporators, stockholders/members, directors/trustees, beneficial owners, and officers of the applicant corporation have been convicted of or have pending criminal or administrative case of felony or misdemeanor involving investment or investment-related business, fraud, false statements or omissions, wrongful taking of property, bribery, forgery, counterfeiting or extortion, or other felonies;
- L. None of the incorporators, stockholders/members, directors/trustees, beneficial owners, and officers of the applicant corporation are included in pertinent sanctions list circularized by the Bangko Sentral ng Pilipinas (BSP), the Anti-Money Laundering Council (AMLC), the Anti-Terrorism Council (ATC), and other domestic and/or international entities or organizations, such as the Office of Foreign Assets Control (OFAC) of the U.S Department of Treasury and the United Nations Sanctions List;
- M. The SEC office chosen shall be the only office where the hard copies of the registration application such as the Digital Certificate of Incorporation, proof of payment of the registration fees and originally signed and authenticated copies of the Articles of Incorporation and By-laws shall be accepted.

Furthermore, the predetermined primary purpose or main business activity in the registration application shall be exclusive and shall be subject to the following list of industry classification only, to wit:

1. Agriculture	12. Advertising	23. Security agency
2. Fishery	13 Real estate	24. Recruitment
3. Electric generation	14. Management consultancy	25. Arrastre and Stevedoring services
4. Hotel	15. Land transportation	26. Film production
5. Printing and Publishing	16. Courier services	27. Logistics
6. Activities of a holding company	17. Business process outsourcing	28. IT/ software applications
7. Hospital	18. Telecommunications	29. Sea transportation
8. Wholesale trading of goods	19. Gas station	30. Air Transportation
9. Retail trading of goods	20. Travel agency	31. Cargo consolidator
10. Wholesale and retail trading of goods	21. Restaurant	32. Non-Vessel Operating Common Carrier
11. Construction	22. Mining	33. Schools

Division / Office	Corporate & Partnership Registration Division, Company Registration and Monitoring Department
Classification	Complex (7 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B)
Type of Service	External Service
Who may avail:	All Natural and Juridical persons and their representatives

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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ 2. Pays the assessed registration fee through eSPAYSEC and receives the Digital copy of the Certificate of Incorporation in the email provided in the system 3. Generates the Digital Certificate Remarks: To secure the original copy of the Certificate, the registrant has to submit two (2) sets of originally signed documentary requirements with original proof of payment within a period one (1) year from the date of		For Regular Corporation: Articles of Incorporation- $\frac{1}{5}$ of 1% of the Authorized Capital Stock or Subscribed Capital Stock whichever is higher Legal Research Fee- 1% of the Articles of Incorporation Filing fee By-laws- Php1,000.00 Legal Research Fee - Php10.00 Name Verification Fee- Php100.00 with additional fee of Php100.00 for each trade name/s. Documentary Stamp Tax- Php30.00 Stock and Transfer Book Registration fee- Php150.00 For OPC: For Regular Corporation: Articles of Incorporation- $\frac{1}{5}$ of 1% of the Authorized Capital Stock or		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
issuance of the Digital Certificate		Subscribed Capital Stock whichever is higher Legal Research Fee- 1% of the Articles of Incorporation Filing fee Name Verification Fee- Php100.00 with additional fee of Php100.00 for each trade name/s. Documentary Stamp Tax- Php30.00		
4. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Satellite Office-Robinson's Galleria through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.)	4.1 Stamp receives the submitted documentary requirements.	None	5 minutes	SEC Computer Operator, CFRD
	4.2 Prints Certificate of Incorporation (Certificate)		15 minutes	CFRD
	4.3 Assigns to post-audit processor		5 minutes	CFRD
	4.4 Post-evaluates the assigned application		5 working days and 7 hours	SEC Securities Examiner III SEC Securities Specialist I SEC Securities Specialist II SEC Accounting Officer
	4.5 Tags the application as complete in the Company Registration Encoding System		15 minutes	SEC Securities Examiner III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.6 Emails the applicant a Notice of Schedule of Appointment on the release of the Original Certificate.		15 minutes	SEC Securities Specialist I SEC Securities Specialist II SEC Accounting Officer CFRD
5. Proceeds to CRMD Releasing Section at SEC Satellite Office-Robinson's Galleria for presentment of the proof of payment issued by the eSPAYSEC or arranges the delivery of the Certificate through preferred courier	5.1 Releases original copy of the Certificate	None	10 minutes per application	SEC Computer Operator
TOTAL		For Regular Corporation: Articles of Incorporation- $\frac{1}{5}$ of 1% of the Authorized Capital Stock or Subscribed Capital Stock whichever is higher Legal Research Fee- 1% of the Articles of	7 working days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Incorporation Filing fee By-laws- Php1,000.00 Legal Research Fee - Php10.00 Name Verification Fee- Php100.00 with additional fee of Php100.00 for each trade name/s. Documentary Stamp Tax- Php30.00 Stock and Transfer Book Registration fee- Php150.00 For OPC: For Regular Corporation: Articles of Incorporation- $\frac{1}{5}$ of 1% of the Authorized Capital Stock or Subscribed Capital Stock whichever is higher Legal Research Fee- 1% of the Articles of Incorporation Filing fee Name Verification Fee-		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Php100.00 with additional fee of Php100.00 for each trade name/s. Documentary Stamp Tax- Php30.00		

13. Registration of Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) except Licensing of Foreign Corporations, Recording of Partnerships, and Licensing of Lending and Financing Companies

The Electronic Simplified Processing of Application for Registration of Company (SEC – ESPARC) is a facility to cater application for registration of One Person Corporation (OPC), Domestic corporations (stock and non-stock) with 2 or more incorporators who may either be natural person, partnership, association or corporations, singly or jointly with others but not more than fifteen (15) in number, partnerships and foreign corporations. The system allows the applicant or his duly appointed representative to submit the proposed company name and input details of the articles of incorporation for OPC and articles of incorporation and by-laws for domestic/foreign owned stock and non-stock corporations for review of the Commission.

The following are the various company type to choose form:

A. Stock Corporation

As to composition:

- a. One Person Corporation
- b. Corporation with 2 to 15 incorporators

As to ownership:

- c. All Filipino
- d. With Foreign equity participation

As to Company type:

- e. Domestic Corporations

B. Non-stock Corporation

As to Company sub-types:

- a. Corporation Sole
- b. Non-stock/Non-profit
- c. Foundation
- d. Federation
- e. Microfinance
- f. Religious Aggregate
- g. Condominium Corporation



- h. All Filipino
- i. With foreign equity participation

Division / Office	Corporate & Partnership Registration Division, Company Registration and Monitoring Department
Classification	Complex (7 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B)
Type of Service	External Service
Who may avail:	All Natural and Juridical persons and their representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements:	
1. Cover Sheet for Registration- 2 photocopies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eSPARC portal	System-generated System-generated
2. Articles of Incorporation- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eSPARC portal ● Original copy should be signed (wet signature) and notarized ● corporate name; ● business activity; ● principal office address; ● names, nationality, residences and Tax Identification Numbers (TIN) of natural Filipino incorporators/officer (for corporations composed of 2-15 incorporators) or single incorporator, nominee and alternate nominee (for One Person Corporation). ● capital structure; ● name of treasurer and TIN; ● Undertaking to change company name;	System-generated

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- Printed names and with original signatures of the single stockholder, nominee and alternate nominee of all incorporators for corporations with 2-15 incorporators or single stockholder, nominee and alternate nominee for One Person Corporation; - Notarization or Authentication 3. By-Laws - 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eSPARC portal - Original copy should be signed (wet signature) - Needs to be submitted for corporations with 2 -15 incorporators only. For One Person Corporations, no by-laws required.	
For Initial Processing of Ordinary Corporations: - Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation)- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eSPARC portal - Original copy should be signed (wet signature) and notarized - Affidavit of Relinquishment, in case the treasurer is a foreigner and the business activity of the registrant corporation is a partly-nationalized activity- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eSPARC portal - Original copy should be signed (wet signature) and notarized - Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents, if the same were	https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECFrm__utc_n_corporate-ap.do Foreign Treasurer/To be provided by the Client Parent Company of the Foreign Corporation and Philippine Embassy/Consulate

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
executed in a foreign jurisdiction- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eSPARC portal 4. Endorsement/Clearance from other government agencies, if applicable;- 1 original copy and 1 photocopy to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eSPARC portal • Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services • Insurance/Mutual Benefit Association/ Health Maintenance Organization 5. For Clearance from other SEC departments, if applicable;- 1 original copy and 1 photocopy to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eSPARC portal • For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation • For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House • For Financial Technology (FinTech) related business activities • Operators of payment systems; • Payment Service Providers; • Electronic Money Issuers (EMI); • Non-bank EMIs; • Alternative Credit Scoring Companies; • Online Lending Companies; • Peer-to-peer Lending Companies; • AI/Big Data Companies;	Bangko Sentral ng Pilipinas Insurance Commission Corporate Governance and Finance Department (CGFD) Markets and Securities Regulation Department (MSRD) PhiliFintech Innovation Office (PIO) Enforcement and Investor Protection Department (EIPD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• InsurTech Companies (InsurTech Service Providers); • KYC/Security Companies (KYC Service Providers); • Digital Banks; • Digital Asset Exchanges; • Virtual Asset Service Providers; • Play-to-Earn Platforms; • E-Commerce Companies; • Crowdfunding Platforms; • RegTech Companies (RegTech Service Providers); • SupTech Companies (SupTech Service Providers); and • Digital Advisers/Robo-Advisers. 6. Authenticated/Apostilled (if executed in a foreign jurisdiction) Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (if incorporator/s is/are juridical entity/ies) 7. If the Incorporator is a Juridical Entity;- 1 original copy and 1 photocopy to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eSPARC portal • Certificate of Incorporation and Articles of Incorporation or latest General Information Sheet (GIS) of Filipino corporate subscriber/s • Proof of existence/registration of foreign corporate subscriber/s 8. For non-stock religious aggregate: 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eSPARC portal • Affidavit of Affirmation/Verification by the chief priest, rabbi, minister, or presiding elder, (not required if already part of the Articles of Incorporation)	Incorporator (Juridical Entity)/ Philippine Embassy/Consulate Board Resolution of the Juridical Entity allowing it to invest in the said Corporation. SEC-Registered Domestic Corporation Foreign Corporation abroad System-generated / Public Assistance and Complaint Desk

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
(appraised/market value/assessed value/zonal value) certified by the treasurer 2. Copy of TCT/CCT and tax declaration sheet certified by Register of Deeds and Assessor's Office, respectively 3. Latest zonal value certified by BIR, if transfer value is based on zonal value 4. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old) 5. Deed of Assignment 6. If property is mortgaged, submit mortgagee/creditor's certification on the outstanding loan balance and written consent to the transfer of property 7. For assignment of building where assignor is not owner of the land, submit lease contract on land and consent of land owner to the transfer 8. Affidavit of Undertaking by an incorporator of the corporation to submit the proof of transfer to the corporation within the prescribed period b. Untitled Lands 1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any 2. Duplicate original or certified true copies of the tax declaration sheets 3. Latest realty tax receipts	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Affidavit by the transferor attesting continuous and open possession of the property and that the property is not tenanted 5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located 6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province or city where the land is situated 7. Affidavit executed by the transferor attesting to the: a. Existence (or non-existence) of easements over the untitled property b. Kind/description of the easement and its location c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements 8. Under oath undertaking of the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital 9. Clearance or certification from the Department of Agrarian Reform (DAR) attesting the following: a. There is no other claimant to the untitled land b. It has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party or c. The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) 10. Blue Print Survey of the Plan as approved by the Bureau of Lands 11. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/assessed value/zonal value or appraised value) 12. Latest zonal valuation certified by BIR, if transfer value is based on zonal value	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
13. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old) 14. Deed of Assignment 15. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of transferee-corporation within one (1) year from the date of receipt of the approval of the application c. Inventories/Furniture/Personal Properties 1. Detailed schedule of the property showing the description and transfer value certified by the treasurer 2. Deed of Assignment d. Heavy Equipment and Machinery 1. Detailed schedule of the properties showing the description and the transfer value certified by the treasurer 2. Appraisal report by authorized appraiser (not more than 6 month old). If the property is imported, valuation report with description of the property by the Bangko Ng Pilipinas. 3. Deed of Assignment e. Shares of Stock 4. Detailed schedule of the shares of stock showing the name of stockholder, stock certificate number, number of shares and the basis of transfer value whether market or book value certified by the treasurer 5. Audited financial statements of the investee company as of the last fiscal year stamped received by BIR and SEC 6. Deed of Assignment	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
7. Certification by the Corporate Secretary of the investee company that the shares of stock are outstanding in the name of assignor 8. Photocopy of the stock certificate (present original for verification) 9. Latest market quotation in newspaper or certification from stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange) 10. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period f. Motor Vehicle 1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the treasurer 2. Photocopy of the Certificate of Registration and latest Official Receipt of Registration (present the original for verification) 3. Appraisal report by authorized appraiser (not more than six month old) 4. Deed of assignment 5. Affidavit of undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period g. Sea Vessel/Aircraft 1. Detailed schedule of the vessel/aircraft showing registered owner, registry number, technical description, and appraised value certified by the treasurer 2. Certified true copy of the certificate of ownership	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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 incorporator of the corporation to submit the required proof of transfer within the prescribed period h. Intangible 1. Photocopy of the System Purchase Agreement or any documents as proof of ownership (for a software) 2. Copy of Certificate of Registration of Intellectual Property Rights, mining permit for mining claims or rights 3. Appraisal report by an accredited appraisal company or licensed Filipino mining engineer for mining rights/claims (not more than 6 month old) 4. Deed of Assignment i. Net Assets by way of conversion of single proprietorship/partnership into corporation 1. Audited Financial Statements (AFS) of single proprietorship partnership/division of a corporation for spin-off as of last fiscal year 2. Long-form audit report of item no. 1 3. Deed of Assignment of the assets and liabilities to the corporation 4. List of creditors showing the amount due to each creditor as of date of the AFS certified by the auditor or certified under	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
oath by the company accountant and written consent of creditors. - Detailed schedule of properties with certificates of registration/title and their respective book values certified by the company accountant - Photocopy of the certificate of registration of the motor vehicles (present original for verification) - Copy of TCT/CCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively - Photocopy of stock certificate (present original for verification) - DTI Certificate of Registration (for single proprietorship) - Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period	
For One Person Corporation; - Cover Sheet for Registration- 2 photocopies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eSPARC portal - Articles of Incorporation (Filipino and Non-Filipino) reflecting the;- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eSPARC portal - Original copy should be signed (wet signature) and notarized - corporate name; - business activity; - principal office address; - names, nationality, residences and Tax Identification Numbers (TIN) of natural Filipino incorporators/officer (for corporations composed of 2-15 incorporators) or single incorporator, nominee and alternate nominee	System-generated System-generated

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Payment Service Providers; • Electronic Money Issuers (EMI); • Non-bank EMIs; • Alternative Credit Scoring Companies; • Online Lending Companies; • Peer-to-peer Lending Companies; • AI/Big Data Companies; • InsurTech Companies (InsurTech Service Providers); • KYC/Security Companies (KYC Service Providers); • Digital Banks; • Digital Asset Exchanges; • Virtual Asset Service Providers; • Play-to-Earn Platforms; • E-Commerce Companies; • Crowdfunding Platforms; • RegTech Companies (RegTech Service Providers); • SupTech Companies (SupTech Service Providers); and • Digital Advisers/Robo-Advisers 3. Endorsement from other government agencies- 1 original copy and 1 photocopy to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eSPARC portal • Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services • Insurance/ Health Maintenance Organization	Bangko Sentral ng Pilipinas Insurance Commission

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ <i>Note: If payment for subscription is other than cash, additional documentary requirements should be submitted.</i>	1.1. Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019 1.2. Pre-processes all corporate information submitted 1.3 Forward the application to FAAD for review of the payment for subscription other than cash <i>Note: The processing time of this process is under the Financial Analysis and Audit Division's (FAAD) Citizen's Charter.</i> 1.4 CPRD Processor prepares and issues the Payment Assessment Form (PAF)	None None	2 working days 4 working days, 7 hours and 54 minutes	ESPARC and OneSEC Name Verifiers ESPARC and OneSEC Processors FAAD ESPARC and OneSEC Processors
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC	2.1 Issues payment confirmation containing the Electronic Official Receipt via email	For Stock Corporation: Articles of Incorporation- 1/5 of 1% of the Authorized		Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Generates and prints the Digital Certificate Remarks: To secure the original copy of the Certificate, clients shall submit four (4) sets of originally signed documentary requirements with original proof of payment within sixty (60) calendar days from the date of issuance of the Digital Certificate		Capital Stock or Subscribed Capital Stock whichever is higher Legal Research Fee- 1% of the Articles of Incorporation Filing fee By-laws- Php1,000.00 Legal Research Fee - Php10.00 Name Verification Fee- Php100.00 with additional fee of Php100.00 for each trade name/s. Documentary Stamp Tax- Php30.00 Stock and Transfer Book Registration fee- Php150.00 For Non-Stock Corporation: For Stock Corporation: Articles of Incorporation- Php2,000.00 Legal Research Fee- Php20.00 By-laws- Php1,000.00 Legal Research Fee - Php10.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Name Verification Fee- Php100.00 with additional fee of Php100.00 for each trade name/s. Documentary Stamp Tax- Php30.00 Membership Book Registration fee- Php75.00 For One Person Corporation: Articles of Incorporation- 1/5 of 1% of the Authorized Capital Stock or Subscribed Capital Stock whichever is higher Legal Research Fee- 1% of the Articles of Incorporation Filing fee Name Verification Fee- Php100.00 with additional fee of Php100.00 for each trade name/s. Documentary Stamp Tax- Php30.00		
TOTAL		For Stock Corporation: Articles of	7 working days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Incorporation- $\frac{1}{5}$ of 1% of the Authorized Capital Stock or Subscribed Capital Stock whichever is higher Legal Research Fee- 1% of the Articles of Incorporation Filing fee By-laws- Php1,000.00 Legal Research Fee - Php10.00 Name Verification Fee- Php100.00 with additional fee of Php100.00 for each trade name/s. Documentary Stamp Tax- Php30.00 Stock and Transfer Book Registration fee- Php150.00 For Non-Stock Corporation: For Stock Corporation: Articles of Incorporation- Php2,000.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Legal Research Fee- Php20.00 By-laws- Php1,000.00 Legal Research Fee - Php10.00 Name Verification Fee- Php100.00 with additional fee of Php100.00 for each trade name/s. Documentary Stamp Tax- Php30.00 Membership Book Registration fee- Php75.00 For One Person Corporation: Articles of Incorporation- $\frac{1}{5}$ of 1% of the Authorized Capital Stock or Subscribed Capital Stock whichever is higher Legal Research Fee- 1% of the Articles of Incorporation Filing fee Name Verification Fee-		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Php100.00 with additional fee of Php100.00 for each trade name/s. Documentary Stamp Tax- Php30.00		

14. Post-Evaluation of Regular eSPARC applications

This aims to ensure the completeness and correctness of the submitted hard copies in accordance with existing laws, rules and regulations.

Division / Office	Corporate & Partnership Registration Division, Company Registration and Monitoring Department
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All Natural and Juridical persons and their representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements: - Cover Sheet for Amendment Registration- 2 photocopies to be submitted in Robinsons Galleria Satellite Office Receiving Unit - Articles of Incorporation (Filipino)- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit - Original copy should be signed (wet signature) and notarized/authenticated - By-Laws - 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit - Original copy should be signed (wet signature) - For One Person Corporations, no by-laws required. - And other additional documentary requirements based on the mode of payment of the subscription of shares.	System-generated System-generated System-generated

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the documentary requirements with proof	1.1 Stamp receives the submitted documentary requirements.	None	5 minutes	FRD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
of payment to the CRMD Receiving Counter at SEC Satellite Office-Robinson's Galleria through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.)	1.2 Prints Certificate of Incorporation (Certificate)		15 minutes	CFRD
	1.3 Assigns to post-audit processor		5 minutes	SEC Securities Examiner III SEC Securities Specialist I SEC Securities Specialist II SEC Accounting Officer
	1.4 Post-evaluates the assigned application		5 working days and 7 hours	SEC Securities Examiner III SEC Securities Specialist I SEC Securities Specialist II SEC Accounting Officer
	1.5 Tags the application as complete in the Company Registration Encoding System		15 minutes	CFRD
	1.6 Emails the applicant a Notice of Schedule of Appointment on the release of the Original Certificate.		15 minutes	
2. Proceeds to CRMD Releasing Section at SEC Satellite Office-Robinson's Galleria for presentment of the proof of payment issued by the eSPAYSEC	2.1 Releases original copy of the Certificate	None	10 minutes per application	SEC Computer Operator

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
or arranges the delivery of the Certificate through preferred courier				
TOTAL		None	7 working days	

15. Recording of the Articles of Partnerships through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

The Electronic Simplified Processing of Application for Registration of Company (SEC – ESPARC) is a facility to cater application for recording of the articles of partnerships.

The following are the various company type to choose from:

- General Partnership
- Professional Partnership
- Limited Partnership

Type of partnership based on foreign equity participation:

- all Filipinos
- .01% to 100% foreign equity participation

Division / Office	Corporate & Partnership Registration Division, Company Registration and Monitoring Department
Classification	Complex (7 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B)
Type of Service	External Service
Who may avail:	All Natural and Juridical persons and their representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements: - Cover Sheet for Registration- 2 photocopies to be submitted in Robinsons Galleria Satellite Office Receiving Unit - Signed & Notarized Articles of Partnership with Tax Identification Numbers (TIN) of Filipino partners; or Tax Identification Numbers (TIN) or passport numbers of foreign partners- 2 original copies to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eSPARC portal	System-generated System-generated

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- Original copy should be signed (wet signature) and notarized For Initial Processing of Ordinary Corporations: 1. Authenticated/Apostilled Articles of Partnership and/or F-105, if documents were signed in a foreign jurisdiction- 1 original copy and 1 photocopy to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eSPARC portal 2. Endorsement/Clearance from other government agencies, if applicable;- 1 original copy and 1 photocopy to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eSPARC portal - Money Changer and Remittance Services - Insurance 3. For Clearance from other SEC departments, if applicable;- 1 original copy and 1 photocopy to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be uploaded in the eSPARC portal - For Financial Technology (FinTech) related business activities - Alternative Credit Scoring Companies; - AI/Big Data Companies; - InsurTech Companies (InsurTech Service Providers); - KYC/Security Companies (KYC Service Providers); - Digital Asset Exchanges; - Virtual Asset Service Providers; - Play-to-Earn Platforms; - E-Commerce Companies; - RegTech Companies (RegTech Service Providers);	https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__utc_n_corporate-ap.do Bangko Sentral ng Pilipinas Insurance Commission PhiliFintech Innovation Office (PIO) Enforcement and Investor Protection Department (EIPD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/	1.1 Approves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019 1.2. Pre-processes all corporate information submitted 1.3 CPRD Processor prepares and issues the Payment Assessment Form (PAF)	None	2 working days 4 working days, 7 hours and 54 minutes	ESPARC and OneSEC Name Verifiers ESPARC and OneSEC Processors
2. Pays the filing fee through SEC-accredited	2.1 Issues payment confirmation containing	Articles of Partnership- 1/5 of 1% of the capital		Financial Management Department

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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.3 Reviews the application and signs the Certificate;		2 working days	
	3.4 Sends appointment through email indicating the date of release of the Certificate		10 minutes	
4. Proceeds to CRMD Releasing Section at SEC Satellite Office-Robinson's Galleria for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate	4.1 Enters company name in the Masterlist and releases the Certificate together with registration application then stamps release the official receipt		10 minutes	CRMD Releasing Staff
TOTAL		Articles of Partnership- $\frac{1}{5}$ of 1% of the capital contribution but not less than Php2,000.00 Legal Research Fee- 1% of the Articles of Partnership filing fee Name Verification fee- Php100.00 with additional Php100.00	7 working days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		each per trade name. Documentary Stamp Tax- Php30.00		

16. Voting Trust Agreement

This service details the procedure in applying for the Voting Trust Agreement of Domestic Stock Corporations.

Division / Office	Corporate & Partnership Registration Division, Company Registration and Monitoring Department
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All registered domestic corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements: - Cover Sheet - 2 original copy to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be submitted through email - Voting Trust Agreement - 2 original copy to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be submitted through email - List of stockholders certified under oath by the Corporate Secretary showing the present capital structure of the Company (Names of stockholders, nationality, no. of shares and amount subscribed, amount of paid-up capital)- 2 original copy to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be submitted through email - Notarized Secretary's Certificate of no pending case of intra-corporate dispute - 2 original copy to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be submitted through email	Request sample form from Public Assistance Email (crmd_publicassistance@sec.gov.ph) OR download through https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf To be provided by the Client To be provided by the Client Request sample form from Public Assistance Email (crmd_publicassistance@sec.gov.ph) OR download through https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5. Monitoring Clearance- 1 original copy and 1 photocopy to be submitted in Robinsons Galleria Satellite Office Receiving Unit and 1 electronic copy to be submitted through email	Compliance Monitoring Division (CMD) or request from cmd_amendment_monitoring@sec.gov.ph

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the application to crmd_emer_amend1@sec.gov.ph	1. Verifies completeness of the submitted Voting Trust Agreement requirements and assigns the application to the CPRD Processors. 1.2 Processes and evaluates application 1.3 Issues Payment Assessment Form (PAF) to the applicant if compliant.	None None	5 minutes 1 working day, 7 hours and 5 minutes per application	SEC Administrative Assistant II SEC Administrative Officer II, Corporate and Partnership Registration Division (CPRD) SEC Securities Examiner III SEC Securities Specialist I SEC Securities Specialist II SEC Accounting Officer, Corporate and Partnership Registration Division (CPRD)
2. Pays the filing fee through SEC-accredited landbank branches or through eSPAYSEC	2.1 Issues payment confirmation containing the Electronic Official Receipt via email	For Voting Trust Agreement: Voting Trust Agreement fee- Php500.00/trustor Legal Research Fee-1% of the total Voting Trust Agreement fee Documentary Stamp Tax- Php30.00		Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Satellite Office-Robinson's Galleria through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.)	3.1 Receives and verifies documentary requirements and proof of payment	None	5 minutes per application	SEC Computer Operator, Corporate Filing and Records Division (CFRD)
	3.2 Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minutes	SEC Administrative Assistant II, Corporate and Partnership Registration Division (CPRD)
	3.3 Prepares and generates the Certificate of filing of Voting Trust Agreement		5 minutes per application	SEC Assistant Director, Corporate Filing and Records Division (CFRD)
	3.4 Reviews the application and signs the Certificate of filing of Voting Trust Agreement		5 working days	SEC Data Analyst, Corporate Filing and Records Division (CFRD)
	3.5 Encodes signed Certificate of filing of Voting Trust Agreement		15 minutes per application	SEC System Computer Operator, Corporate Filing and Records Division (CFRD)
	3.6 Emails the application for appointment through the eAmend Portal indicating the date of release of the Certificate		5 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Proceeds to CRMD Releasing Section at SEC Satellite Office-Robinson's Galleria for presentment of the original proof of payment or arranges the delivery of the Certificate through preferred courier and receives the signed Certificate of filing of Voting Trust Agreement	4.1 Releases signed Certificate of filing of Voting Trust Agreement.	None	5 minutes per application	SEC Computer Operator, Corporate Filing and Records Division (CFRD)
TOTAL		For Voting Trust Agreement: Voting Trust Agreement fee- Php500.00/trustor Legal Research Fee-1% of the total Voting Trust Agreement fee Documentary Stamp Tax- Php30.00	7 working days	



FOREIGN INVESTMENT REGISTRATION STATION (FIRST) GREEN LANE UNIT

Citizen's Charter, FY 2025 | 1st Edition



crmd_publicassistance@sec.gov.ph



8818-2202
8818-5811



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1. Application for Amendment of Articles of Incorporation and/or By-Laws of FIA Registered Corporations (Simple Processing)

This service details the procedure in applying for amendment of the Articles of Incorporation and/or By-Laws of FIA Registered Stock and Non-Stock Corporations through the eAMEND Portal under Simple Processing concerning the following provisions:

- a. Articles of Incorporation:
 - i. Change in the Principal Office Address;
 - ii. Increase or Decrease in the Number of the Board of Directors/Trustees; and
 - iii. Fiscal Year for One Person Corporations (OPCs);
- b. By-Laws:
 - i. Date of Annual Meeting of the stockholders/members; and
 - ii. Fiscal Year

Division / Office	Foreign Investment Registration Station (FIRST) Green Lane Unit, Company Registration and Monitoring Department
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All FIA registered corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements 1. Cover Sheet for Amendment (1 electronic copy, 2 photocopy) 2. Amended Articles of Incorporation and/or By-Laws (1, electronic copy, 1 original, 1 photocopy) 3. Monitoring Clearance (1, electronic copy, 2 photocopy) a. Primary Licenses b. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House) c. Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation d. Financing/Lending Additional Requirements, if applicable 1. Clearance from other SEC departments, if applicable (1, electronic copy, 1 original, 1 photocopy) • For Financial Technology (FinTech) related business activities ○ Operators of payment systems; ○ Payment Service Providers; ○ Electronic Money Issuers (EMI); ○ Non-bank EMIs; ○ Alternative Credit Scoring Companies;	System-generated document available for download through the eAMEND Portal System-generated document available for download through the eAMEND Portal Compliance Monitoring Division (CMD) (https://forms.gle/Nt9p8PN88j7G4LPi8) Markets and Securities Regulation Department (MSRD) Corporate Governance and Finance Department (CGFD) Financing and Lending Companies Department (FLCD) PhiliFintech Innovation Office (PIO) Enforcement and Investor Protection Department (EIPD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
○ AI/Big Data Companies; ○ InsurTech Companies (InsurTech Service Providers); ○ KYC/Security Companies (KYC Service Providers); ○ Digital Banks; ○ Digital Asset Exchanges; ○ Virtual Asset Service Providers; ○ Play-to-Earn Platforms; o E-Commerce Companies; ○ Crowdfunding Platforms; ○ RegTech Companies (RegTech Service Providers); ○ SupTech Companies (SupTech Service Providers); and ○ Digital Advisers/Robo-Advisers 2. Endorsement from other government agencies (1, electronic copy, 1 original, 1 photocopy) ● Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services ● Insurance/Health Maintenance Organization 3. If foreign retailer: ● Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines; (1, electronic copy, 1 original, 1 photocopy)	Bangko Sentral ng Pilipinas Insurance Commission Authorized Agent Bank/Bangko Sentral ng Pilipinas Applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Apostilled/authenticated Certification that the Home State of the Foreign Retailer provides reciprocity to Filipinos (1, electronic copy, 1 original, 1 photocopy)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the electronic copy of the requirements to the eAMEND Portal	1.1 Verifies completeness of amendment requirements and assign to FIRST processors, if the documents are complete	None	5 minutes	SEC Administrative Assistant II SEC Administrative Officer II, Corporate and Partnership Registration Division (CPRD)
	1.2 Processes and evaluates application for amendment		6 working days, 7 hours	SEC Administrative Assistant II SEC Securities Counsel II SEC Securities Specialist I SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit
	1.3 Issues Payment Assessment Form (PAF)		5 minutes	SEC Administrative Assistant II SEC Securities Counsel II SEC Securities Specialist I SEC Supervising Financial Specialist, Foreign Investment Registration

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Station (FIRST) Green Lane Unit
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches	2.1 Receives payment	Amended Articles of Incorporation or By-Laws – PHP 1,000 Legal Research Fee – 1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws Documentary Stamp Tax – PHP 30 for each filing type	5 minutes	SEC Administrative Assistant II SEC Securities Counsel II SEC Securities Specialist I SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at 4th level, West Wing, SEC Robinsons Galleria Satellite Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.)	3.1 Receives and verifies documentary requirements and proof of payment. 3.2 Retrieves and prints the source documents in the system and forwards the application to the Support Staff	None	10 minutes 15 minutes	SEC Assistant Computer Operator, Corporate Filing and Records Division (CFRD) SEC Computer Operator, Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.3 Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws 3.4 Tags the application for appointment through the eAMEND Portal indicating the date of release of the certificate		10 minutes 5 minutes	<i>SEC Assistant Director, Corporate and Partnership Registration Division (CPRD)</i> <i>SEC Assistant Computer Operator, Corporate Filing and Records Division (CFRD)</i>
4. Proceeds to the CRMD Releasing Section at 4th level, West Wing, SEC Robinsons Galleria Satellite Office, presents the original proof of payment and receives the signed Certificate of Amended Articles of Incorporation and/or By-Laws	4.1 Releases original copy of the Certificate of Amended Articles of Incorporation and/or By-Laws	None	5 minutes	<i>SEC Assistant Computer Operator, Corporate Filing and Records Division (CFRD)</i>
TOTAL		Amended Articles of Incorporation or By-Laws – PHP 1,000 Legal Research Fee –	7 workings days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		PHP 10 Documentary Stamp Tax – PHP 30		

2. Application for Amendment of Articles of Incorporation and/or By-Laws of FIA Registered Corporations (Regular Processing)

This service details the procedure in applying for amendment of the Articles of Incorporation and/or By-Laws of FIA Registered Stock and Non-Stock Corporations through the eAMEND Portal under Regular Processing concerning the following provisions:

- a. Amendment of Articles of Incorporation of FIA registered corporations whether stock or non-stock other than those covered by Simple Processing;
- b. Amendment of By-Laws of FIA registered corporations whether stock or non-stock other than those covered by Simple Processing;
- c. Application for Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) and vice versa;
- d. Application for Increase of Capital Stock for One Person Corporation via Cash; and
- e. Combination of any amendments under Simple and Regular Processing

Division / Office	Foreign Investment Registration Station (FIRST) Green Lane Unit, Company Registration and Monitoring Department
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All FIA registered corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements for Ordinary Stock and Non-Stock Corporation - Cover Sheet for Amendment (1 electronic copy, 2 photocopy) - Amended Articles of Incorporation and/or By-Laws (1, electronic copy, 1 original, 2 photocopy) - Director's Certificate for Stock Corporation or Trustees Certificate for Non-Stock Corporation (1 electronic copy, 1 original, 1 photocopy) - Notarized Secretary's Certificate of no pending case of intra-corporate dispute (1, electronic copy, 1 original, 1 photocopy) - Monitoring Clearance (1, electronic copy, 2 photocopy) - Primary Licenses - Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House) - Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation - Financing/Lending	SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf) Applicant SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf) (https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf) SEC Website (https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx) Compliance Monitoring Division (CMD) (https://forms.gle/Nt9p8PN88j7G4LPi8) Markets and Securities Regulation Department (MSRD) Corporate Governance and Finance Department (CGFD) Financing and Lending Companies Department (FLCD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Additional Requirements, if applicable 1. Clearance from other SEC departments (1, electronic copy, 1 original, 1 photocopy) • For Financial Technology (FinTech) related business activities ○ Operators of payment systems; ○ Payment Service Providers; ○ Electronic Money Issuers (EMI); ○ Non-bank EMIs; ○ Alternative Credit Scoring Companies; ○ AI/Big Data Companies; ○ InsurTech Companies (InsurTech Service Providers); ○ KYC/Security Companies (KYC Service Providers); ○ Digital Banks; ○ Digital Asset Exchanges; Virtual Asset Service Providers; ○ Play-to-Earn Platforms; o E-Commerce Companies; ○ Crowdfunding Platforms; ○ RegTech Companies (RegTech Service Providers); ○ SupTech Companies (SupTech Service Providers); and ○ Digital Advisers/Robo-Advisers	PhiliFintech Innovation Office (PIO) Enforcement and Investor Protection Department (EIPD)
2. Endorsement from other government agencies (1, electronic copy, 1 original, 1 photocopy) • Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services	Bangko Sentral ng Pilipinas

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- Insurance/Health Maintenance Organization - Name Verification Slip, for amendment of corporate name (1, electronic copy, 2 photocopy) - Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in any of the submitted forms (1, electronic copy, 1 original, 1 photocopy) - F-101, for registered corporations increasing its foreign equity to more than 40% (1, electronic copy, 1 original, 1 photocopy) - F-102, for registered corporations with more than 40% increasing further the percentage of such equity (1, electronic copy, 1 original, 1 photocopy) - If foreign retailer: - Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines; (1, electronic copy, 1 original, 1 photocopy) - Apostilled/authenticated Certification that the Home State of the Foreign Retailer provides reciprocity to Filipinos (1, electronic copy, 1 original, 1 photocopy)	Insurance Commission Corporate Filing and Records Division (CFRD) SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__ut_cn_corporate-ap.docx) SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/F-101.doc) SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/F-102.doc) Authorized Agent Bank/Bangko Sentral ng Pilipinas Proper official of the Home State of the Foreign Retailer or the Local Embassy/Consulate of the Home State of the Foreign Retailer
Basic Requirements for One Person Corporation (OPC) - Cover Sheet for Amendment (1 electronic copy, 2 photocopy) - Amended Articles of Incorporation (1, electronic copy, 1 original, 1 photocopy)	SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf) Applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. Notarized Resolution signed by the single stockholder and Corporate Secretary (1, electronic copy, 1 original, 1 photocopy) 4. Monitoring Clearance (1 electronic copy, 2 photocopy) Additional Requirements, if applicable 1. Acceptance Letter for Change of Nominee and Alternate Nominee, (applicable only if there is a Change of a Single Stockholder and if the change of nominee and alternate nominee will be simultaneously filed with other provision/s to be amended; if none, no need to file for an amendment) 2. Certificate Authorizing Registration, if the Single Stockholder will be amended/changed 3. Deed of Assignment from the previous Single Stockholder, if the shares will be transferred to the new Single Stockholder 4. Clearance from other SEC departments (1, electronic copy, 1 original, 1 photocopy) • For Financial Technology (FinTech) related business activities ○ Operators of payment systems; ○ Payment Service Providers; ○ Electronic Money Issuers (EMI); ○ Non-bank EMIs; ○ Alternative Credit Scoring Companies; ○ AI/Big Data Companies; ○ InsurTech Companies (InsurTech Service Providers); ○ KYC/Security Companies (KYC Service Providers); ○ Digital Banks;	SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm_RE SOLUTION-opc.docx) Compliance Monitoring Division (CMD) (https://forms.gle/Nt9p8PN88j7G4LPi8) SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/10/2019_Sample-Acceptance-Letter-of-Nominees.docx) Bureau of Internal Revenue Single Stockholder PhiliFintech Innovation Office (PIO) Enforcement and Investor Protection Department (EIPD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
○ Digital Asset Exchanges; Virtual Asset Service Providers; ○ Play-to-Earn Platforms; o E-Commerce Companies; ○ Crowdfunding Platforms; ○ RegTech Companies (RegTech Service Providers); ○ SupTech Companies (SupTech Service Providers); and ○ Digital Advisers/Robo-Advisers 5. Name Verification Slip, for amendment of corporate name 6. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the AI	Corporate Filing and Records Division (CFRD) SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm_ut_cn_opc.docx)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the electronic copy of the requirements to the eAMEND Portal	1.1 Verifies completeness of amendment requirements and assign to FIRST processors, if the documents are complete	None	5 minutes	SEC Administrative Assistant II SEC Administrative Officer II, Corporate and Partnership Registration Division (CPRD)
	1.2 Processes and evaluates application for amendment		6 working days, 7 hours	SEC Administrative Assistant II SEC Securities Counsel II SEC Securities Specialist I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Issues Payment Assessment Form (PAF)		5 minutes	<i>SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit</i> <i>SEC Administrative Assistant II</i> <i>SEC Securities Counsel II</i> <i>SEC Securities Specialist I</i> <i>SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit</i>
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches	2.1 Receives payment	Amended Articles of Incorporation or By-Laws – PHP 1,000 Legal Research Fee – 1% of the computed Filing Fees for Amended Articles of Incorporation and/or By-Laws Documentary Stamp Tax – PHP 30 for each filing type	5 minutes	<i>SEC Administrative Assistant II</i> <i>SEC Securities Counsel II</i> <i>SEC Securities Specialist I</i> <i>SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Name Verification – PHP 100 per proposed name/s or trade name/s		
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at 4th level, West Wing, SEC Robinsons Galleria Satellite Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.)	3.1 Receives and verifies documentary requirements and proof of payment.	None	10 minutes	<i>SEC Assistant Computer Operator, Corporate Filing and Records Division (CFRD)</i>
	3.2 Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minutes	<i>SEC Computer Operator, Corporate Filing and Records Division (CFRD)</i>
	3.3 Prepares and generates the Certificate of Amended Articles of Incorporation and/or By-Laws		10 minutes	<i>SEC Assistant Director, Corporate and Partnership Registration Division (CPRD)</i>
	3.4 Tags the application for appointment through the eAMEND Portal indicating the date of release of the certificate		5 minutes	<i>SEC Assistant Computer Operator, Corporate Filing and Records Division (CFRD)</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Proceeds to the CRMD Releasing Section at 4th level, West Wing, SEC Robinsons Galleria Satellite Office, presents the original proof of payment and receives the signed Certificate of Amended Articles of Incorporation and/or By-Laws	4.1 Releases original copy of the Certificate of Amended Articles of Incorporation and/or By-Laws	None	5 minutes	<i>SEC Assistant Computer Operator, Corporate Filing and Records Division (CFRD)</i>
TOTAL		Amended Articles of Incorporation or By-Laws – PHP 1,000 Legal Research Fee – PHP 10 Documentary Stamp Tax – PHP 30 Name Verification – PHP 100 per proposed name/s or trade name/s	7 workings days	

This service details the procedure in applying for amendment of the Articles of Partnerships through the eAMEND Portal under Regular Processing.

Division / Office	Foreign Investment Registration Station (FIRST) Green Lane Unit, Company Registration and Monitoring Department
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All FIA Registered Partnerships

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements for Ordinary Stock and Non-Stock Corporation	
1. Cover Sheet for Amendment (1 electronic copy, 2 photocopy)	SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf)
2. Amended Articles of Partnership (1, electronic copy, 1 original, 1 photocopy)	Applicant
Additional Requirements, if applicable	
1. Clearance from other SEC departments (1, electronic copy, 1 original, 1 photocopy) ● For Financial Technology (FinTech) related business activities ○ Operators of payment systems; ○ Payment Service Providers; ○ Electronic Money Issuers (EMI);	PhiliFintech Innovation Office (PIO) Enforcement and Investor Protection Department (EIPD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
○ Non-bank EMIs; ○ Alternative Credit Scoring Companies; ○ AI/Big Data Companies; ○ InsurTech Companies (InsurTech Service Providers); ○ KYC/Security Companies (KYC Service Providers); ○ Digital Banks; ○ Digital Asset Exchanges; ○ Virtual Asset Service Providers; ○ Play-to-Earn Platforms; o E-Commerce Companies; ○ Crowdfunding Platforms; ○ RegTech Companies (RegTech Service Providers); ○ SupTech Companies (SupTech Service Providers); and ○ Digital Advisers/Robo-Advisers 2. Endorsement from other government agencies (1, electronic copy, 1 original, 1 photocopy) ● Money Changer and Remittance Services ● Insurance/Health Maintenance Organization 3. Name Verification Slip, for amendment of partnership name (1, electronic copy, 2 photocopy) 4. Undertaking of the Partner to change partnership name, if not stated in the Articles of Partnership (1, electronic copy, 1 original, 1 photocopy) 5. Deed of Assignment of partnership interest and/or documents showing withdrawal, resignation, retirement and death of a partner, if the provision to be amended is the change of partners (1, electronic copy, 1 original, 1 photocopy)	Bangko Sentral ng Pilipinas Insurance Commission Corporate Filing and Records Division (CFRD) SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm__ut_cn_corporate-ap.docx) Applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
6. F-106, if the provision for amendment is for a registered partnership to have foreign equity (1, electronic copy, 1 original, 1 photocopy) 7. F-107, if provision for amendment is to further increase the foreign equity of a registered partnership (1, electronic copy, 1 original, 1 photocopy) 8. If foreign retailer: • Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines; (1, electronic copy, 1 original, 1 photocopy) • Apostilled/authenticated Certification that the Home State of the Foreign Retailer provides reciprocity to Filipinos (1, electronic copy, 1 original, 1 photocopy)	SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/F-106.doc) SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/F-107.doc) Authorized Agent Bank/Bangko Sentral ng Pilipinas Proper official of the Home State of the Foreign Retailer or the Local Embassy/Consulate of the Home State of the Foreign Retailer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the electronic copy of the requirements to the eAMEND Portal	1.1 Verifies completeness of amendment requirements and assign to FIRST processors, if the documents are complete	None	5 minutes	SEC Administrative Assistant II SEC Administrative Officer II, Corporate and Partnership Registration Division (CPRD) SEC Administrative Assistant II SEC Securities Counsel II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Processes and evaluates application for amendment 1.3 Issues Payment Assessment Form (PAF)		6 working days, 7 hours 5 minutes	<i>SEC Securities Specialist I</i> <i>SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit</i> <i>SEC Administrative Assistant II</i> <i>SEC Securities Counsel II</i> <i>SEC Securities Specialist I</i> <i>SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit</i>
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches	2.1 Receives payment	Amended Articles of Partnership – PHP 2,000 Legal Research Fee – PHP 20 Documentary Stamp Tax – PHP 30 Name Verification – PHP 100 per proposed name/s or trade name/s	5 minutes	<i>SEC Administrative Assistant II</i> <i>SEC Securities Counsel II</i> <i>SEC Securities Specialist I</i> <i>SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at 4th level, West Wing, SEC Robinsons Galleria Satellite Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.)	3.1 Receives and verifies documentary requirements and proof of payment.	None	10 minutes	SEC Assistant Computer Operator, Corporate Filing and Records Division (CFRD)
	3.2 Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minutes	SEC Computer Operator, Corporate Filing and Records Division (CFRD)
	3.3 Prepares and generates the Certificate of Amended Articles of Partnership		10 minutes	SEC Assistant Director, Corporate and Partnership Registration Division (CPRD)
	3.4 Tags the application for appointment through the eAMEND Portal indicating the date of release of the certificate		5 minutes	SEC Assistant Computer Operator, Corporate Filing and Records Division (CFRD)
4. Proceeds to the CRMD Releasing Section at 4th level, West Wing, SEC Robinsons Galleria	4.1 Releases original copy of the Certificate of Amended Articles of Partnership	None	5 minutes	SEC Assistant Computer Operator, Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Satellite Office, presents the original proof of payment and receives the signed Certificate of Amended Articles of Partnership				
TOTAL		Amended Articles of Partnership – PHP 2,000 Legal Research Fee – PHP 20 Documentary Stamp Tax – PHP 30 Name Verification – PHP 100 per proposed name/s or trade name/s	7 workings days	

4. Application for Amendment of License of Foreign and Multinational Corporations

This service details the procedure in applying for amendment of SEC License of foreign branch offices, representative offices, regional operating headquarters, and regional/area headquarters.

Division / Office	Foreign Investment Registration Station (FIRST) Green Lane Unit, Company Registration and Monitoring Department
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All licensed foreign and multinational corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements - Cover Sheet for Amendment (1, electronic copy, 2 photocopy) - Petition for Amendment of License (1, electronic copy, 1 original, 1 photocopy) - Authenticated/Apostilled copy of the Board Resolution approving the amendment/s (1, electronic copy, 1 original, 1 photocopy) - Monitoring Clearance (1, electronic copy, 2 photocopy) - Primary Licenses - Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf) Applicant Applicant Compliance Monitoring Division (CMD) (https://forms.gle/Nt9p8PN88j7G4LPi8) Markets and Securities Regulation Department (MSRD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
c. Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies, and foundation d. Financing/Lending Additional Requirements, if applicable 5. Clearance from other SEC departments, if applicable (1, electronic copy, 1 original, 1 photocopy) ● For Financial Technology (FinTech) related business activities ○ Operators of payment systems; ○ Payment Service Providers; ○ Electronic Money Issuers (EMI); ○ Non-bank EMIs; ○ Alternative Credit Scoring Companies; ○ AI/Big Data Companies; ○ InsurTech Companies (InsurTech Service Providers); ○ KYC/Security Companies (KYC Service Providers); ○ Digital Banks; ○ Digital Asset Exchanges; ○ Virtual Asset Service Providers; ○ Play-to-Earn Platforms; o E-Commerce Companies; ○ Crowdfunding Platforms; ○ RegTech Companies (RegTech Service Providers); ○ SupTech Companies (SupTech Service Providers); and	Corporate Governance and Finance Department (CGFD) Financing and Lending Companies Department (FLCD) PhiliFintech Innovation Office (PIO) Enforcement and Investor Protection Department (EIPD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
○ Digital Advisers/Robo-Advisers 6. Endorsement from other government agencies (1, electronic copy, 1 original, 1 photocopy) ● Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services ● Insurance/Health Maintenance Organization 7. If foreign retailer: ● Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines; (1, electronic copy, 1 original, 1 photocopy) ● Apostilled/authenticated Certification that the Home State of the Foreign Retailer provides reciprocity to Filipinos (1, electronic copy, 1 original, 1 photocopy) 8. Endorsement/Clearance from Board of Investments, for Regional Operating Headquarters and Regional/Area Headquarters 9. Name Verification Slip, for amendment of corporate name (1, electronic copy, 2 photocopy) 10. Affidavit of a resident agent, director, trustees or duly authorized officer undertaking to change corporate name, if not stated in any of the submitted forms (1, electronic copy, 1 original, 1 photocopy) 11. Authenticated/Apostilled Copy of Amended Articles of Incorporation/Association of the parent company (1, electronic copy, 1 original, 1 photocopy)	Bangko Sentral ng Pilipinas Insurance Commission Authorized Agent Bank/Bangko Sentral ng Pilipinas Proper official of the Home State of the Foreign Retailer or the Local Embassy/Consulate of the Home State of the Foreign Retailer Board of Investments (BOI) Corporate Filing and Records Division (CFRD) SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECFrm_ut_cn_corporate-ap.docx) Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the application to crmd_amend_foreign@sec.gov.ph	1.1 Verifies completeness of amendment requirements and assign to processors if the documents are complete	None	5 minutes	SEC Administrative Assistant II SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit
	1.2 Processes and evaluates application for amendment		3 working days, 1 hour	SEC Securities Counsel II SEC Securities Specialist I SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit
	1.3 Issues Payment Assessment Form (PAF)		5 minutes	SEC Securities Counsel II SEC Securities Specialist I SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches	2.1 Receives payment	Amended License – PHP 3,000 Legal Research Fee – PHP 30 Documentary Stamp Tax – PHP 30 Name Verification – PHP 100 per proposed name/s or trade name/s	5 minutes	SEC Securities Counsel II SEC Securities Specialist I SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at 4th level, West Wing, SEC Robinsons Galleria Satellite Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.)	3.1 Receives and verifies documentary requirements and proof of payment. 3.2 Retrieves and prints the source documents in the system and forwards the application to the Support Staff 3.3 Prepares and generates the Certificate of Amended License of	None	5 minutes 15 minutes 10 minutes	SEC Assistant Computer Operator, Corporate Filing and Records Division (CFRD) SEC Computer Operator, Corporate Filing and Records Division (CFRD) SEC Assistant Director, Corporate and Partnership Registration Division (CPRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Foreign or Multinational Corporations 3.4 Reviews the application and signs the Certificate of Amended License of Foreign or Multinational Corporations 3.5 Encodes signed Certificate of Amended License of Foreign or Multinational Corporations 3.6 Sends email for releasing appointment		3 workings days, 6 hours 5 minutes 5 minutes	<i>SEC Assistant Director,</i> Corporate Filing and Records Division (CFRD) <i>SEC Securities Specialist I,</i> Corporate Filing and Records Division (CFRD) <i>SEC Administrative Officer IV,</i> Corporate Filing and Records Division (CFRD)
4. Proceeds to the CRMD Releasing Section at 4th level, West Wing, SEC Robinsons Galleria Satellite Office, presents the original proof of payment and receives the signed Certificate of Amended License of Foreign or Multinational Corporations	4.1 Releases signed Certificate of Amended License of Foreign or Multinational Corporations	None	5 minutes	<i>SEC Assistant Computer Operator,</i> Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		Amended License – PHP 3,000 Legal Research Fee – PHP 30 Documentary Stamp Tax – PHP 30 Name Verification – PHP 100 per proposed name/s or trade name/s	7 workings days	

5. Application for Appointment/Substitution of Resident Agent of Foreign or Multinational Corporations

This service details the procedure in applying for the appointment/substitution of resident agent of foreign branch offices, representative offices, regional operating headquarters and regional/area headquarters.

Division / Office	Foreign Investment Registration Station (FIRST) Green Lane Unit, Company Registration and Monitoring Department
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All licensed foreign and multinational corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements - Cover Sheet (1, electronic copy, 2 photocopy) - Petition for Change of Resident Agent (1, electronic copy, 1 original, 1 photocopy) - Authenticated/Apostilled copy of the Board Resolution approving the change/appointment of Resident Agent (1, electronic copy, 1 original, 1 photocopy) - Monitoring Clearance (1, electronic copy, 2 photocopy) - Primary Licenses - Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf) Applicant Applicant Compliance Monitoring Division (CMD) (https://forms.gle/Nt9p8PN88j7G4LPi8) Markets and Securities Regulation Department (MSRD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
c. Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation d. Financing/Lending Additional Requirements, if applicable 1. Clearance from other SEC departments, if applicable (1, electronic copy, 1 original, 1 photocopy) ● For Financial Technology (FinTech) related business activities ○ Operators of payment systems; ○ Payment Service Providers; ○ Electronic Money Issuers (EMI); ○ Non-bank EMIs; ○ Alternative Credit Scoring Companies; ○ AI/Big Data Companies; ○ InsurTech Companies (InsurTech Service Providers); ○ KYC/Security Companies (KYC Service Providers); ○ Digital Banks; ○ Digital Asset Exchanges; ○ Virtual Asset Service Providers; ○ Play-to-Earn Platforms; o E-Commerce Companies; ○ Crowdfunding Platforms; ○ RegTech Companies (RegTech Service Providers); ○ SupTech Companies (SupTech Service Providers); and	Corporate Governance and Finance Department (CGFD) Financing and Lending Companies Department (FLCD) PhiliFintech Innovation Office (PIO) Enforcement and Investor Protection Department (EIPD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
○ Digital Advisers/Robo-Advisers 2. Endorsement from other government agencies (1, electronic copy, 1 original, 1 photocopy) ● Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services ● Insurance/Health Maintenance Organization 3. If foreign retailer: ● Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines; (1, electronic copy, 1 original, 1 photocopy) ● Apostilled/authenticated Certification that the Home State of the Foreign Retailer provides reciprocity to Filipinos (1, electronic copy, 1 original, 1 photocopy)	Bangko Sentral ng Pilipinas Insurance Commission Authorized Agent Bank/Bangko Sentral ng Pilipinas Proper official of the Home State of the Foreign Retailer or the Local Embassy/Consulate of the Home State of the Foreign Retailer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the application to crmd_amend_foreign@sec.gov.ph	1.1 Verifies completeness of requirements and assign to processors if the documents are complete	None	5 minutes	SEC Administrative Assistant // SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Processes and evaluates application for Appointment/Substitution of Resident Agent 1.3 Issues Payment Assessment Form (PAF)		3 working days, 1 hour 5 minutes	<i>SEC Securities Counsel II</i> <i>SEC Securities Specialist I</i> <i>SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit</i> <i>SEC Securities Counsel II</i> <i>SEC Securities Specialist I</i> <i>SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit</i>
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches	2.1 Receives payment	Petition for Appointment/Substitution of Resident Agent – PHP 3,000 Legal Research Fee – PHP 30 Documentary Stamp Tax – PHP 30	5 minutes	<i>SEC Securities Counsel II</i> <i>SEC Securities Specialist I</i> <i>SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit</i>
3. Submits the documentary requirements with proof of	3.1 Receives and verifies documentary	None	5 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
payment to the CRMD Receiving Counter at 4th level, West Wing, SEC Robinsons Galleria Satellite Office through the company's representatives of through a courier of their choice (e.g. JRS, LBC, J&T, etc.)	requirements and proof of payment.		15 minutes	<i>SEC Assistant Computer Operator, Corporate Filing and Records Division (CFRD)</i>
	3.2 Retrieves and prints the source documents in the system and forwards the application to the Support Staff		10 minutes	<i>SEC Computer Operator, Corporate Filing and Records Division (CFRD)</i>
	3.3 Prepares and generates the Certificate of Appointment/Substitution of Resident Agent of Foreign or Multinational Corporations		3 workings days, 6 hours	<i>SEC Assistant Director, Corporate and Partnership Registration Division (CPRD)</i>
	3.4 Reviews the application and signs the Certificate of Appointment/Substitution of Resident Agent of Foreign or Multinational Corporations		5 minutes	<i>SEC Assistant Director, Corporate Filing and Records Division (CFRD)</i>
	3.5 Encodes signed Certificate of Appointment/Substitution of Resident Agent of			<i>SEC Securities Specialist I, Corporate Filing and Records Division (CFRD)</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Foreign or Multinational Corporations 3.6 Sends email for releasing appointment		5 minutes	<i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i>
4. Proceeds to the CRMD Releasing Section at 4th level, West Wing, SEC Robinsons Galleria Satellite Office, presents the original proof of payment and receives the signed Certificate of Appointment/Substitution of Resident Agent of Foreign or Multinational Corporations	4.1 Releases signed Certificate of Appointment/Substitution of Resident Agent of Foreign or Multinational Corporations	None	5 minutes	<i>SEC Assistant Computer Operator, Corporate Filing and Records Division (CFRD)</i>
TOTAL		Petition for Appointment/Substitution of Resident Agent – PHP 3,000 Legal Research Fee – PHP 30	7 workings days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Documentary Stamp Tax – PHP 30		

6. Application for Conversion of FIA Registered One Person Corporation (OPC) to Ordinary Stock Corporation (OSC)

This service details the procedure in applying for conversion of FIA Registered One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) through the eAMEND Portal under Regular Processing.

Division / Office	Foreign Investment Registration Station (FIRST) Green Lane Unit, Company Registration and Monitoring Department
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All FIA Registered One Person Corporation (OPC)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements for Ordinary Stock and Non-Stock Corporation - Cover Sheet for Amendment (1 electronic copy, 2 photocopy) - Notice of Conversion of a One Person Corporation to Ordinary Stock Corporation in the form prescribed by the Commission (1, electronic copy, 1 original, 1 photocopy) - Signed by the holder of shares of the outstanding shares of the capital stock; - Signed by the Corporation's Corporate Secretary - Filed with the Commission within sixty (60) days from such transfer of shares in accordance to Sections 8 to 10 of SEC MC No. 27, series of 2020 - Original or Certified True Copy of the documents effecting the transfer/s of full title/ownership of shares: subscription contracts, deeds of assignment, or any legal document	SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf) https://www.sec.gov.ph/mc-2020/mc-no-27-s-2020/ Applicant

declaring the legal heirs of the single stockholders (1, electronic copy, 1 original, 1 photocopy) 4. Certificate Authorizing Registration/Tax Clearance (1, electronic copy, 1 original, 1 photocopy) 5. Articles of Incorporation and By-laws of an OSC filed in accordance with the requirements provided under Section 14 of the RCC, which shall comply with and/or contain the following: (1, electronic copy, 1 original, 1 photocopy) • Duly prepared, signed and acknowledged or authenticated by the stockholders who voted for their adoption, and by the corporation's treasurer; • Must clearly state that signatories voluntarily agreed to convert OPC to OSC in the following manner: “KNOW ALL MEN BY THESE PRESENTS: The undersigned stockholder/s, of legal age, voluntarily agreed to convert a one person corporation (OPC) to Ordinary Stock Corporation (OSC) under the laws of the Republic of the Philippines and certify the following. • Provision/article indicating the name/s and address of the original incorporator of the OPC • Provisions/articles reflecting the number of directors, their names and addresses, as well as their subscription and payment details, and; • Other details particular to an OSC shall likewise be indicated in accordance with the provisions of the RCC and guidelines that the Commission has issued and/or may hereafter issue	Bureau of Internal Revenue Applicant
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- The following shall likewise be added as a new Article in the Articles of Incorporation of the Ordinary Stock Corporation (OSC)

“Upon issuance by the Securities and Exchange Commission of the Certificate of Filing of Amended Articles of Incorporation and of By-laws of this corporation, reflecting its conversion into an Ordinary Stock Corporation (OSC), the attached Articles of Incorporation of the One Person Corporation (OPC) shall be deemed superseded.”

6. Copy of the latest Articles of Incorporation of the OPC shall be attached to the Articles of Incorporation of the Ordinary Stock Corporation (OSC) (1, electronic copy, 2 photocopy)
7. Notarized Secretary’s Certificate of No Intra corporate Dispute (1, electronic copy, 1 original, 1 photocopy)
8. Name Verification Slip, for amendment of corporate name (1, electronic copy, 2 photocopy)
9. Monitoring Clearance (1, electronic copy, 2 photocopy)

Additional Requirements, if applicable

1. Clearance from other SEC departments (1, electronic copy, 1 original, 1 photocopy)
 - For Financial Technology (FinTech) related business activities
 - Operators of payment systems;
 - Payment Service Providers;
 - Electronic Money Issuers (EMI);
 - Non-bank EMIs;
 - Alternative Credit Scoring Companies;
 - AI/Big Data Companies;

Applicant

SEC Website

(https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revise-d-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx)

Corporate Filing and Records Division (CFRD)

Compliance Monitoring Division (CMD)

(<https://forms.gle/Nt9p8PN88j7G4LPi8>)

PhiliFintech Innovation Office (PIO)

Enforcement and Investor Protection Department (EIPD)

○ InsurTech Companies (InsurTech Service Providers); ○ KYC/Security Companies (KYC Service Providers); ○ Digital Banks; ○ Digital Asset Exchanges; ○ Virtual Asset Service Providers; ○ Play-to-Earn Platforms; o E-Commerce Companies; ○ Crowdfunding Platforms; ○ RegTech Companies (RegTech Service Providers); ○ SupTech Companies (SupTech Service Providers); and ○ Digital Advisers/Robo-Advisers 2. Endorsement from other government agencies (1, electronic copy, 1 original, 1 photocopy) ● Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services ● Insurance/Health Maintenance Organization 3. Undertaking to Change Corporate Name duly executed under oath by the director of the OSC, if not yet included in the Articles of Incorporation (1, electronic copy, 1 original, 1 photocopy) 4. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC, if not yet included in the Articles of Incorporation (1, electronic copy, 1 original, 1 photocopy)	Bangko Sentral ng Pilipinas Insurance Commission SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm_ut_cn_corporate-ap.docx) Applicant
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the electronic copy of the requirements to the eAMEND Portal	1.1 Verifies completeness of requirements and assign to FIRST processors, if the documents are complete	None	5 minutes	SEC Administrative Assistant II SEC Administrative Officer II, Corporate and Partnership Registration Division (CPRD)
	1.2 Processes and evaluates application for conversion		19 working days, 7 hours	SEC Securities Counsel II SEC Securities Specialist I SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit
	1.3 Issues Payment Assessment Form (PAF)		5 minutes	SEC Securities Counsel II SEC Securities Specialist I SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches	2.1 Receives payment	Amendment-Conversion of OPC to Ordinary Stock Corporation – PHP 2,000 Legal Research Fee – PHP 20 Documentary Stamp Tax	5 minutes	SEC Securities Counsel II SEC Securities Specialist I SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		– PHP 30 Name Verification – PHP 100 per proposed name/s or trade name/s		
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at 4th level, West Wing, SEC Robinsons Galleria Satellite Office through the company's representatives of through a courier of their choice (e.g. JRS, LBC, J&T, etc.)	3.1 Receives and verifies documentary requirements and proof of payment.	None	10 minutes	SEC Assistant Computer Operator, Corporate Filing and Records Division (CFRD)
	3.2 Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minutes	SEC Computer Operator, Corporate Filing and Records Division (CFRD)
	3.3 Prepares and generates the Certificate of Amended Articles of Incorporation and By-Laws		10 minutes	SEC Assistant Director, Corporate and Partnership Registration Division (CPRD)
	3.4 Tags the application for appointment through the eAMEND Portal indicating the date of release of the certificate		5 minutes	SEC Assistant Computer Operator, Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Proceeds to the CRMD Releasing Section at 4th level, West Wing, SEC Robinsons Galleria Satellite Office, presents the original proof of payment and receives the signed Certificate of Amended Articles of Incorporation and By-Laws	4.1 Releases original copy of the Certificate of Amended Articles of Incorporation and By-Laws	None	5 minutes	<i>SEC Assistant Computer Operator, Corporate Filing and Records Division (CFRD)</i>
TOTAL		Amendment-Conversion of OPC to Ordinary Stock Corporation – PHP 2,000 Legal Research Fee – PHP 20 Documentary Stamp Tax – PHP 30 Name Verification – PHP 100 per proposed name/s or trade name/s	20 workings days	

7. Application for Conversion of FIA Registered Ordinary Stock Corporation (OSC) to One Person Corporation (OPC)

This service details the procedure in applying for conversion of FIA Registered Ordinary Stock Corporation (OSC) to One Person Corporation (OPC) through the eAMEND Portal under Regular Processing.

Division / Office	Foreign Investment Registration Station (FIRST) Green Lane Unit, Company Registration and Monitoring Department
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All FIA Registered Ordinary Stock Corporation (OSC)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements for Ordinary Stock and Non-Stock Corporation - Cover Sheet for Amendment (1 electronic copy, 2 photocopy) - Notice of Conversion of Ordinary Stock Corporation to a One Person Corporation in the form prescribed by the Commission (1, electronic copy, 1 original, 1 photocopy) - Signed by the single stockholder who has acquired all the outstanding shares of the capital stock of an ordinary corporation; - Signed by the Corporation's Corporate Secretary - Original or Certified True Copy of the documents effecting the transfer/s of full title/ownership of shares: (1, electronic copy, 1 original, 1 photocopy)	SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf) https://www.sec.gov.ph/mc-2020/mc-no-27-s-2020/ Applicant

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
7. Notarized Secretary's Certificate of No Intra corporate Dispute (1, electronic copy, 1 original, 1 photocopy) 8. Letter of acceptance of appointment by Nominee and Alternate Nominee 9. Name Verification Slip, for amendment of corporate name (1, electronic copy, 2 photocopy) 10. Monitoring Clearance (1, electronic copy, 2 photocopy) a. Primary Licenses b. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House) c. Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation d. Financing/Lending Additional Requirements, if applicable 1. Self-appointed Treasurer's Bond, if applicable (1, electronic copy, 1 original, 1 photocopy) 2. Clearance from other SEC departments (1, electronic copy, 1 original, 1 photocopy) • For Financial Technology (FinTech) related business activities ○ Operators of payment systems; ○ Payment Service Providers; ○ Electronic Money Issuers (EMI);	Applicant Corporate Filing and Records Division (CFRD) Compliance Monitoring Division (CMD) (https://forms.gle/Nt9p8PN88j7G4LPi8) Markets and Securities Regulation Department (MSRD) Corporate Governance and Finance Department (CGFD) Financing and Lending Companies Department (FLCD) Applicant PhiliFintech Innovation Office (PIO) Enforcement and Investor Protection Department (EIPD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
○ Non-bank EMIs; ○ Alternative Credit Scoring Companies; ○ AI/Big Data Companies; ○ InsurTech Companies (InsurTech Service Providers); ○ KYC/Security Companies (KYC Service Providers); ○ Digital Banks; ○ Digital Asset Exchanges; ○ Virtual Asset Service Providers; ○ Play-to-Earn Platforms; o E-Commerce Companies; ○ Crowdfunding Platforms; ○ RegTech Companies (RegTech Service Providers); ○ SupTech Companies (SupTech Service Providers); and ○ Digital Advisers/Robo-Advisers 3. Endorsement from other government agencies (1, electronic copy, 1 original, 1 photocopy) ● Money Changer and Remittance Services ● Insurance/Health Maintenance Organization 4. Undertaking to Change Corporate Name duly executed under oath by the Single Stockholder, if not yet included in the Articles of Incorporation (1, electronic copy, 1 original, 1 photocopy) 5. Undertaking to Assume All Liabilities of the OSC, duly executed under oath by the single stockholder of the OPC, if not yet included in the Articles of Incorporation. (1, electronic copy, 1 original, 1 photocopy)	Bangko Sentral ng Pilipinas Insurance Commission SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm_ut_cn_corporate-ap.docx) Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the electronic copy of the requirements to the eAMEND Portal	1.1 Verifies completeness of requirements and assign to FIRST processors, if the documents are complete 1.2 Processes and evaluates application for conversion 1.3 Issues Payment Assessment Form (PAF)	None	5 minutes 19 working days, 7 hours 5 minutes	<i>SEC Administrative Assistant II</i> <i>SEC Administrative Officer II, Corporate and Partnership Registration Division (CPRD)</i> <i>SEC Securities Counsel II</i> <i>SEC Securities Specialist I</i> <i>SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit</i> <i>SEC Securities Counsel II</i> <i>SEC Securities Specialist I</i> <i>SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit</i>
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches	2.1 Receives payment	Amendment-Conversion of Stock to OPC – PHP 1,000 Legal Research Fee – PHP 10 Documentary Stamp Tax	5 minutes	<i>SEC Securities Counsel II</i> <i>SEC Securities Specialist I</i> <i>SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		– PHP 30 Name Verification – PHP 100 per proposed name/s or trade name/s		
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at 4th level, West Wing, SEC Robinsons Galleria Satellite Office through the company's representatives of through a courier of their choice (e.g. JRS, LBC, J&T, etc.)	3.1 Receives and verifies documentary requirements and proof of payment.	None	10 minutes	SEC Assistant Computer Operator, Corporate Filing and Records Division (CFRD)
	3.2 Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minutes	SEC Computer Operator, Corporate Filing and Records Division (CFRD)
	3.3 Prepares and generates the Certificate of Amended Articles of Incorporation		10 minutes	SEC Assistant Director, Corporate and Partnership Registration Division (CPRD)
	3.4 Tags the application for appointment through the eAMEND Portal indicating the date of release of the certificate		5 minutes	SEC Assistant Computer Operator, Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Proceeds to the CRMD Releasing Section at 4th level, West Wing, SEC Robinsons Galleria Satellite Office, presents the original proof of payment and receives the signed Certificate of Amended Articles of Incorporation	4.1 Releases original copy of the Certificate of Amended Articles of Incorporation	None	5 minutes	<i>SEC Assistant Computer Operator, Corporate Filing and Records Division (CFRD)</i>
TOTAL		Amendment-Conversion of Stock to OPC – PHP 1,000 Legal Research Fee – PHP 10 Documentary Stamp Tax – PHP 30 Name Verification – PHP 100 per proposed name/s or trade name/s	20 workings days	

8. Application for Dissolution of FIA Registered Partnerships

This service details the procedure in applying for dissolution of the Articles of Partnerships through the eAMEND Portal under Regular Processing.

Division / Office	Foreign Investment Registration Station (FIRST) Green Lane Unit, Company Registration and Monitoring Department
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All FIA Registered Partnerships

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements - Cover Sheet for Amendment (1 electronic copy, 2 photocopy) - Articles of Dissolution or Affidavit of Dissolution (1, electronic copy, 1 original, 1 photocopy) - BIR Tax Clearance (1, electronic copy, 1 original, 1 photocopy) Additional Requirements, if applicable - Endorsement from other government agencies (1, electronic copy, 1 original, 1 photocopy) - Money Changer and Remittance Services - Insurance/Health Maintenance Organization	System-generated document available for download through the eAMEND Portal Applicant Bureau of Internal Revenue Bangko Sentral ng Pilipinas Insurance Commission

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the electronic copy of the requirements to the eAMEND Portal	1.1 Verifies completeness of dissolution requirements and assign to FIRST processors, if the documents are complete	None	5 minutes	SEC Administrative Assistant II SEC Administrative Officer II, Corporate and Partnership Registration Division (CPRD)
	1.2 Processes and evaluates application for dissolution		6 working days, 7 hours	SEC Securities Counsel II SEC Securities Specialist I SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit
	1.3 Issues Payment Assessment Form (PAF)		5 minutes	SEC Securities Counsel II SEC Securities Specialist I SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches	2.1 Receives payment	Dissolution of Partnership – PHP 1,000 Legal Research Fee – PHP 10 Documentary Stamp Tax – PHP 30	5 minutes	SEC Securities Counsel II SEC Securities Specialist I SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at 4th level, West Wing, SEC Robinsons Galleria Satellite Office through the company's representatives of through a courier of their choice (e.g. JRS, LBC, J&T, etc.)	3.1 Receives and verifies documentary requirements and proof of payment.	None	10 minutes	SEC Computer Operator, Corporate Filing and Records Division (CFRD)
	3.2 Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minutes	SEC Computer Operator, Corporate Filing and Records Division (CFRD)
	3.3 Prepares and generates the Certificate of Dissolution of Partnership		10 minutes	SEC Assistant Director, Corporate and Partnership Registration Division (CPRD)
	3.4 Tags the application for appointment through the eAMEND Portal indicating the date of release of the certificate		5 minutes	SEC Assistant Computer Operator, Corporate Filing and Records Division (CFRD)
4. Proceeds to the CRMD Releasing Section at 4th level, West Wing, SEC Robinsons Galleria Satellite Office, presents the original proof of payment and receives the	4.1 Releases original copy of the Certificate of Dissolution of Partnership	None	5 minutes	SEC Assistant Computer Operator, Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
signed Certificate of Dissolution of Partnership				
TOTAL		Dissolution of Partnership – PHP 1,000 Legal Research Fee – PHP 10 Documentary Stamp Tax – PHP 30	7 workings days	

9. Application for Enabling Resolution of FIA Registered Corporations

This service details the procedure in applying for Enabling Resolution.

Division / Office	Foreign Investment Registration Station (FIRST) Green Lane Unit, Company Registration and Monitoring Department
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All FIA registered corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements for Ordinary Stock and Non-Stock Corporation - Cover Sheet (1 electronic copy, 2 photocopy) - Enabling Resolution (1, electronic copy, 1 original, 1 photocopy) - Notarized Secretary's Certificate of no pending case of intra-corporate dispute (1, electronic copy, 1 original, 1 photocopy) - List of stockholders certified under oath by the Corporate Secretary showing the present capital structure of the Company (Names of stockholders, nationality, no. of shares and amount subscribed, amount of paid-up capital)	SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf) Applicant SEC Website (https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revise d-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx) Applicant SEC Website (https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revise d-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5. Monitoring Clearance (1, electronic copy, 2 photocopy) a. Primary Licenses b. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House c. Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation d. Financing/Lending	Compliance Monitoring Division (CMD) (https://forms.gle/Nt9p8PN88j7G4LPi8) Markets and Securities Regulation Department (MSRD) Corporate Governance and Finance Department (CGFD) Financing and Lending Companies Department (FLCD)
Additional Requirements, if applicable 1. Clearance from other SEC departments (1, electronic copy, 1 original, 1 photocopy) • For Financial Technology (FinTech) related business activities ○ Operators of payment systems; ○ Payment Service Providers; ○ Electronic Money Issuers (EMI); ○ Non-bank EMIs; ○ Alternative Credit Scoring Companies; ○ AI/Big Data Companies; ○ InsurTech Companies (InsurTech Service Providers); ○ KYC/Security Companies (KYC Service Providers); ○ Digital Banks; ○ Digital Asset Exchanges; ○ Virtual Asset Service Providers;	PhiliFintech Innovation Office (PIO) Enforcement and Investor Protection Department (EIPD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
○ Play-to-Earn Platforms; o E-Commerce Companies; ○ Crowdfunding Platforms; ○ RegTech Companies (RegTech Service Providers); ○ SupTech Companies (SupTech Service Providers); and ○ Digital Advisers/Robo-Advisers	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the application to crmd_amend_foreign@sec.gov.ph	1.1 Verifies completeness of requirements and assign to processors if the documents are complete	None	5 minutes	SEC Administrative Assistant II SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit
	1.2 Processes and evaluates application for Enabling Resolution		3 working days, 1 hour	SEC Securities Counsel II SEC Securities Specialist I SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit
	1.3 Issues Payment Assessment Form (PAF)		5 minutes	SEC Securities Counsel II SEC Securities Specialist I SEC Supervising Financial Specialist, Foreign

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Investment Registration Station (FIRST) Green Lane Unit
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches	2.1 Receives payment	Enabling Resolution – PHP 1,000 Legal Research Fee – PHP 10 Documentary Stamp Tax – PHP 30	5 minutes	SEC Securities Counsel II SEC Securities Specialist I SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at 4th level, West Wing, SEC Robinsons Galleria Satellite Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.)	3.1 Receives and verifies documentary requirements and proof of payment. 3.2 Retrieves and prints the source documents in the system and forwards the application to the Support Staff 3.3 Prepares and generates the Enabling Certificate	None	5 minutes 15 minutes 10 minutes	SEC Computer Operator, Corporate Filing and Records Division (CFRD) SEC Computer Operator, Corporate Filing and Records Division (CFRD) SEC Assistant Director, Corporate and Partnership Registration Division (CPRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.4 Reviews the application and signs the Enabling Certificate 3.5 Encodes signed Enabling Certificate 3.6 Sends email for releasing appointment		3 workings days, 6 hours 5 minutes 5 minutes	<i>SEC Assistant Director,</i> Corporate Filing and Records Division (CFRD) <i>SEC Securities Specialist I,</i> Corporate Filing and Records Division (CFRD) <i>SEC Administrative Officer IV,</i> Corporate Filing and Records Division (CFRD)
4. Proceeds to the CRMD Releasing Section at 4th level, West Wing, SEC Robinsons Galleria Satellite Office, presents the original proof of payment and receives the signed Enabling Certificate	4.1 Releases signed Enabling Certificate	None	5 minutes	<i>SEC Assistant Computer Operator,</i> Corporate Filing and Records Division (CFRD)
TOTAL		Enabling Resolution – PHP 1,000 Legal Research Fee – PHP 10 Documentary Stamp Tax	7 workings days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		– PHP 30		

10. Application for Increase of Capital Stock for FIA Registered One Person Corporation via Cash

This service details the procedure in applying for increase of capital stock for FIA Registered One Person Corporation (OPC) through the eAMEND Portal under Regular Processing.

Division / Office	Foreign Investment Registration Station (FIRST) Green Lane Unit, Company Registration and Monitoring Department
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All FIA Registered One Person Corporation (OPC)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements for Ordinary Stock and Non-Stock Corporation	
1. Cover Sheet for Amendment (1 electronic copy, 2 photocopy)	System-generated document available for download through the eAMEND Portal
2. Amended Articles of Incorporation	Applicant
3. Secretary Certificate certifying the current/present Authorized Capital Stock, Subscribed capital and Paid-up Capital of the OPC (1, electronic copy, 1 original, 1 photocopy)	Applicant
4. Monitoring Clearance (1, electronic copy, 2 photocopy)	Compliance Monitoring Division (CMD) (https://forms.gle/Nt9p8PN88j7G4LPi8)
5. Treasurer's Affidavit	Applicant
- certifying the amount of subscribed and paid-up capital; and - indicating the mode of payment	Applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
6. Subscription Contract (with bank deposit slip /Acknowledgment Receipt signed by the Treasurer/Bank Statement) signed by the President/Director and the Corporate Secretary (1, electronic copy, 1 original, 1 photocopy) 7. OPC Resolution (1, electronic copy, 1 original, 1 photocopy) - indicating the name of OPC; - Signed by the Sole Stockholder and Corporate Secretary; - indicating the proposed amendments; and - date of resolution 8. Certificate of Increase of Capital (1, electronic copy, 1 original, 1 photocopy) Additional Requirements, if applicable 1. Registration under Foreign Investments Act (FIA), if the foreign equity increased to more than 40% (1, electronic copy, 2 photocopy) 2. Clearance from other SEC departments (1, electronic copy, 1 original, 1 photocopy) - For Financial Technology (FinTech) related business activities - Operators of payment systems; - Payment Service Providers; - Electronic Money Issuers (EMI); - Non-bank EMIs; - Alternative Credit Scoring Companies; - AI/Big Data Companies; - InsurTech Companies (InsurTech Service Providers);	Applicant SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/03/2022SECFrm_CE RTIFICATE-OF-INCREASE-OF-AUTHORIZED-CAPITAL-STOCK-OF-OP C.docx) SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/SEC_Form_No.F-100.pdf) PhiliFintech Innovation Office (PIO) Enforcement and Investor Protection Department (EIPD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
○ KYC/Security Companies (KYC Service Providers); ○ Digital Banks; ○ Digital Asset Exchanges; ○ Virtual Asset Service Providers; ○ Play-to-Earn Platforms; o E-Commerce Companies; ○ Crowdfunding Platforms; ○ RegTech Companies (RegTech Service Providers); ○ SupTech Companies (SupTech Service Providers); and ○ Digital Advisers/Robo-Advisers	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Submits the electronic copy of the requirements to the eAMEND Portal	1.1 Verifies completeness of amendment requirements and assign to FIRST processors, if the documents are complete	None	5 minutes	SEC Administrative Assistant II SEC Administrative Officer II, Corporate and Partnership Registration Division (CPRD)
	1.2 Processes and evaluates application for amendment		19 working days, 7 hours	SEC Securities Counsel II SEC Securities Specialist I SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Issues Payment Assessment Form (PAF)		5 minutes	<i>SEC Securities Counsel II SEC Securities Specialist I SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit</i>
6. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches	2.1 Receives payment	For Corporation with par value – $\frac{1}{2}$ of 1% of the increase in capital stock but not less than PHP 3,000 or the subscription price of the subscribed capital stock whichever is higher For Corporation without par value – $\frac{1}{2}$ of 1% of the increase in capital stock computed at PHP 100 per share but not less than PHP 3,000 or the issue value of the subscribed capital stock whichever is higher Legal Research Fee – PHP 10	5 minutes	<i>SEC Securities Counsel II SEC Securities Specialist I SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Documentary Stamp Tax – PHP 30		
7. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at 4th level, West Wing, SEC Robinsons Galleria Satellite Office through the company's representatives of through a courier of their choice (e.g. JRS, LBC, J&T, etc.)	3.1 Receives and verifies documentary requirements and proof of payment.	None	10 minutes	SEC Assistant Computer Operator, Corporate Filing and Records Division (CFRD)
	3.2 Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minutes	SEC Computer Operator, Corporate Filing and Records Division (CFRD)
	3.3 Prepares and generates the Certificate of Amended Articles of Incorporation		10 minutes	SEC Assistant Director, Corporate and Partnership Registration Division (CPRD)
	3.4 Tags the application for appointment through the eAMEND Portal indicating the date of release of the certificate		5 minutes	SEC Assistant Computer Operator, Corporate Filing and Records Division (CFRD)
8. Proceeds to the CRMD Releasing Section at 4th level, West Wing, SEC	4.1 Releases original copy of the Certificate of	None	5 minutes	SEC Assistant Computer Operator, Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Robinsons Galleria Satellite Office, presents the original proof of payment and receives the signed Certificate of Amended Articles of Incorporation	Amended Articles of Incorporation			
TOTAL		For Corporation with par value – $\frac{1}{100}$ of 1% of the increase in capital stock but not less than PHP 3,000 or the subscription price of the subscribed capital stock whichever is higher For Corporation without par value – $\frac{1}{100}$ of 1% of the increase in capital stock computed at PHP 100 per share but not less than PHP 3,000 or the issue value of the subscribed capital stock whichever is higher Legal Research Fee – PHP 10	20 workings days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Documentary Stamp Tax – PHP 30		

11. Application for Withdrawal of License of Foreign or Multinational Corporations

This service details the procedure in applying for withdrawal of SEC License of foreign branch offices, representative offices, regional operating headquarters, and regional/area headquarters.

Division / Office	Foreign Investment Registration Station (FIRST) Green Lane Unit, Company Registration and Monitoring Department
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All licensed foreign and multinational corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements - Cover Sheet for Amendment (1, electronic copy, 2 photocopy) - Petition for Amendment of license (1, electronic copy, 1 original, 1 photocopy) - Authenticated/Apostilled copy of the Board Resolution authorizing the withdrawal of license (1, electronic copy, 1 original, 1 photocopy) - Audited Financial Statements (AFS) (1, electronic copy, 1 original, 1 photocopy) - as of the last fiscal year of operation or latest filed - stamped received by the BIR and SEC - Original license issued by SEC (1, electronic copy, 1 original, 1 photocopy)	SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf) Applicant Applicant Applicant Applicant Applicant; Newspaper publisher of general circulation

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
6. Publisher's affidavit evidencing the publication of the notice of withdrawal (once a week for three [3] consecutive weeks) (1, electronic copy, 1 original, 1 photocopy) 7. Tax Clearance (1, electronic copy, 1 original, 1 photocopy) 8. Monitoring Clearance (1, electronic copy, 2 photocopy) a. Primary Licenses b. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House) c. Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation d. Financing/Lending Additional Requirements, if applicable 1. List of creditors, if any, and their consent, OR notarized certification as to non-existence of creditors (Note: to be verified against the AFS) 2. For RQH and ROHQ, endorsement/Clearance from the Board of Investments 3. Clearance from other SEC departments, if applicable (1, electronic copy, 1 original, 1 photocopy) ● For Financial Technology (FinTech) related business activities ○ Operators of payment systems; ○ Payment Service Providers; ○ Electronic Money Issuers (EMI);	Bureau of Internal Revenue (BIR) Compliance Monitoring Division (CMD) (https://forms.gle/Nt9p8PN88j7G4LPi8) <i>Markets and Securities Regulation Department (MSRD)</i> <i>Corporate Governance and Finance Department (CGFD)</i> <i>Financing and Lending Companies Department (FLCD)</i> Applicant Board of Investments (BOI) PhiliFintech Innovation Office (PIO) Enforcement and Investor Protection Department (EIPD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- Non-bank EMIs; - Alternative Credit Scoring Companies; - AI/Big Data Companies; - InsurTech Companies (InsurTech Service Providers); - KYC/Security Companies (KYC Service Providers); - Digital Banks; - Digital Asset Exchanges; - Virtual Asset Service Providers; - Play-to-Earn Platforms; o E-Commerce Companies; - Crowdfunding Platforms; - RegTech Companies (RegTech Service Providers); - SupTech Companies (SupTech Service Providers); and - Digital Advisers/Robo-Advisers 4. Endorsement from other government agencies (1, electronic copy, 1 original, 1 photocopy) - Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services - Insurance/Health Maintenance Organization	Bangko Sentral ng Pilipinas Insurance Commission

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the application to crmd_amend_foreign@sec.gov.ph	1.1 Verifies completeness of requirements and assign to processors if the documents are complete	None	5 minutes	SEC Administrative Assistant II SEC Supervising Financial Specialist, Foreign

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Processes and evaluates application for the Withdrawal of SEC License 1.3 Issues Payment Assessment Form (PAF)		9 working days, 7 hours 5 minutes	Investment Registration Station (FIRST) Green Lane Unit <i>SEC Securities Counsel II</i> <i>SEC Securities Specialist I</i> <i>SEC Supervising Financial Specialist, Foreign</i> Investment Registration Station (FIRST) Green Lane Unit <i>SEC Securities Counsel II</i> <i>SEC Securities Specialist I</i> <i>SEC Supervising Financial Specialist, Foreign</i> Investment Registration Station (FIRST) Green Lane Unit
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches	2.1 Receives payment	Withdrawal of License of Foreign and Multinational Corporations – PHP 3,000 Legal Research Fee – PHP 30 Documentary Stamp Tax – PHP 30	5 minutes	<i>SEC Securities Counsel II</i> <i>SEC Securities Specialist I</i> <i>SEC Supervising Financial Specialist, Foreign</i> Investment Registration Station (FIRST) Green Lane Unit

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at 4th level, West Wing, SEC Robinsons Galleria Satellite Office through the company's representatives of through a courier of their choice (e.g. JRS, LBC, J&T, etc.)	3.1 Receives and verifies documentary requirements and proof of payment.	None	5 minutes	SEC Assistant Computer Operator, Corporate Filing and Records Division (CFRD)
	3.2 Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minutes	SEC Computer Operator, Corporate Filing and Records Division (CFRD)
	3.3 Prepares and generates the Certificate of Withdrawal of License of Foreign or Multinational Corporations		10 minutes	SEC Assistant Director, Corporate and Partnership Registration Division (CPRD)
	3.4 Reviews the application and signs the Certificate of Withdrawal of License of Foreign or Multinational Corporations		10 workings days	SEC Assistant Director, Corporate Filing and Records Division (CFRD)
	3.5 Encodes signed Certificate of Withdrawal of License of Foreign or Multinational Corporations		5 minutes	SEC Securities Specialist I, Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.6 Sends email for releasing appointment		5 minutes	<i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i>
4. Proceeds to the CRMD Releasing Section at 4th level, West Wing, SEC Robinsons Galleria Satellite Office, presents the original proof of payment and receives the signed Certificate of Withdrawal of License of Foreign or Multinational Corporations	4.1 Releases signed Certificate of Withdrawal of License of Foreign or Multinational Corporations	None	5 minutes	<i>SEC Assistant Computer Operator, Corporate Filing and Records Division (CFRD)</i>
TOTAL		Withdrawal of License of Foreign and Multinational Corporations – PHP 3,000 Legal Research Fee – PHP 30 Documentary Stamp Tax	20 workings days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		– PHP 30		

12. Conversion of License of Foreign Corporations and Multinational Corporations (Branch Office to Representative Office and vice versa)

This service details the procedure in applying for conversion of SEC License of foreign branch offices to representative offices and vice versa.

Division / Office	Foreign Investment Registration Station (FIRST) Green Lane Unit, Company Registration and Monitoring Department
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All licensed foreign and multinational corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements - Cover Sheet (1, electronic copy, 2 photocopy) - Petition for Conversion of License (1, electronic copy, 1 original, 1 photocopy) - Authenticated/Apostilled copy of the Board Resolution approving the conversion of license (1, electronic copy, 1 original, 1 photocopy) - Monitoring Clearance (1, electronic copy, 2 photocopy) - Primary Licenses - Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf) Applicant Applicant Compliance Monitoring Division (CMD) (https://forms.gle/Nt9p8PN88j7G4LPi8) Markets and Securities Regulation Department (MSRD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
c. Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation d. Financing/Lending Additional Requirements, if applicable 1. Clearance from other SEC departments, if applicable (1, electronic copy, 1 original, 1 photocopy) ● For Financial Technology (FinTech) related business activities ○ Operators of payment systems; ○ Payment Service Providers; ○ Electronic Money Issuers (EMI); ○ Non-bank EMIs; ○ Alternative Credit Scoring Companies; ○ AI/Big Data Companies; ○ InsurTech Companies (InsurTech Service Providers); ○ KYC/Security Companies (KYC Service Providers); ○ Digital Banks; ○ Digital Asset Exchanges; ○ Virtual Asset Service Providers; ○ Play-to-Earn Platforms; o E-Commerce Companies; ○ Crowdfunding Platforms; ○ RegTech Companies (RegTech Service Providers); ○ SupTech Companies (SupTech Service Providers); and	Corporate Governance and Finance Department (CGFD) Financing and Lending Companies Department (FLCD) PhiliFintech Innovation Office (PIO) Enforcement and Investor Protection Department (EIPD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
○ Digital Advisers/Robo-Advisers 2. Endorsement from other government agencies (1, electronic copy, 1 original, 1 photocopy) ● Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services ● Insurance/Health Maintenance Organization 3. If foreign retailer: ● Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines; (1, electronic copy, 1 original, 1 photocopy) ● Apostilled/authenticated Certification that the Home State of the Foreign Retailer provides reciprocity to Filipinos (1, electronic copy, 1 original, 1 photocopy) 4. Name Verification Slip, for amendment of corporate name (1, electronic copy, 2 photocopy) 5. Affidavit of a resident agent, director, trustees or duly authorized officer undertaking to change corporate name, if not stated in any of the submitted forms (1, electronic copy, 1 original, 1 photocopy)	Bangko Sentral ng Pilipinas Insurance Commission Authorized Agent Bank/Bangko Sentral ng Pilipinas Proper official of the Home State of the Foreign Retailer or the Local Embassy/Consulate of the Home State of the Foreign Retailer Corporate Filing and Records Division (CFRD) SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECFrm_ut_cn_corporate-ap.docx)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the application to crmd_amend_foreign@sec.gov.ph	1.1 Verifies completeness of requirements and assign to processors if the documents are complete	None	5 minutes	SEC Administrative Assistant II SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit
	1.2 Processes and evaluates application for Conversion of SEC License		3 working days	SEC Securities Counsel II SEC Securities Specialist I SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit
	1.3 Issues Payment Assessment Form (PAF)		5 minutes	SEC Securities Counsel II SEC Securities Specialist I SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches	2.1 Receives payment	1/10 of 1% of the actual inward remittance of the corporation converted into Philippine currency, but not less than PHP 3,000 Legal Research Fee – PHP 30 Documentary Stamp Tax – PHP 30	5 minutes	SEC Securities Counsel II SEC Securities Specialist I SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at 4th level, West Wing, SEC Robinsons Galleria Satellite Office through the company's representatives or through a courier of their choice (e.g. JRS, LBC, J&T, etc.)	3.1 Receives and verifies documentary requirements and proof of payment. 3.2 Retrieves and prints the source documents in the system and forwards the application to the Support Staff 3.3 Prepares and generates the Certificate of Conversion of License of	None	5 minutes 15 minutes 10 minutes	SEC Assistant Computer Operator, Corporate Filing and Records Division (CFRD) SEC Computer Operator, Corporate Filing and Records Division (CFRD) SEC Assistant Director, Corporate and Partnership Registration Division (CPRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Foreign Corporations and Multinational Corporations 3.4 Reviews the application and signs the Certificate of Conversion of License of Foreign Corporations and Multinational Corporations 3.5 Encodes signed Certificate of Conversion of License of Foreign Corporations and Multinational Corporations 3.6 Sends email for releasing appointment		3 workings days, 7 hours 5 minutes 5 minutes	<i>SEC Assistant Director,</i> Corporate Filing and Records Division (CFRD) <i>SEC Securities Specialist I,</i> Corporate Filing and Records Division (CFRD) <i>SEC Administrative Officer IV,</i> Corporate Filing and Records Division (CFRD)
4. Proceeds to the CRMD Releasing Section at 4th level, West Wing, SEC Robinsons Galleria Satellite Office, presents the original proof of payment and receives the signed Certificate of Conversion of License of Foreign Corporations and Multinational Corporations	4.1 Releases signed Certificate of Conversion of License of Foreign Corporations and Multinational Corporations	None	5 minutes	<i>SEC Assistant Computer Operator,</i> Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		1/10 of 1% of the actual inward remittance of the corporation converted into Philippine currency, but not less than PHP 3,000 Legal Research Fee – PHP 30 Documentary Stamp Tax – PHP 30	7 workings days	

13. Conversion of License of Foreign Corporations and Multinational Corporations (Regional Headquarter to Regional Operating Headquarter and vice versa)

This service details the procedure in applying for conversion of SEC License of regional operating headquarters and regional/area headquarters

Division / Office	Foreign Investment Registration Station (FIRST) Green Lane Unit, Company Registration and Monitoring Department
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All licensed foreign and multinational corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements - Cover Sheet (1, electronic copy, 2 photocopy) - Petition for Conversion of License (1, electronic copy, 1 original, 1 photocopy) - Authenticated/Apostilled copy of the Board Resolution approving the conversion of license (1, electronic copy, 1 original, 1 photocopy) - Monitoring Clearance (1, electronic copy, 2 photocopy) - Primary Licenses - Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House)	SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf) Applicant Applicant Compliance Monitoring Division (CMD) (https://forms.gle/Nt9p8PN88j7G4LPi8) Markets and Securities Regulation Department (MSRD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
c. Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation d. Financing/Lending 5. Endorsement/Clearance from the Board of Investments Additional Requirements, if applicable 1. Clearance from other SEC departments, if applicable (1, electronic copy, 1 original, 1 photocopy) ● For Financial Technology (FinTech) related business activities ○ Operators of payment systems; ○ Payment Service Providers; ○ Electronic Money Issuers (EMI); ○ Non-bank EMIs; ○ Alternative Credit Scoring Companies; ○ AI/Big Data Companies; ○ InsurTech Companies (InsurTech Service Providers); ○ KYC/Security Companies (KYC Service Providers); ○ Digital Banks; ○ Digital Asset Exchanges; ○ Virtual Asset Service Providers; ○ Play-to-Earn Platforms; o E-Commerce Companies; ○ Crowdfunding Platforms; ○ RegTech Companies (RegTech Service Providers);	Corporate Governance and Finance Department (CGFD) Financing and Lending Companies Department (FLCD) Board of Investments (BOI) PhiliFintech Innovation Office (PIO) Enforcement and Investor Protection Department (EIPD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
○ SupTech Companies (SupTech Service Providers); and ○ Digital Advisers/Robo-Advisers 2. Endorsement from other government agencies (1, electronic copy, 1 original, 1 photocopy) ● Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services ● Insurance/Health Maintenance Organization 3. If foreign retailer: ● Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines; (1, electronic copy, 1 original, 1 photocopy) ● Apostilled/authenticated Certification that the Home State of the Foreign Retailer provides reciprocity to Filipinos (1, electronic copy, 1 original, 1 photocopy) 4. Name Verification Slip, for amendment of corporate name (1, electronic copy, 2 photocopy) 5. Affidavit of a resident agent, director, trustees or duly authorized officer undertaking to change corporate name, if not stated in any of the submitted forms (1, electronic copy, 1 original, 1 photocopy)	Bangko Sentral ng Pilipinas Insurance Commission Authorized Agent Bank/Bangko Sentral ng Pilipinas Proper official of the Home State of the Foreign Retailer or the Local Embassy/Consulate of the Home State of the Foreign Retailer Corporate Filing and Records Division (CFRD) SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECFrm_ut_cn_corporate-ap.docx)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the application to	1.1 Verifies completeness of requirements and assign	None	5 minutes	SEC Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
crmd_amend_foreign@sec.gov.ph	to processors if the documents are complete 1.2 Processes and evaluates application for Conversion of SEC License 1.3 Issues Payment Assessment Form (PAF)		3 working days 5 minutes	<i>SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit</i> <i>SEC Securities Counsel II SEC Securities Specialist I SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit</i> <i>SEC Securities Counsel II SEC Securities Specialist I SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit</i>
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches	2.1 Receives payment	1% of the actual remittance but not less than 1% of peso equivalent of \$200,000 at the time of remittance Legal Research Fee – PHP 10	5 minutes	<i>SEC Securities Counsel II SEC Securities Specialist I SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Documentary Stamp Tax – PHP 30		
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at 4th level, West Wing, SEC Robinsons Galleria Satellite Office through the company's representatives of through a courier of their choice (e.g. JRS, LBC, J&T, etc.)	3.1 Receives and verifies documentary requirements and proof of payment.	None	5 minutes	SEC Assistant Computer Operator, Corporate Filing and Records Division (CFRD)
	3.2 Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minutes	SEC Computer Operator, Corporate Filing and Records Division (CFRD)
	3.3 Prepares and generates the Certificate of Conversion of License of Foreign Corporations and Multinational Corporations		10 minutes	SEC Assistant Director, Corporate and Partnership Registration Division (CPRD)
	3.4 Reviews the application and signs the Certificate of Conversion of License of Foreign Corporations and Multinational Corporations		3 workings days, 7 hours	SEC Assistant Director, Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.5 Encodes signed Certificate of Conversion of License of Foreign Corporations and Multinational Corporations 3.6 Sends email for releasing appointment		5 minutes 5 minutes	<i>SEC Securities Specialist I, Corporate Filing and Records Division (CFRD)</i> <i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i>
4. Proceeds to the CRMD Releasing Section at 4th level, West Wing, SEC Robinsons Galleria Satellite Office, presents the original proof of payment and receives the signed Certificate of Conversion of License of Foreign Corporations and Multinational Corporations	4.1 Releases signed Certificate of Conversion of License of Foreign Corporations and Multinational Corporations	None	5 minutes	<i>SEC Assistant Computer Operator, Corporate Filing and Records Division (CFRD)</i>
TOTAL		1% of the actual remittance but not less than 1% of peso equivalent of \$200,000 at the time of remittance Legal Research Fee –	7 workings days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		PHP 10 Documentary Stamp Tax – PHP 30		

14. Licensing of Foreign Corporations through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

The Electronic Simplified Processing of Application for Registration of Company (SEC – ESPARC) is a facility to cater applications for foreign corporations. The system allows the applicant or his duly appointed representative to submit the proposed company names and input details of the application for license to do business in the Philippines for review of the Commission.

Division / Office	Foreign Investment Registration Station (FIRST) Green Lane Unit, Company Registration and Monitoring Department
Classification	Highly Technical (20 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B)
Type of Service	External Service
Who may avail:	All natural and juridical persons and their representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>For Foreign Branch and Representative Office</u> Basic Requirements - Cover Sheet for Registration (1 electronic copy, 1 original, 1 photocopy) - Signed & notarized Application Form (1 electronic copy, 1 original, 1 photocopy) - F-103 for stock branch office; - F-104 for stock representative office; - F-108 for non-stock branch/representative office, including foundations - Authenticated/Apostilled copy of the Board Resolution (1 electronic copy, 1 original, 1 photocopy)	System-generated System-generated Applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Authorizing the establishment of Branch/Representative Office in the Philippines; • Designating the Resident Agent to whom summons and other legal processes may be served in behalf of the foreign corporation; and • 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 4. Authenticated/Apostilled copy of the Articles of Incorporation/Partnership/Association with an English translation thereof if in foreign language other than English (1 electronic copy, 1 original, 1 photocopy) 5. Authenticated/Apostilled Financial Statements (FS) (1 electronic copy, 1 original, 1 photocopy) • For those whose home country REQUIRES Audited FS (AFS), the applicant shall submit financial statements compliant with the following: ○ For the immediately preceding year at the time of filing of 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 AFS that are available as of date of filing of the application; and ■ Authenticated Unaudited FS (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	Applicant Applicant

CHECKLIST OF REQUIREMENTS

WHERE TO SECURE

- For those whose home country does NOT REQUIRE AFS, the applicant shall submit financial statements:
 - Authenticated Unaudited FS as of the date not exceeding one (1) year immediately prior to the filing of the application; and
 - Authenticated/Apostilled 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 AFS, with citation of the law for verification purposes

6. Compliance with Financial Ratios (1 electronic copy)

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		
Solvency	Total assets/total liabilities	1:1

Additional Requirements, if applicable

1. Affidavit of Undertaking to change corporate name, if not stated in the Application Form (1, electronic copy, 1 original, 1 photocopy)

SEC Website
(https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm_utcn_corporate-ap.docx)

Applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
2. If Resident Agent is not the signatory in the Application Form, Resident's Agent Acceptance of Appointment (1, electronic copy, 1 original, 1 photocopy) 3. Clearance from other SEC departments (1, electronic copy, 1 original, 1 photocopy) ● For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation ● For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House) ● For Financial Technology (FinTech) related business activities ○ Operators of payment systems; ○ Payment Service Providers; ○ Electronic Money Issuers (EMI); ○ Non-bank EMIs; ○ Alternative Credit Scoring Companies; ○ AI/Big Data Companies; ○ InsurTech Companies (InsurTech Service Providers); ○ KYC/Security Companies (KYC Service Providers); ○ Digital Banks; ○ Digital Asset Exchanges; ○ Virtual Asset Service Providers; ○ Play-to-Earn Platforms; o E-Commerce Companies; ○ Crowdfunding Platforms; ○ RegTech Companies (RegTech Service Providers); ○ SupTech Companies (SupTech Service Providers); and	Corporate Governance and Finance Department (CGFD) Markets and Securities Regulation Department (MSRD) PhiliFintech Innovation Office (PIO) Enforcement and Investor Protection Department (EIPD) Bangko Sentral ng Pilipinas

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
○ Digital Advisers/Robo-Advisers 4. Endorsement from other government agencies (1, electronic copy, 1 original, 1 photocopy) ● Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services ● Insurance/Health Maintenance Organization <u>For Stock Branch/Representative Office</u> 5. Notarized proof of Inward Remittance such as bank certificate of inward remittance or credit advances <u>For Non-Stock Branch/Representative Office Foundation</u> 6. Notarized Certificate of Bank Deposit of the amount of not less than P1,000,000.00 7. Statement of Willingness to allow the Commission to conduct an audit <u>For Regional/Area Headquarters (RHQ)/ Regional Operating Headquarters (ROHQ)</u> Basic Requirements 1. Cover Sheet for Registration (1 electronic copy, 1 original, 1 photocopy) 2. Signed & notarized Application Form (1 electronic copy, 1 original, 1 photocopy) 3. Certification from the Philippine Consulate/Embassy or the Philippine Commercial Office or from the equivalent office of the Philippine DTI in the applicant's home country that said foreign	Insurance Commission Authorized Agent Bank/Bangko Sentral ng Pilipinas Authorized Agent Bank/Bangko Sentral ng Pilipinas Applicant System-generated System-generated Philippine Consulate/Embassy or the Philippine Commercial Office or from the equivalent office of the Philippine DTI

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
○ KYC/Security Companies (KYC Service Providers); ○ Digital Banks; ○ Digital Asset Exchanges; ○ Virtual Asset Service Providers; ○ Play-to-Earn Platforms; o E-Commerce Companies; ○ Crowdfunding Platforms; ○ RegTech Companies (RegTech Service Providers); ○ SupTech Companies (SupTech Service Providers); and ○ Digital Advisers/Robo-Advisers	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes corporate information	1.1 Verifies and approves proposed company name and/or trade name/s if compliant with SEC Memorandum Circular No. 13, Series of 2019 1.2 Assigns to FIRST processors 1.3 Reviews the application and issues	None	1 working day, 7 hours 5 minutes 13 working day, 15 minutes	<i>SEC Administrative Assistant II</i> <i>SEC Securities Specialist I,</i> Corporate Filing and Records Division (CFRD) <i>SEC Administrative Assistant II</i> <i>SEC Securities Specialist I,</i> Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Payment Assessment Form (PAF) if compliant			SEC Securities Counsel II SEC Securities Specialist I SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches	2.1 Receives payment	For Stock Foreign Corporations: Branch Office - 1% of the actual inward remittance of the corporation converted into Philippine currency, but not less than PHP 3,000 Representative Office - 1/10 of 1% of the actual inward remittance of the corporation converted into Philippine currency, but not less than PHP 2,000 For Non-Stock Foreign Corporations: Branch Office - PHP 3,000	5 minutes	SEC Securities Counsel II SEC Securities Specialist I SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Representative Office - PHP 2,000 – Legal Research Fee – PHP 20 Documentary Stamp Tax – PHP 30		
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at 4th level, West Wing, SEC Robinsons Galleria Satellite Office through the company's representatives of through a courier of their choice (e.g. JRS, LBC, J&T, etc.)	3.1 Officially receives and stamps the hard copies of the registration application and forwards to the Support Staff 3.2 Generates the Certificate 3.3 Reviews the application and signs the Certificate of Incorporation 3.4 Sends appointment through email indicating the date of release of the Certificate	None	10 minutes 15 minutes 5 working days 5 minutes	<i>SEC Assistant Computer Operator, Corporate Filing and Records Division (CFRD)</i> <i>SEC Administrative Assistant II, Corporate Filing and Records Division (CFRD)</i> <i>SEC Director, Company Registration and Monitoring Department (CRMD)</i> <i>SEC Computer Operator, Corporate Filing and Records Division (CFRD)</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Proceeds to the CRMD Releasing Section at 4th level, West Wing, SEC Robinsons Galleria Satellite Office, presents the original proof of payment and receives the signed Certificate of Incorporation	4.1 Enters company name in the Masterlist, releases the Certificate together with registration application and stamps release the official receipt	None	5 minutes	SEC Assistant Computer Operator, Corporate Filing and Records Division (CFRD)
TOTAL		For Stock Foreign Corporations: Branch Office - 1% of the actual inward remittance of the corporation converted into Philippine currency, but not less than PHP 3,000 Representative Office - 1/10 of 1% of the actual inward remittance of the corporation converted into Philippine currency, but not less than PHP 2,000	20 workings days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		For Non-Stock Foreign Corporations: Branch Office - PHP 3,000 Representative Office - PHP 2,000 – Legal Research Fee – PHP 20 Documentary Stamp Tax – PHP 30		

15. Registration of Corporations, with more than 40% foreign equity, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company) except Licensing of Foreign Corporations, Registration of Partnerships, and Licensing of Lending and Financing Companies

The Electronic Simplified Processing of Application for Registration of Company (SEC – ESPARC) is a facility to cater application for registration of One Person Corporation (OPC), Domestic corporations (stock and non-stock) with 2 or more incorporators who may either be natural person, partnership, association or corporations, singly or jointly with others but not more than fifteen (15) in number, partnerships and foreign corporations. The system allows the applicant or his duly appointed representative to submit the proposed company name and input details of the articles of incorporation, articles of partnerships and application for license to do business in the Philippines for review of the Commission.

Division / Office	Foreign Investment Registration Station (FIRST) Green Lane Unit, Company Registration and Monitoring Department
Classification	Complex (7 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B)
Type of Service	External Service
Who may avail:	All natural and juridical persons and their representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Stock and Non-Stock Domestic Corporations except One Person Corporation <u>Basic Requirements</u> - Cover Sheet for Registration (1 electronic copy, 1 original, 1 photocopy) - Articles of Incorporation (1 electronic copy, 1 original, 1 photocopy) - By-Laws, for stock and non-stock corporation (except for Corporation Sole) (1 electronic copy, 1 original, 1 photocopy)	System-generated System-generated System-generated

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Foreign Investments Act (FIA) Application Form (F-100) (1 electronic copy, 1 original, 1 photocopy) <u>Additional Requirements, if applicable</u> 1. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation (1 electronic copy, 1 original, 1 photocopy) 2. Affidavit of Relinquishment, in case the treasurer is a foreigner and the business activity of the registrant is a partly-nationalized activity (1 electronic copy, 1 original, 1 photocopy) 3. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents, if the same were executed in a foreign jurisdiction (1 electronic copy, 1 original, 1 photocopy) 4. Clearance from other SEC departments (1 electronic copy, 1 original, 1 photocopy) • For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation • For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House • For Financial Technology (FinTech) related business activities ○ Operators of payment systems; ○ Payment Service Providers; ○ Electronic Money Issuers (EMI); ○ Non-bank EMIs; ○ Alternative Credit Scoring Companies; ○ AI/Big Data Companies;	SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/SEC_Form_No.F-100.pdf) SEC Website (https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECFORM_ut_cn_corporate-ap.docx) Applicant Parent Company of the Foreign Corporation and Philippine Embassy/Consulate Corporate Governance and Finance Department (CGFD) Markets and Securities Regulation Department (MSRD) PhiliFintech Innovation Office (PIO) Enforcement and Investor Protection Department (EIPD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
○ InsurTech Companies (InsurTech Service Providers); ○ KYC/Security Companies (KYC Service Providers); ○ Digital Banks; ○ Digital Asset Exchanges; ○ Virtual Asset Service Providers; ○ Play-to-Earn Platforms; o E-Commerce Companies; ○ Crowdfunding Platforms; ○ RegTech Companies (RegTech Service Providers); ○ SupTech Companies (SupTech Service Providers); and ○ Digital Advisers/Robo-Advisers 5. Endorsement from other government agencies (1 electronic copy, 1 original, 1 photocopy) ● Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services ● Insurance/Health Maintenance Organization 6. If foreign retailer: ● Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines; (1, electronic copy, 1 original, 1 photocopy) ● Apostilled/authenticated Certification that the Home State of the Foreign Retailer provides reciprocity to Filipinos (1, electronic copy, 1 original, 1 photocopy)	Bangko Sentral ng Pilipinas Insurance Commission Authorized Agent Bank/Bangko Sentral ng Pilipinas Proper official of the Home State of the Foreign Retailer or the Local Embassy/Consulate of the Home State of the Foreign Retailer

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>If Incorporator/s is/are a Juridical Entity</u> 7. Authenticated/Apostilled (if executed in a foreign jurisdiction) Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (1 electronic copy, 1 original, 1 photocopy) 8. Certificate of Incorporation and Articles of Incorporation or latest General Information Sheet (GIS) of Filipino corporate subscriber/s (1 electronic copy, 2 photocopies) 9. Proof of existence/registration of foreign corporate subscriber/s (1 electronic copy, 1 original, 1 photocopy) 10. For non-stock religious aggregate, Affidavit of Affirmation/Verification by the chief priest, rabbi, minister, or presiding elder, (not required if already part of the Articles of Incorporation) (1 electronic copy, 1 original, 1 photocopy) 11. For foundation: (1 electronic copy, 1 original, 1 photocopy) • Notarized certificate of bank deposit of the contribution, which shall not be less than P1,000,000.00 • Statement of Willingness to allow the Commission to conduct an audit 12. For federation, List of Member-Associations certified by the Corporate Secretary and attested by the President (1 electronic copy, 1 original, 1 photocopy) 13. For confederation, List of Member-Federations certified by the Corporate Secretary and attested by the President (1 electronic copy, 1 original, 1 photocopy) 14. For condominium corporation/association: (1 electronic copy, 1 original, 1 photocopy) • Notarized Copy of the Master Deed with primary entry of the Register of Deeds	Incorporator (Juridical Entity)/ Philippine Embassy/Consulate Applicant Applicant System-generated Banks System-generated Applicant Applicant Condominium Developer and Register of Deeds

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any 2. Duplicate original or certified true copies of the tax declaration sheets 3. Latest realty tax receipts 4. Affidavit by the transferor attesting continuous and open possession of the property and that the property is not tenanted 5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located 6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province or city where the land is situated 7. Affidavit executed by the transferor attesting to the: a. Existence (or non-existence) of easements over the untitled property b. Kind/description of the easement and its location c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements 8. Under oath undertaking of the transferor/subscribed to answer for any liability that the corporation might incur by virtue of the acceptance of said property paid-up capital	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
9. Clearance or certification from the Department of Agrarian Reform (DAR) attesting the following: a. There is no other claimant to the untitled land b. It has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party or c. The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) 10. Blue Print Survey of the Plan as approved by the Bureau of Lands 11. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/assessed value/zonal value or appraised value) 12. Latest zonal valuation certified by BIR, if transfer value is based on zonal value 13. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old) 14. Deed of Assignment 15. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of transferee-corporation within one (1) year from the date of receipt of the approval of the application c. Inventories/Furniture/Personal Properties 1. Detailed schedule of the property showing the description and transfer value certified by the treasurer 2. Deed of Assignment d. Heavy Equipment and Machinery	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Detailed schedule of the properties showing the description and the transfer value certified by the treasurer 2. Appraisal report by authorized appraiser (not more than 6 months old). If the property is imported, a valuation report with description of the property by the Bangko Ng Pilipinas. 3. Deed of Assignment e. Shares of Stock 1. Detailed schedule of the shares of stock showing the name of stockholder, stock certificate number, number of shares and the basis of transfer value whether market or book value certified by the treasurer 2. Audited financial statements of the investee company as of the last fiscal year stamped received by BIR and SEC 3. Deed of Assignment 4. Certification by the Corporate Secretary of the investee company that the shares of stock are outstanding in the name of assignor 5. Photocopy of the stock certificate (present original for verification) 6. Latest market quotation in newspaper or certification from stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange) 7. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period f. Motor Vehicle 1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
number, motor number, certificate of registration number and market value certified by the treasurer - Photocopy of the Certificate of Registration and latest Official Receipt of Registration (present the original for verification) - Appraisal report by authorized appraiser (not more than six month old) - Deed of assignment - Affidavit of undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period g. Sea Vessel/Aircraft - Detailed schedule of the vessel/aircraft showing registered owner, registry number, technical description, and appraised value certified by the treasurer - Certified true copy of the certificate of ownership - Appraisal report by authorized appraiser (not more than 6 month old) - Certificate of seaworthiness/airworthiness issued by appropriate government agency - Deed of Assignment - Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period h. Intangible - Photocopy of the System Purchase Agreement or any documents as proof of ownership (for a software) - Copy of Certificate of Registration of Intellectual Property Rights, mining permit for mining claims or rights	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. Appraisal report by an accredited appraisal company or licensed Filipino mining engineer for mining rights/claims (not more than 6 month old) 4. Deed of Assignment i. Net Assets by way of conversion of single proprietorship/partnership into corporation 1. Audited Financial Statements (AFS) of single proprietorship partnership/division of a corporation for spin-off as of last fiscal year 2. Long-form audit report of item no. 1 3. Deed of Assignment of the assets and liabilities to the corporation 4. List of creditors showing 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. 5. Detailed schedule of properties with certificates of registration/title and their respective book values certified by the company accountant 6. Photocopy of the certificate of registration of the motor vehicles (present original for verification) 7. Copy of TCT/CCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively 8. Photocopy of stock certificate (present original for verification) 9. DTI Certificate of Registration (for single proprietorship) 10. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period	System-generated System-generated

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For One Person Corporation <u>Basic Requirements</u> 1. Cover Sheet for Registration (1 electronic copy, 1 original, 1 photocopy) 2. Articles of Incorporation (1 electronic copy, 1 original, 1 photocopy) 3. Letter of Acceptance of the Nominee and Alternate Nominee (1 electronic copy, 1 original, 1 photocopy) 4. Foreign Investments Act (FIA) Application Form (F-100) (for stock corporations with 100% foreign equity) Additional Requirements, if applicable 1. Proof of Authority if single stockholder is a trustee, administrator, executor, guardian, conservator, custodian, or other person exercising fiduciary duties (1, electronic copy, 1 original, 1 photocopy) 2. Clearance from other SEC departments (1, electronic copy, 1 original, 1 photocopy) • For Financial Technology (FinTech) related business activities ○ Operators of payment systems; ○ Payment Service Providers; ○ Electronic Money Issuers (EMI); ○ Non-bank EMIs; ○ Alternative Credit Scoring Companies; ○ AI/Big Data Companies; ○ InsurTech Companies (InsurTech Service Providers);	System-generated SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/SEC_Form_No.F-100.pdf) Applicant PhiFintech Innovation Office (PIO) Enforcement and Investor Protection Department (EIPD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
○ KYC/Security Companies (KYC Service Providers); ○ Digital Banks; ○ Digital Asset Exchanges; ○ Virtual Asset Service Providers; ○ Play-to-Earn Platforms; o E-Commerce Companies; ○ Crowdfunding Platforms; ○ RegTech Companies (RegTech Service Providers); ○ SupTech Companies (SupTech Service Providers); and ○ Digital Advisers/Robo-Advisers 3. Endorsement from other government agencies (1 electronic copy, 1 original, 1 photocopy) ● Money Changer and Remittance Services ● Insurance/Health Maintenance Organization	Bangko Sentral ng Pilipinas Insurance Commission

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes corporate information	1.1 Verifies and approves proposed company name and/or trade name/s if compliant with SEC Memorandum Circular No. 13, Series of 2019 1.2 Assigns to FIRST processors	None	1 working day 5 minutes	SEC Administrative Assistant II SEC Securities Specialist I, Corporate Filing and Records Division (CFRD) SEC Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Reviews the application and issues Payment Assessment Form (PAF) if compliant		3 working days, 15 minutes	<i>SEC Securities Specialist I,</i> Corporate Filing and Records Division (CFRD) <i>SEC Securities Counsel II</i> <i>SEC Securities Specialist I</i> <i>SEC Supervising Financial</i> <i>Specialist, Foreign</i> Investment Registration Station (FIRST) Green Lane Unit
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches.	2.1 Receives payment	Registration of Corporation: Stock corporation with par value - $\frac{1}{2}$ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher Stock corporation without par value - $\frac{1}{2}$ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed	5 minutes	<i>SEC Securities Counsel II</i> <i>SEC Securities Specialist I</i> <i>SEC Supervising Financial</i> <i>Specialist, Foreign</i> Investment Registration Station (FIRST) Green Lane Unit

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		capital stock whichever is higher Non- Stock corporation – PHP 1,000 By-Laws – PHP 1,000 FIA Application – PHP 3,000 Registration of Stock and Transfer Book/Membership Book – PHP 150 Name Reservation – PHP 100 Legal Research Fee – PHP 30 Documentary Stamp Tax – PHP 30		
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at 4th level, West Wing, SEC	3.1 Officially receives and stamps the hard copies of the registration application and forwards to the Support Staff	None	10 minutes	SEC Assistant Computer Operator, Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Robinsons Galleria Satellite Office through the company's representatives of through a courier of their choice (e.g. JRS, LBC, J&T, etc.)	3.2 Generates the Certificate of Incorporation 3.3 Reviews the application and signs the Certificate of Incorporation 3.4 Sends appointment through email indicating the date of release of the Certificate		10 minutes 2 working days, 7 hours 5 minutes	<i>SEC Administrative Assistant II,</i> Corporate Filing and Records Division (CFRD) <i>SEC Director,</i> Company Registration and Monitoring Department (CRMD) <i>SEC Computer Operator,</i> Corporate Filing and Records Division (CFRD)
4. Proceeds to the CRMD Releasing Section at 4th level, West Wing, SEC Robinsons Galleria Satellite Office, presents the original proof of payment and receives the signed Certificate of Incorporation	4.1 Enters company name in the Masterlist, releases the Certificate together with registration application and stamps release the official receipt	None	10 minutes	<i>SEC Assistant Computer Operator,</i> Corporate Filing and Records Division (CFRD)
TOTAL		Registration of Corporation:	7 workings days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Stock corporation with par value - $\frac{1}{8}$ of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher Stock corporation without par value - $\frac{1}{8}$ of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher Non- Stock corporation – PHP 1,000 By-Laws – PHP 1,000 FIA Application – PHP 3,000 Registration of Stock and Transfer Book/Membership Book		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		– PHP 150 Name Reservation – PHP 100 Legal Research Fee – PHP 30 Documentary Stamp Tax – PHP 30		

16. Registration of Partnerships, with 0.01% foreign equity or more, through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

The Electronic Simplified Processing of Application for Registration of Company (SEC – ESPARC) is a facility to cater application for registration of One Person Corporation (OPC), Domestic corporations (stock and non-stock) with 2 or more incorporators who may either be natural person, partnership, association or corporations, singly or jointly with others but not more than fifteen (15) in number, partnerships and foreign corporations. The system allows the applicant or his duly appointed representative to submit the proposed company name and input details of the articles of incorporation, articles of partnerships and application for license to do business in the Philippines for review of the Commission.

Division / Office	Foreign Investment Registration Station (FIRST) Green Lane Unit, Company Registration and Monitoring Department
Classification	Complex (7 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B)
Type of Service	External Service
Who may avail:	All natural and juridical persons and their representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>Basic Requirements</u> - Cover Sheet for Registration (1 electronic copy, 1 original, 1 photocopy) - Signed & Notarized Articles of Partnership with Tax Identification Numbers (TIN) of Filipino partners including domestic partnership (to be written in the Articles of partnership and applicable document/s) and/or Tax Identification Numbers (TIN) or passport numbers of foreign partners (to be written in the Articles of Partnership and applicable document/s) (1 electronic copy, 1 original, 1 photocopy)	System-generated System-generated SEC Website

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. Foreign Investments Act (FIA) Application Form (F-105) (1 electronic copy, 1 original, 1 photocopy) <u>Additional Requirements, if applicable</u> 1. Proof of existence of foreign company (if a partner in the partnership agreement is signed in the home country) (1 electronic copy, 1 original, 1 photocopy) 2. Board Resolution of the Foreign Company authorizing it to be a partner in a Contract of Partnership (Authenticated/Apostilled Document) and designating the authorized signatures (1 electronic copy, 1 original, 1 photocopy) 3. Authenticated/Apostilled Articles of Partnership and F-105, if the same were executed in a foreign jurisdiction (1 electronic copy, 1 original, 1 photocopy) 4. Clearance from other SEC departments (1 electronic copy, 1 original, 1 photocopy) • For Financial Technology (FinTech) related business activities ○ Operators of payment systems; ○ Payment Service Providers; ○ Electronic Money Issuers (EMI); ○ Non-bank EMIs; ○ Alternative Credit Scoring Companies; ○ AI/Big Data Companies; ○ InsurTech Companies (InsurTech Service Providers); ○ KYC/Security Companies (KYC Service Providers);	(https://www.sec.gov.ph/wp-content/uploads/2019/11/F-105.doc) Applicant Applicant Philippine Embassy/Consulate PhiliFintech Innovation Office (PIO) Enforcement and Investor Protection Department (EIPD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
○ Digital Banks; ○ Digital Asset Exchanges; ○ Virtual Asset Service Providers; ○ Play-to-Earn Platforms; o E-Commerce Companies; ○ Crowdfunding Platforms; ○ RegTech Companies (RegTech Service Providers); ○ SupTech Companies (SupTech Service Providers); and ○ Digital Advisers/Robo-Advisers	Bangko Sentral ng Pilipinas
5. Endorsement from other government agencies (1 electronic copy, 1 original, 1 photocopy) ● Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services ● Insurance/Health Maintenance Organization	Insurance Commission
6. If foreign retailer: ● Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines; (1, electronic copy, 1 original, 1 photocopy) ● Apostilled/authenticated Certification that the Home State of the Foreign Retailer provides reciprocity to Filipinos (1, electronic copy, 1 original, 1 photocopy)	Authorized Agent Bank/Bangko Sentral ng Pilipinas
	Proper official of the Home State of the Foreign Retailer or the Local Embassy/Consulate of the Home State of the Foreign Retailer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph/ and encodes corporate information	1.1 Verifies and approves proposed company name and/or trade name/s if compliant with SEC Memorandum Circular No. 13, Series of 2019 1.2 Assigns to FIRST processors 1.3 Reviews the application and issues Payment Assessment Form (PAF) if compliant	None	1 working day, 7 hours 5 minutes 3 working days, 15 minutes	SEC Administrative Assistant II SEC Securities Specialist I, Corporate Filing and Records Division (CFRD) SEC Administrative Assistant II SEC Securities Specialist I, Corporate Filing and Records Division (CFRD) SEC Securities Counsel II SEC Securities Specialist I SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches. If payment is made through eSPAYSEC, downloads electronic	2.1 Receives payment	Articles of Partnership – ½ of 1% of the Partnership's Capital but not less than PHP 2,000 FIA Application – PHP 3,000 Name Reservation –	5 minutes	SEC Securities Counsel II SEC Securities Specialist I SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit

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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Proceeds to the CRMD Releasing Section at 4th level, West Wing, SEC Robinsons Galleria Satellite Office, presents the original proof of payment and receives the signed Certificate of Incorporation	4.1 Enters company name in the Masterlist, releases the Certificate together with registration application and stamps release the official receipt	None	10 minutes	SEC Assistant Computer Operator, Corporate Filing and Records Division (CFRD)
TOTAL		Articles of Partnership – $\frac{1}{2}$ of 1% of the Partnership's Capital but not less than PHP 2,000 FIA Application – PHP 3,000 Name Reservation – PHP 100 Legal Research Fee – PHP 20 Documentary Stamp Tax – PHP 30	7 workings days	

17. Voting Trust Agreement

This service details the procedure in applying for the Voting Trust Agreement for FIA Registered Corporations.

Division / Office	Foreign Investment Registration Station (FIRST) Green Lane Unit, Company Registration and Monitoring Department
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All FIA registered corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements - Cover Sheet (1, electronic copy, 2 photocopy) - Voting Trust Agreement (1, electronic copy, 1 original, 1 photocopy) - List of stockholders certified under oath by the Corporate Secretary showing the present capital structure of the Company (Names of stockholders, nationality, no. of shares and amount subscribed, amount of paid-up capital) (1, electronic copy, 1 original, 1 photocopy) - Notarized Secretary's Certificate of no pending case of intra-corporate dispute (1, electronic copy, 1 original, 1 photocopy) - Monitoring Clearance (1, electronic copy, 2 photocopy)	SEC Website (https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf) Applicant Applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
a. Primary Licenses b. Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House) c. Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation d. Financing/Lending 6. Endorsement/Clearance from the Board of Investments Additional Requirements, if applicable 1. Clearance from other SEC departments, if applicable (1, electronic copy, 1 original, 1 photocopy) ● For Financial Technology (FinTech) related business activities ○ Operators of payment systems; ○ Payment Service Providers; ○ Electronic Money Issuers (EMI); ○ Non-bank EMIs; ○ Alternative Credit Scoring Companies; ○ AI/Big Data Companies; ○ InsurTech Companies (InsurTech Service Providers); ○ KYC/Security Companies (KYC Service Providers); ○ Digital Banks; ○ Digital Asset Exchanges; ○ Virtual Asset Service Providers;	SEC Website (https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revise d-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx) Compliance Monitoring Division (CMD) (https://forms.gle/Nt9p8PN88j7G4LPi8) Markets and Securities Regulation Department (MSRD) Corporate Governance and Finance Department (CGFD) Financing and Lending Companies Department (FLCD) Board of Investments (BOI) PhiliFintech Innovation Office (PIO) Enforcement and Investor Protection Department (EIPD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
○ Play-to-Earn Platforms; o E-Commerce Companies; ○ Crowdfunding Platforms; ○ RegTech Companies (RegTech Service Providers); ○ SupTech Companies (SupTech Service Providers); and ○ Digital Advisers/Robo-Advisers 2. Endorsement from other government agencies (1, electronic copy, 1 original, 1 photocopy) ● Bank and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services ● Insurance/Health Maintenance Organization	Bangko Sentral ng Pilipinas Insurance Commission

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the application to crmd_amend_foreign@sec.gov.ph	1.1 Verifies completeness of requirements and assign to processors if the documents are complete 1.2 Processes and evaluates application for Voting Trust Agreement	None	5 minutes 3 working days	SEC Administrative Assistant II SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit SEC Securities Counsel II SEC Securities Specialist I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Issues Payment Assessment Form (PAF)		5 minutes	<i>SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit</i> <i>SEC Securities Counsel II SEC Securities Specialist I SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit</i>
2. Pays through the eSPAYSEC (espaysec.sec.gov.ph/payment-portal/home) or SEC accredited Land Bank branches	2.1 Receives payment	Voting Trust Agreement – PHP 500 Legal Research Fee – PHP 10 Documentary Stamp Tax – PHP 30	5 minutes	<i>SEC Securities Counsel II SEC Securities Specialist I SEC Supervising Financial Specialist, Foreign Investment Registration Station (FIRST) Green Lane Unit</i>
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at 4th	3.1 Receives and verifies documentary requirements and proof of payment.	None	5 minutes	<i>SEC Computer Operator, Corporate Filing and Records Division (CFRD)</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
level, West Wing, SEC Robinsons Galleria Satellite Office through the company's representatives of through a courier of their choice (e.g. JRS, LBC, J&T, etc.)	3.2 Retrieves and prints the source documents in the system and forwards the application to the Support Staff		15 minutes	<i>SEC Computer Operator, Corporate Filing and Records Division (CFRD)</i>
	3.3 Prepares and generates the Certificate of Voting Trust Agreement		10 minutes	<i>SEC Assistant Director, Corporate and Partnership Registration Division (CPRD)</i>
	3.4 Reviews the application and signs the Certificate of Voting Trust Agreement		3 workings days, 7 hours	<i>SEC Assistant Director, Corporate Filing and Records Division (CFRD)</i>
	3.5 Encodes signed Certificate of Voting Trust Agreement		5 minutes	<i>SEC Securities Specialist I, Corporate Filing and Records Division (CFRD)</i>
	3.6 Sends email for releasing appointment		5 minutes	<i>SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)</i>
4. Proceeds to the CRMD Releasing Section at 4th level, West Wing, SEC Robinsons Galleria Satellite Office, presents the original proof of payment and	4.1 Releases signed Certificate of Voting Trust Agreement	None	5 minutes	<i>SEC Assistant Computer Operator, Corporate Filing and Records Division (CFRD)</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
receives the signed Certificate of Voting Trust Agreement				
TOTAL		Voting Trust Agreement – PHP 500 Legal Research Fee – PHP 10 Documentary Stamp Tax – PHP 30	7 workings days	



LICENSING UNIT

Citizen's Charter, FY 2025 | 1st Edition



crmd_publicassistance@sec.gov.ph



8818-5811



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1. Application for Payment of Annual Fees of Capital Market Participants through Electronic Registry of Application for Market Participants (eRAMP)

This service details the procedure for applying for Payment of Annual Fees of Capital Market Institutions and Professionals.

Division / Office	Licensing Unit, Company Registration and Monitoring Department
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B),
Type of Service	External Service
Who may avail:	All Capital Markets Institutions and Professionals through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Creating an Account	
1. eRAMP Form 1 (Undertaking)	CRMD Licensing Unit or through the Commission's website at https://www.sec.gov.ph/forms-and-fees/capital-market-professionals/
2. eRAMP Form 2 (Secretary's Certificate)	CRMD Licensing Unit or through the Commission's website at https://www.sec.gov.ph/forms-and-fees/capital-market-professionals/
3. eRAMP Form 3 (User Designation Form)	CRMD Licensing Unit or through the Commission's website at https://www.sec.gov.ph/forms-and-fees/capital-market-professionals/
Basic Requirements for Application for Payment of Annual Fees	
Cover Sheet (1 original and two photocopies)	CRMD Licensing Unit or through the Commission's website at https://www.sec.gov.ph/forms-and-fees/capital-market-professionals/
SEC Form NELET-AF (Notarized Endorsement Letter- Annual Fees) (1 original and two photocopies)	CRMD Licensing Unit or through the Commission's website at https://www.sec.gov.ph/forms-and-fees/capital-market-professionals/
SEC Form TLIST-AF-P (Tabular List of Applicants-Annual Fees-Professionals) (1 original and two photocopies)	CRMD Licensing Unit or through the Commission's website at https://www.sec.gov.ph/forms-and-fees/capital-market-professionals/

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PAYMENT OF ANNUAL FEES				
1. Log in the eSECURE user account	1.1 Process Account Request and Approval - The CRMD Staff evaluates the completeness of the forms uploaded by the company representative before approving the request.	None	15 minutes per account request	Data Controller
2. Fill out the eRAMP fillable form and upload the following forms: eRAMP Form 1- Undertaking, eRAMP 2- Secretary's Certificate, eRAMP Form 3- User Designation Form and click the "UPLOAD BUTTON"	2 The CRMD Staff evaluates the completeness of the uploaded application. *Remarks: If the uploaded documents are complete and compliant, approve the request for an account. If incomplete and non-compliant, the Company's Authorized Filer will be notified through email	None	30 minutes per capital market institution or capital market professional	Data Controller

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Selecting Data for Renewal - On "Institution tab" click the toggle switch button for the license type. On "Professional" tab click the toggle switch button for the Professional/s. On "Branch" tab click the toggle switch button for the Branche/s. Upload Requirements - Use SEC Form NELET-AF and SEC Form TLIST-AF-P *Remarks: Additional requirement for Broker/Dealer of Securities: Surety Bond	2.1. Process Application for Payment of Annual Fees - The CRMD Staff evaluates the completeness of the uploaded application. 3.2 If with deficiency/ies, the company's Authorized Representative will be informed 3.3. If there are no deficiency/ies, the CRMD Staff will calculate fees and send Payment Assessment Form (PAF) details and the company's Authorized Representative	None	1 working day per capital market institution or capital market professional	Securities Specialist I Securities Specialist II Administrative Officer II Monitoring Specialist I Data Controller
4. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank:	4.1. Receive Payment	All Institutions (head office) - 1/2,000 of 1% of total value turnover/underwriting commitments/average end-of-month value of assets managed covering the period of Oct. 1 of the previous year	1 working day per capital market institution or capital market professional	Securities Specialist I Securities Specialist II Administrative Officer II Monitoring Specialist I Data Controller

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
FUND ACCOUNT: SEC RCC Current Account ACCOUNT NO.: 3752-2220-44		to Sept. 30 of the current year but in no case shall be less than P 30,000 nor more than P 100,000. Except for IH/US-GSED: Total annual fees of IH + Total annual fees of GSED		
	4.2. The CRMD Staff will print the Confirmation of Payment of Annual Fee (COP)	Institutions (branch office) – P 15,000 Professionals- a) Associated Person/Compliance Officer – P 1,500 b) Certified Investment Solicitor – P 1,200 c) Salesman/Fixed Income Market Salesman – P 1,000	15 minutes per capital market institution or capital market professional	Securities Specialist I Securities Specialist II Administrative Officer II Monitoring Specialist I Data Controller
	4.3. Review the COP.		15 minutes per capital market institution or capital market professional	Assistant Director
	4.4. Sign the COP.		10 minutes per COP	Director
	4.5 Notify the party thru eRAMP that the COP was already signed.		10 minutes per COP	Data Controller
	4.6. Scans the signed COP		10 minutes per COP	Securities Specialist I Securities Specialist II Administrative Officer II Monitoring Specialist I Data Controller
	4.7. Uploads the scanned COP in the Document Verification System to generate QR Code.	Note: Last Quarter Registration Fee for Professionals: ¼ of New Registration Fee + Renewal Fee	10 minutes per COP	Securities Specialist I Administrative Officer II Monitoring Specialist I Data Controller
	4.8 Prints the COP with generated QR Code.		10 minutes per COP	Securities Specialist I Securities Specialist II Administrative Officer II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Monitoring Specialist I Data Controller
5. Submit Original copies of documents and claim signed COP - (1 set original and two sets photocopy) at the Licensing Unit counter, the company representative will receive a receiving copy, and the signed COP.	5.1. CRMD Staff will stamp received and affix initial on the submitted documents and Official Receipt before releasing the Confirmation of Payment (COP) to the Company's Authorized Representative.	None	5 minutes per COP	Data Controller
	All Institutions (head office) - 1/2,000 of 1% of total value turnover/underwriting commitments/average end-of-month value of assets managed covering the period of Oct. 1 of the previous year to Sept. 30 of the current year but in no case shall be less than P 30,000 nor more than P 100,000. Except for IH/US-GSED: Total of annual fees of IH + Total annual fees of GSED Institutions (branch office) – P 15,000		2 days, 2 hours and 57 mins. per capital market institution or capital market professional	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Professionals- a) Associated Person/Compliance Officer – P 1,500 b) Certified Investment Solicitor – P 1,200 c) Salesman/Fixed Income Market Salesman – P 1,000 Note: Last Quarter Registration Fee for Professionals: ¼ of New Registration Fee + Renewal Fee			
		All Institutions (head office) - 1/2,000 of 1% of total value turnover/underwriting commitments/average end-of-month value of assets managed covering the period of Oct. 1 of the previous year to Sept. 30 of the current year		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		but in no case shall be less than P 30,000 nor more than P 100,000. Except for IH/US-GSED: Total of annual fees of IH + Total annual fees of GSED Institutions (branch office) – P 15,000 Professionals- a) Associated Person/Compliance Officer – P 1,500 b) Certified Investment Solicitor – P 1,200 c) Salesman/Fixed Income Market Salesman – P 1,000 Note: Last Quarter Registration Fee for Professionals: $\frac{1}{4}$ of New Registration Fee +		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Renewal Fee		

2. Application for Registration of Capital Market Participants through Electronic Registry of Application for Market Participants (eRAMP)

This service details applying for a license as a Capital Market Participant under Electronic Registry of Application for Market Participants (eRAMP)

Division / Office	Licensing Unit, Company Registration and Monitoring Department
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B),
Type of Service	External Service
Who may avail:	All Capital Markets Institutions and Professionals through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements for Application for Registration of Capital Market Participants	
1. Cover Sheet (1 original and two photocopies)	CRMD Licensing Unit or through the Commission's website at https://www.sec.gov.ph/forms-and-fees/capital-market-professionals/
2. SEC Form 28-AP/28 AMD 3. SEC Form 28-S/28 AMD 4. SEC Form IHU/GSED-CO-AP 5. SEC Form ICA-CO 6. SEC Form ICA-CIS (1 original and two photocopies)	CRMD Licensing Unit or through the Commission's website at https://www.sec.gov.ph/forms-and-fees/capital-market-professionals/
Two (2) pieces of recent colored ID pictures	To be provided by the applicant
Photocopy of valid ID	To be provided by the applicant
Written evidence that the company has agreed to employ the applicant contingent upon the Commission's approval of his registration (1 original and 2 photocopies)	To be provided by the applicant
Additional Requirements	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Proof of passing (for first time registrant)	Through Commission's website through URL https://www.sec.gov.ph/forms-and-fees/capital-market-professionals/
2. Notice of Termination (for transferee or change of employer)	From applicant's previous employer, must be duly received by SEC

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
REGISTRATION OF CAPITAL MARKET PROFESSIONAL				
1. Log in the eSECURE user account	1.1 Process Account Request and Approval - The CRMD Staff evaluates the completeness of the forms uploaded by the company representative before approving the request.	None	15 minutes per account request	Data Controller
2. Fill out the eRAMP fillable form and upload the following forms: eRAMP Form 1- Undertaking, eRAMP 2- Secretary's Certificate, eRAMP Form 3- User Designation Form and click the "UPLOAD BUTTON"	2.1. The CRMD Staff evaluates the completeness of the uploaded application. *Remarks: If the uploaded documents are complete and compliant, approve the request for an account. If incomplete and non-compliant, the Company's Authorized	None	30 minutes per capital market institution or capital market professional	Data Controller

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Filer will be notified through email			
3.Upload the documents for registration.	3.1. Evaluate the completeness of the uploaded documents. Remarks: If the uploaded document is complete and compliant, issue a Payment Assessment Form and if the uploaded document is incomplete and non-compliant, return the documents to the Authorized filer.	None	1 working day per capital market institution or capital market professional capital market professional	Securities Specialist I Securities Specialist II Administrative Officer II Monitoring Analyst I Data Controller
4. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank: FUND ACCOUNT:	4.1. Receive Payment	Filing Fee: -Associated Person/ Compliance Officer P 3,060.00* -Fixed Income Market Salesman/Salesman P 2,050.00* -Certified Investment Solicitor P 2,555.00*	1 working day per capital market institution or capital market professional	Securities Specialist I Securities Specialist II Administrative Officer II Monitoring Analyst I Data Controller

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
SEC RCC Current Account ACCOUNT NO.: 3752-2220-44		*inclusive of Documentary Stamp Tax – P 30.00 and Legal Research Fee – 1% of the filing fee		
	4.2. The CRMD Staff will print the Certificate of Registration	None	15 minutes per capital market institution or capital market professional	Securities Specialist I Securities Specialist II Administrative Officer II Monitoring Analyst I Data Controller
	4.3. Review the Certificate of Registration		15 minutes per capital market institution or capital market professional	Assistant Director
	4.4. Sign the Certificate of Registration		10 minutes per Certificate	Director
	4.5 Notify the party thru eRAMP that the Certificate of Registration was already signed.		10 minutes per Certificate	Data Controller
	4.6. Scans the signed Certificate of Registration		10 minutes per Certificate	Securities Specialist I Securities Specialist II Administrative Officer II Monitoring Analyst I Data Controller
	4.7. Uploads the scanned Certificate of Registration in the Document Verification System to generate QR Code.		10 minutes per Certificate	Securities Specialist I Securities Specialist II Administrative Officer II Monitoring Analyst I Data Controller

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.8 Prints the Certificate of Registration with generated QR Code.		10 minutes per Certificate	Securities Specialist I Securities Specialist II Administrative Officer II Monitoring Analyst I Data Controller
5.Submit Original copies of documents and claim signed Certificate of Registration - (1 set original and two sets photocopy) at the Licensing Unit counter, the company representative will receive a receiving copy, and the signed Certificate of Registration	5.1 CRMD Staff will stamp received and affix initial on the submitted documents and Official Receipt before releasing the Certificate of Registration to the Company's Authorized Representative. Remarks: If non-compliant, notify the Authorized Filer through eRAMP.	None	10 minutes per Certificate	Data Controller

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		-Associated Person/ Compliance Officer P 3,060.00* -Fixed Income Market Salesman/Salesman P 2,050.00* -Certified Investment Solicitor P 2,555.00* *inclusive of Documentary Stamp Tax – P 30.00 and Legal Research Fee – 1% of the filing fee	2 working days, 2 hours and 15 mins. per capital market institution or capital market professional	

3. Application for Registration of Capital Market Institutions

This service details the adopted online procedure during community quarantine in applying for registration of Capital Market Institutions. The preprocessing is done by sending the scanned copy of documentary requirements to lu_application02@sec.gov.ph.

Division / Office	Licensing Unit, Company Registration and Monitoring Department
Classification	Highly Technical (20 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B),
Type of Service	External Service
Who may avail:	All Capital Markets Institutions and Professionals through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements	
REGISTRATION OF BROKER/DEALER OF SECURITIES (Applicant who is either Exchange Trading Participant or Non-Exchange Broker-Dealer)	
1. Cover Sheet (1 original and two photocopies)	CRMD Licensing Unit or through the Commission's website at https://www.sec.gov.ph/forms-and-fees/capital-market-professionals/
2. Application Form (SEC Form 28-BD/28-BDA) (1 original and two photocopies)	CRMD Licensing Unit or through the Commission's website at https://www.sec.gov.ph/forms-and-fees/capital-market-professionals/
3. Application (and supporting documents) for: - at least 1 Associated Person; and - at least 1 Salesman (one (1) original and two (2) photocopies)	CRMD Licensing Unit or through the Commission's website at https://www.sec.gov.ph/forms-and-fees/capital-market-professionals/
4. Continuing authorization for the Commission's duly authorized representative to verify all of the applicant's bank accounts	To be provided by the applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5. Proof of compliance with paid-up capital requirements pursuant to SRC Rule 28.1-1E(v) par.1	To be provided by the applicant
6. Certified True Copy of the valid work permit of foreigners who are officers or employees of the applicant issued by the Department of Labor and Employment or any appropriate agency	To be provided by the applicant
7. Copies of identity cards/passports of: a. Individual applicants • Associated Person • Salesman b. Directors c. Officers a. Persons who control more than 10% of a class of voting securities the of applicant	To be provided by the applicant
8. 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 Code of Corporate Governance (SEC MC 2, S 2002)	To be provided by the applicant
9. Schedule of minimum commission charges as required by SRC Rule 30.2 par.5	To be provided by the applicant
10. Calculation of risk based capital adequacy requirements in accordance with SRC Rule 28.1-1E(ii) and SRC Rule 49.1 par 1; OR any other financial ratio/measure which the Commission may mandate in the future	To be provided by the applicant
11. Certified True Copy of educational, professional/technical or other academic qualification (SEC Form-Bio Data) of: • Directors • Officers • Associated Person/s	To be provided by the applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- 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	To be provided by the applicant
13. Where the applicant has been in existence for more than one-year, certified copies of Income Tax Returns for the 2 years preceding date of application	To be provided by the applicant
14. Detailed description of Organizational and Functional Charts, the names and designations of the officers, including Branch Offices	To be provided by the applicant
15. If the applicant is a foreign corporation, the certified copy of the following documents: - signed by the Corporate Secretary - under oath a. With respect to a foreign corporation, a 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	To be provided by the applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
16. Business Plan regarding proposed and/or current operations, including projected volume of business • should reflect the applicant's ability & plans to engage in a profitable level of business	To be provided by the applicant
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	To be provided by the applicant
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	To be provided by the applicant
19. List of the • Board of Directors, • Officers, & • Employees - o identifying respective positions signed by the applicant's President	To be provided by the applicant
20. Manual on Corporate Governance	To be provided by the applicant
21. Board Resolution on the Adoption of the Manuals Sworn	
Risk Management Manual and Internal Control Procedures (applicable only to Broker-Dealer in Equity Securities)	To be provided by the applicant
22. Business Continuity and Disaster Recovery Plan (applicable only to Broker-Dealer in Equity Securities)	To be provided by the applicant
23. Comprehensive Information Technology Plan (applicable only to Broker-Dealer in Equity Securities)	To be provided by the applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
24. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020 - Shall include an undertaking that the applicant shall submit hard and soft copies of its MTPP to the AMLD-EIPD within ten (10) days from receipt of its Certificate of Registration and/or secondary license from the Commission. - Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD)	To be provided by the applicant
25. Copies of proposed contract of any activities or services that are being outsourced.	To be provided by the applicant
26. All documents required for incorporation/ Filing of Amended Articles of Incorporation/Certificate of Increase in Capital Stock Monitoring Clearance from appropriate Department/Division, if applicable	To be provided by the applicant To be provided by the applicant
REGISTRATION OF INVESTMENT HOUSE/UNDERWRITER OF SECURITIES	
1. Coversheet	To be provided by the applicant
2. Application Form (SEC Form IHU-A)	To be provided by the applicant
3. Application (and supporting documents) for: - at least 1 Compliance Officer; and - at least 1 Fixed Income Market Salesman	To be provided by the applicant
4. Continuing authorization for the Commission's duly authorized representative to verify the applicant's	To be provided by the applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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	To be provided by the applicant
6. Bio-data of current Directors and Officers • using the prescribed format • notarized • with 2x2 ID picture	To be provided by the applicant
7. Registration approval from the Bureau of Immigration of resident foreign Directors and Officers, if any	To be provided by the applicant
8. Valid Work Permit from the DOLE of all foreign Stockholders, Officers, and other foreigners connected in any capacity with the applicant	To be provided by 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	To be provided by the applicant
10. Latest Audited Financial Statements and Latest Interim Financial Statements <u>as of the end of the month prior to filing the application</u>	To be provided by the applicant
11. Statement justifying its operations, signed by the President	To be provided by the applicant
12. Organization Chart, including Branch Offices	To be provided by the applicant
13. Certified copy of the Board Resolution attesting to particulars contained in the application	To be provided by the applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
14. Business Plan regarding proposed and/or current operations, including investment direction and volume	To be provided by the applicant
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	To be provided by the applicant
16. For foreign applicants: - Verification that the applicant has an EKB license from the BSP - A copy of 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	To be provided by the applicant
17. NBI Clearance of Directors and Officers	To be provided by the applicant
18. Manual on Corporate Governance	To be provided by the applicant
19. Board Resolution on the Adoption of the Manuals	To be provided by the applicant
20. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020	To be provided by the applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- Shall include an undertaking that the applicant shall submit hard and soft copies of its MTPP to the AMLD-EIPD within ten (10) days from receipt of its Certificate of Registration and/or secondary license from the Commission. - Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD)	
21. All documents required for incorporation/ Filing of Amended Articles of Incorporation/Certificate of Increase in Capital Stock	To be provided by the applicant
22. Monitoring Clearance from appropriate Department/Division, if applicable	Secure from Compliance Monitoring Division (CMD) and/or Market and Securities Regulation Department (MSRD)
REGISTRATION OF INVESTMENT COMPANY ADVISER	
1. Coversheet	To be provided by the applicant
2. Application Form (SEC Form ICA-IA)	To be provided by the applicant
3. Application (and supporting documents) for: - at least 1 Compliance Officer; and - at least 1 Certified Investment Solicitor	To be provided by the applicant
4. Continuing authorization for the Commission's duly authorized representative to verify the applicant's bank accounts	To be provided by the applicant
5. Proof of compliance with minimum capital requirements	To be provided by the applicant
6. Valid work permit of foreigners connected in any capacity with the applicant	To be provided by the applicant
7. Copies of identity cards/passports of: - Directors - Officers - Persons who control more than 10% of a class of voting securities of the applicant	To be provided by the applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
8. Written Supervision and Control Procedures, including procedures for establishing and maintaining a “Chinese Wall”	To be provided by the applicant
9. Schedule of minimum commission charges	To be provided by the applicant
10. Latest Audited Financial Statements	To be provided by the applicant
11. Where the applicant has been in existence for more than one year, certified copies of Income Tax Returns for the two years preceding the date of application	To be provided by the applicant
12. Organization Chart, including Branch Offices	To be provided by the applicant
13. 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	To be provided by the applicant
14. Business Plan regarding proposed and/or current operations, including projected volume of business	To be provided by the applicant
15. 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.	To be provided by the applicant
16. Management and Distribution Agreement/s	To be provided by the applicant
17. Manual on Corporate Governance	To be provided by the applicant
18. Board Resolution on the Adoption of the Manuals	To be provided by the applicant
19. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020 Shall include an undertaking that the applicant shall submit hard and soft copies of its MTPP to the	To be provided by the applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
AMLD-EIPD within ten (10) days from receipt of its Certificate of Registration and/or secondary license from the Commission. Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD)	
20. Proof of financial capacity of stockholders	To be provided by the applicant
21. All documents required for incorporation/Filing of Amended Articles of Incorporation/Certificate of Increase in Capital Stock	To be provided by the applicant
22. Monitoring Clearance from appropriate Department/Division, if applicable	Secure from Compliance Monitoring Division (CMD) and/or Market and Securities Regulation Department (MSRD)
REGISTRATION OF MUTUAL FUND DISTRIBUTOR	
1. Cover Sheet	To be provided by the applicant
2. Application Form	To be provided by the applicant
3. Application (and supporting documents) for: - at least 1 Compliance Officer/Associated Person; and - at least 1 Certified Investment Solicitor	To be provided by the applicant
4. Cover letter, signed by the President, identifying the: - Names - Certificate of Registration Numbers - Tax Identification Numbers of the applicant's CIS	To be provided by the applicant
5. Photocopy of the current Distribution Agreement - between the ICA/MFD and the applicant - certified by the AP/CO	To be provided by the applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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	To be provided by the applicant
7. Amended Written Supervisory Procedures to include procedures under the Distribution Agreement	To be provided by the applicant
8. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020 - Shall include an undertaking that the applicant shall submit hard and soft copies of its MTPP to the AMLD-EIPD within ten (10) days from receipt of its Certificate of Registration and/or secondary license from the Commission. - Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD)	To be provided by the applicant
9. Monitoring Clearance from appropriate Department/Division, if applicable	Secure from Compliance Monitoring Division (CMD) and/or Market and Securities Regulation Department (MSRD)
REGISTRATION OF TRANSFER AGENTS	
1. Coversheet	To be provided by the applicant
2. SEC FORM 36 TA- Application for Registration of Transfer Agents	To be provided by the applicant
3. For an existing corporation: - Certified True Copy of Articles of Incorporation - Certified True Copy of By-Laws - Latest Annual Audited Financial Statements;	To be provided by the applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- General Information Sheet For newly registered corporations - Certified True Copy of Articles of Incorporation; - Certified True Copy of By-Laws; - List of Officers and Stockholders	
4. Photocopy of license and identification of the CPA, with original presented for verification	To be provided by the applicant
5. Transfer Agent Rules and Procedures, certified true and correct by its President, including procedures on withdrawal as transfer agent and successor transfer agent;	To be provided by the applicant
6. Organizational Chart	To be provided by the applicant
7. Business Plan	To be provided by the applicant
8. Manual on Anti-Money Laundering or a copy, if an existing corporation	To be provided by the applicant
9. Manual of Corporate Governance or a copy, if an existing corporation	To be provided by the applicant
10. Schedule of fees and charges for approval of the Commission. Such schedule shall not be effective until and unless approved by the Commission	To be provided by the applicant
11. Copy of the sample engagement letter containing, among others, the identification of the services to be rendered and specification of the responsibilities of the transfer agent	To be provided by the applicant
12. Undertaking to conduct due diligence prior to engagement to warrant the completeness and reliability of the records to be received from the company or its former transfer agent	To be provided by the applicant
13. Undertaking to assume the obligation in relation to the stock transfer services as provided in the engagement letter during the period of engagement	To be provided by the applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
14. Undertaking under oath with the rules and regulations, orders, memorandum circulars and policies promulgated by the Commission, and of other rules, procedures, standards and policies set by other market participants and duly approved by the Commission, and its own internal rules and procedures set for transfer agency operation	To be provided by the applicant
15. Undertaking under oath to be a member of an association/organization (PASTRA) and to submit a copy of transfer agent agreement with issuer companies	To be provided by the applicant
ADDITIONAL REQUIREMENT:	
Endorsement from applicable Department.	Secure from Compliance Monitoring Division (CMD) and/or Market and Securities Regulation Department (MSRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sends email request for registration including the documentary requirements at lu_application02@sec.gov.ph	1.1. Acknowledged the receipt of the email Remarks: If documents are incomplete, return documents to clients for compliance.	None	1 hour	Monitoring Specialist I
	1.2. Forward the application to Assistant Director/Officer-in-Charge for assignment to Lawyers.		4 hours per application	
	1.3. Assign the application to a CRMD Lawyer thru email.		30 minutes per application	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4Pre-process the application and prepares a Checklist. Remarks: If the application is complete in form and in substance, email the applicant and require the submission of the original copies of the documentary requirements. If the application is for compliance, return the Checklist and the requirements to the applicant via email.		7 days per application	SEC Counsel I SEC Counsel II
2.Submit the documentary requirements.	2.1 Receive the documents.	None	4 hours and 5 minutes	Monitoring Specialist I
	2.2. Prepares Memorandum and routes the same to the concerned Departments (Markets and Securities Regulation Department, Enforcement and Investor Protection Department, and Office of the General Counsel).	None	7 hours per application	Monitoring Specialist I
	2.3. Prepare the draft Memorandum to En Banc.		7 hours per application	SEC Counsel I SEC Counsel II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.4 Review the draft Memorandum to En Banc. Remarks: If with corrections/ revisions, revise the Memorandum.		6 hours per application	Assistant Director
	2.5 Review the draft Memorandum.		6 hours per application	Director
	2.6. Present the Memorandum to Commission En Banc, for approval.		8 days	Director
3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank: FUND ACCOUNT: SEC RCC Current Account ACCOUNT NO.: 3752-2220-44	3.1 Receives the Payment for filing fees	Filing Fees: Broker-Dealer P75,000.00 Broker/Dealer P40,000.00 Investment House/Underwriter P75,000.00 Investment House/Underwriter with Government Securities Eligible Dealers (GSED) P75,000.00 Government Securities	30 minutes per application	Monitoring Specialist I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Eligible Dealers (GSED) P75,000.00 Investment Company Adviser P15,000.00 Mutual Fund Distributor P5,000.00 Transfer Agent P10,000.00 **Legal Research Fee 1% of the Filing Fee ***Documentary Stamp Tax P30.00		
4.Email the machine validated proof of payment to lu_application02@sec.gov.ph.	4.1 Acknowledge the receipt of proof of payment thru return email and inform forward the copy thereof to the Handling Lawyer.	None	10 minutes per application	Monitoring Specialist I
	4.2. Forward the hard copies of the documentary requirement to the Receiving Section of the CRMD		10 minutes per application	Monitoring Specialist I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.3. Forward the received hard copies of the documentary requirement to Licensing Unit (LU) for the preparation of the certificate.		10 minutes per application	Assistant Computer Operator
	4.4 Prepare the certificate.		15 minutes per application	Monitoring Specialist I
	4.5. Review the certificate.		15 minutes per application	Assistant Director
	4.6. Sign the Certificate.		5 minutes per application	Director
	4.7. Notify the client via e-mail that the Certificate was already signed.		5 minutes per application	Monitoring Specialist I
	4.8. Scans the signed Certificate.		5 minutes per application	Monitoring Specialist I
	4.9. Uploads the scanned Certificate to the Document Verification System to generate QR Code.		5 minutes per application	Monitoring Specialist I
	4.10 Prints the Certificate with generated QR Code.		5 minutes per application	Monitoring Specialist I
5.Proceed to CRMD Licensing Unit for presentment of the original proof of payment and to receive the	5.1.Release the signed Certificate of Capital Market Institution		5 minutes per application	Data Controller

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
signed Certificate of Capital Market Institution				
TOTAL		Broker-Dealer P75,780.00* Broker/Dealer P40,430.00* Investment House/Underwriter P75,780.00* Investment House/Underwriter with Government Securities Eligible Dealers (GSED) P75,780.00* Government Securities Eligible Dealers (GSED) P75,780.00* Investment Company Adviser P15,180.00* Mutual Fund Distributor P5,580.00* Transfer Agent P10,130.00*	19 days, 5 hours and 35 mins.	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		*inclusive of Documentary Stamp Tax - P30.00 and Legal Research Fee – 1% of the Filing Fee		

4. Application for Renewal of License for Transfer Agents

This service details the adopted online procedure during community quarantine in applying for renewal of license for Transfer Agents. The preprocessing is done by sending the scanned copy of documentary requirements for renewal of Transfer Agents at lu_application02@sec.gov.ph.

Division / Office	Licensing Unit, Company Registration and Monitoring Department
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B),
Type of Service	External Service
Who may avail:	All Capital Markets Institutions and Professionals through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements	
1. Coversheet (1 original and two photocopies)	May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/ .
2. SEC FORM 36-TAA-RENEWAL (1 original and two photocopies)	To be provided by the applicant
3. MSRD Clearance with computation of filing fee (1 original)	Secure copy from MSRD
4. Old License	To be provided by the applicant
5. Undertaking under oath to comply with the rules and regulations, orders, memorandum circulars, and policies promulgated by the Commission, and of other rules, procedures, standards and policies set by other Exchanges or Self-Regulatory Organizations and duly approved by the Commission, and its own internal rules and procedures set for transfer agency operation	To be provided by the applicant

(1 original and two photocopies)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1. For pre-processing, send a scanned copy of documentary requirements to lu_application02@sec.gov.ph and wait for the result on the requested service	1.1. Receive, assign, and forward the scanned copy of documentary requirements to the LU processor.	None	15 minutes per application	Monitoring Specialist I
	1.2. LU Processor review and evaluates the submitted documentary requirements. Remarks: If documents are incomplete and non-compliant, return them to clients for compliance by issuing a checklist of deficiencies.		1 working day per application	Securities Specialist II Securities Specialist I Administrative Officer II Monitoring Specialist I Data Controller
2.2. Receives update on the requested service through email. Remarks: If the applicant receives a checklist of deficiencies, immediately comply and send it back	2.1. Checks the Compliances on the deficiencies or lacking documentary requirements	None	1 working day per application	Securities Specialist II Securities Specialist I Administrative Officer II Monitoring Specialist I Data Controller

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
to the assigned LU processor.				
3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank: FUND ACCOUNT: SEC RCC Current Account ACCOUNT NO.: 3752-2220-44	3.1. Receives the Payment for filing fees	P10,000 + P500 per issue handled (total not exceeding P10,000) as per MC#3 S. 2017	15 minutes	Securities Specialist II Securities Specialist I Administrative Officer II Monitoring Specialist I Data Controller
4. Submit four (4) sets of documentary requirements (1 set original and three sets photocopy) at the Licensing Unit counter.	4.1. Receive and verify documentary requirements and proof of payment.	None	10 minutes per application	Securities Specialist II Securities Specialist I Administrative Officer II Monitoring Specialist I Data Controller
	4.2. Prepare the certificate for Transfer Agent		10 minutes per application	Data Controller
	4.3. Review the certificate.		15 minutes per application	Assistant Director

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.4. Sign the certificate.		15 minutes per application	Director
	4.5. Forward the Certificate to Licensing Unit for releasing		15 minutes per application	Assistant Computer Operator
	4.6. Notify the Applicant via email that the certificate is already signed.		5 minutes	Data Controller
	4.7. Scans the signed Certificate		15 minutes per application	Data Controller
	4.8. Uploads the scanned Certificate to the Document Verification System to generate QR Code.		15 minutes per application	Data Controller
	4.9. Prints Certificate with generated QR Code.		15 minutes per application	Data Controller
5. Proceed to CRMD Licensing Unit for presentment of the original proof of payment and receive the signed Certificate of Transfer Agent.	5.1. Release signed Certificate of Transfer Agent		15 minutes per application	Data Controller
TOTAL		P10,000 + P500 per issue handled (total not exceeding P10,000) as per MC#3 S. 2017	2 days, 2 hours and 40 mins. per capital market institution or capital market professional	

5. Primary Registration and Secondary License for Lending and Financing Company through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

The Electronic Simplified Processing of Application for Registration of Company (SEC – ESPARC) is a facility to cater application for registration of Lending and Financing Corporations of Domestic corporations with 2 or more incorporators who may either be natural person, partnership, association or corporations, singly or jointly with others but not more than fifteen (15) in number. The system allows the registrant or his duly appointed representative to submit the proposed company name and input the details of the Articles of Incorporation.

The following are the various company type to choose from:

- Lending Corporation
- Financing Corporation

Division / Office	Licensing Unit, Company Registration and Monitoring Department
Classification	Complex (7 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B),
Type of Service	External Service
Who may avail:	Registered domestic corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements	
1. Coversheet (3 copies original)	System generated
2. Articles of Incorporation reflecting the: • Corporate name; • Business activity; • Principal office address; • Name, nationality, residences and Tax Identification Number (TIN) of Filipino or foreign incorporators, directors, stockholders including corporate subscribers, the foreign incorporators, directors and stockholders may also state their passport numbers	System generated

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- Capital structure; - Name of Treasurer and TIN; - Undertaking to change company name; - Printed names and Signature of incorporators; - Notarization/Authentication	
3. By-laws	System generated
For Lending Corporations	
1. Application Form	System generated
2. Information Sheet	System generated
3. Valid NBI Clearance of ALL Incorporators and Stockholders - With right thumb print and signature - Reflecting the residential	National Bureau of Investigation (NBI)
4. Additional Requirements for FOREIGN Directors and Officers a. Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card* b. Photocopy of Passport Showing Valid Visa or Stay in the Philippines* c. Clearance from the Bureau of Immigration	Bureau of Immigration
5. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020 - Shall include an undertaking that the applicant shall submit hard and soft copies of its MTPP to the AMLD-EIPD within ten (10) days from receipt of its Certificate of Registration and/or secondary license from the Commission - Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD)	https://www.sec.gov.ph/mc-2020/mc-no-29-s-2020/
6. Notarized Bank Certificate of Deposit	To be provided by applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>For Financing Corporations</u>	
1. Application Form	System generated
2. Information Sheet	System generated
3. Personal Information Sheet of Directors & Officers Using the prescribed format & notarized	System generated
4. Valid NBI Clearance of ALL Incorporators and Stockholders - With right thumb print and signature - Reflecting the residential address as stated in the Information Sheet & Articles of Incorporation (AI)/General Information Sheet (GIS)	National Bureau of Investigation (NBI)
5. Additional Requirements for FOREIGN Directors and Officers - Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card* - Photocopy of Passport Showing Valid Visa or Stay in the Philippines* - Clearance from the Bureau of Immigration	Bureau of Immigration
6. Clearance from Bangko Sentral ng Pilipinas -If applicant is a subsidiary or affiliate of a bank and/or non-bank financial institution with quasi-banking license	Bangko Sentral ng Pilipinas
7. Manual on Corporate Governance -If foreign participation in voting stock is more than 40%; or -If total assets is PhP50M or more; or -If commercial paper issue, either exempt or registered	To be provided by applicant
8. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020 Shall include an undertaking that the applicant shall submit hard and soft copies of its MTPP to the AMLD-EIPD within ten (10) days from receipt of its	https://www.sec.gov.ph/mc-2020/mc-no-29-s-2020/

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Certificate of Registration and/or secondary license from the Commission • Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD)	
9.Format of Disclosure Statement on Loan/Credit Transactions	To be provided by applicant
10.Notarized Bank Certificate of Deposit	To be provided by applicant
For Initial Processing or Ordinary Corporations	
1. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation)	To be provided by applicant
2. Affidavit of Relinquishment, in case the treasurer is a foreigner and the business activity of the registrant is a partly-nationalized activity	To be provided by applicant
3. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents, if the same were executed in a foreign jurisdiction	To be provided by applicant
4. For Clearance from other SEC departments, if applicable; • For Financial Technology (FinTech) related business activities • Operators of payment systems; • Payment Service Providers; • Electronic Money Issuers (EMI); • Non-bank EMIs; • Alternative Credit Scoring Companies; • Online Lending Companies; • Peer-to-peer Lending Companies; • AI/Big Data Companies;	https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECFrm__ut c n_corporate-ap.do Foreign Treasurer/To be provided by the applicant Parent Company of the Foreign Corporation and Philippine Embassy/Consulate PhiloFintech Innovation Office (PIO)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• InsurTech Companies (InsurTech Service Providers); • KYC/Security Companies (KYC Service Providers); • Digital Banks; • Digital Asset Exchanges; • Virtual Asset Service Providers; • Play-to-Earn Platforms; • E-Commerce Companies; • Crowdfunding Platforms; • RegTech Companies (RegTech Service Providers); • SupTech Companies (SupTech Service Providers); and • Digital Advisers/Robo-Advisers.	Enforcement and Investor Protection Department (EIPD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Access ESPARC (Electronic Simplified Processing of Application for Registration of Company) through https://esparc.sec.gov.ph	1.1. System receives submitted application	None	15 minutes	Administrative Assistant II Administrative Officer II Securities Specialist I

	1.2. Approves or disapproves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019 and assigns the application to the LU Processors	None	2 working days	Administrative Assistant II Administrative Officer II Securities Specialist I
	1.3. Processes and evaluates application for Registration	None	4 working days	Securities Specialist I
	1.4. Issues Payment Assessment Form(PAF) to the applicant through eSPARC		10 minutes	

2. Pays the assessed license fee attached in the email notification	2.1 Issues payment confirmation containing Electronic Official Receipt via email	1/5 of 1% of the Authorized Capital Stock	10 minutes	Securities Specialist I
3. Submits the documentary requirements with proof of payment to the CRMD Receiving Counter at SEC Satellite Office-Robinson's Galleria through the company's representatives or through courier of their choice (e.g. JRS, LBC, J&T etc.)	3.1. Officially receives and stamps the hard copies of the registration application and forwards to the Corporate Filing and Records Division (CFRD) for generation of the Certificate	1/10 of 1% of the Paid-Up Capital	15 minutes per application	Assistant Computer Operator
	3.2 Generates the Certificate and forwards the same with the submitted proof of payment and documentary requirements to the authorized signatory	P 1,000.00-Bylaws P 30.00- Documentary Stamp Tax P 100.00-Name Verification P 150.00 - Registration of Stock and Transfer Book	15 minutes per application	Data Controller
	3.3 Reviews the application and Signs the Certificate		10 minutes per application	Director
	3.4 Sends appointment through email indicating the date of release of the Certificate		10 minutes per application	Data Controller

4.Proceed to CRMD Licensing Unit for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies	4.1. Release signed Certificate of Branch Office of Lending/Financing Companies	None	15 minutes per application	Securities Specialist I Data Controller
TOTAL		Articles of Incorporation: P 1,000.00 By-Laws: P 1,000.00 Legal Research Fee: 1/10 of 1% Documentary Stamp Tax: P 30.00 1/10 of 1% of the Paid-Up Capital Name Verification: P 100.00 Registration of Stock and Transfer Book: P 150.00	6 days, 1 hour, 5 mins.	

		https://www.sec.gov.ph/mc-2017/mc-no-03-s-2017-consolidated-schedule-of-fees-and-charges/		
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6. Application for Amendment of Articles of Incorporation and/or By-laws of Lending/Financing Companies

This service details the adopted online procedure during community quarantine in amendment of the Articles of Incorporation and/or By-laws of Lending/Financing Companies. The preprocessing is done by sending the scanned copy of documentary requirements for amendment of Articles of Incorporation and/or By-laws of Lending/Financing Companies at lu_application01@sec.gov.ph.

Division / Office	Licensing Unit, Company Registration and Monitoring Department
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B),
Type of Service	External Service
Who may avail:	Registered domestic corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements	
1. Coversheet (3 copies original)	May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf .
2. Amended Articles of Incorporation/By-laws	To be provided by the applicant
3. Directors' Certificate - notarized and signed by majority of the directors and the corporate secretary, certifying (i) the amendment of the Articles of Incorporation and indicating the amended provisions, (ii) the vote of the directors 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	May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Notarized Secretary's Certificate on no pending case of intra-corporate dispute	May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf
5. Monitoring Clearance	Through Financing and Lending Companies Department (FinLend) https://docs.google.com/forms/d/e/1FAIpQLSeYaCEh_PQ2uq3gq0sS4pPKsbuolUzyTBCQfboQAsHZty-WYA/viewform
Additional Requirements, if applicable (1 original, 3 photocopies; in A4 Size Bond Paper)	
Name Verification Slip, if the provision to be amended is the corporate name	Corporate Filing and Records Division or through crmd_amend_name@sec.gov.ph
Affidavit of a director or officer undertaking to change corporate name, if not stated in the AI	May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/2019_FormsUndertakingtoChangeName.pdf

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. For pre-processing, send a scanned copy of documentary requirements to lu_application01@sec.gov.ph and wait for the result on the requested service.	1.1. Receive, assign and forward to the LU processor the scanned copy of documentary requirements.	None	15 minutes per application	Data Controller
	1.2. LU Processor reviews and evaluates the submitted documentary requirements. Remarks: If documents are incomplete and non-compliant, return to		1 working day	Securities Specialist I Data Controller

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	clients for compliance by issuing a checklist of deficiencies.			
2.Receives update on the requested service through email. Remarks: If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned LU processor.	2.2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	1 working day	Securities Specialist I Data Controller
3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank: FUND ACCOUNT: SEC RCC Current Account ACCOUNT NO.: 3752-2220-44	3.1. Receive and acknowledge payment	Amended Articles of Incorporation: P 1,000.00 Amended By-Laws: P 1,000.00 Legal Research Fee: 1/10 of 1% Documentary Stamp Tax: P 30.00 Name Verification: P 100.00 https://www.sec.gov.ph/mc-2017/mc-no-03-s-2017-consolidated-schedule-of	15 minutes	Securities Specialist I Data Controller

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		-fees-and-charges/		
4. Submits the hard copies at the Robinson's Galleria Satellite Office.	4.1. Receive and verify documentary requirements and proof of payment.	None	10 minutes per application	Assistant Computer Operator
	4.2. Forward the documents to LU for the preparation of certificate		10 minutes per application	Assistant Computer Operator
	4.3. Prepare the Certificate for Lending/Financing Companies		15 minutes per application	Data Controller
	4.4. Review the certificate.		15 minutes per application	Assistant Director
	4.5. Sign the certificate.		15 minutes per application	Director
	4.6. Forward the Certificate to Licensing Unit for releasing		5 minutes	Assistant Computer Operator
5.Receive Notice thru email that the Certificate is already signed.	5.1. Notify the Applicant thru email that the certificate is already signed.	None	5 minutes	Data Controller
	5.2. Scans the signed Certificate.		5 minutes	Securities Specialist I Data Controller
	5.3. Uploads the scanned Certificate in the Document Verification System to generate QR Code.		5 minutes	Securities Specialist I Data Controller

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.4. Prints the Certificate with generated QR Code.		5 minutes	Securities Specialist I Data Controller
6.Proceed to CRMD Licensing Unit for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies	6. Release signed Certificate of Branch Office of Lending/Financing Companies	None	15 minutes per application	Securities Specialist I Data Controller
TOTAL		Amended Articles of Incorporation: P 1,000.00 Amended By-Laws: P 1,000.00 Legal Research Fee: 1/10 of 1% Documentary Stamp Tax: P 30.00 https://www.sec.gov.ph/mc-2017/mc-no-03-s-2017-consolidated-schedule-of-fees-and-charges/	2 days, 2 hours and 15 mins.	

7. Application for Conversion of Ordinary Corporation to Lending/Financing Companies and Lending to Financing Corporation and vice versa.

This service details the adopted online procedure during community quarantine in conversion from Ordinary Corporation to Lending/Financing Corporation and Lending to Financing Corporation and vice versa . The preprocessing is done by sending the scanned copy of documentary requirements for amendment of Articles of Incorporation and/or By-laws of Lending/Financing Companies at lu_application01@sec.gov.ph.

Division / Office	Licensing Unit, Company Registration and Monitoring Department
Classification	Complex (7 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B),
Type of Service	External Service
Who may avail:	Registered domestic corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements	
<u>FROM ORDINARY CORPORATION TO LENDING CORPORATION</u>	
<u>Basic Requirements (1 original, 3 photocopies; in A4 Size Bond Paper)</u>	
1. Coversheet	May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf .
2. Amended Articles of Incorporation/By-laws	To be provided by the applicant
3. Directors` Certificate - notarized and signed by majority of the directors and the corporate secretary, certifying (i) the amendment of the Articles of Incorporation and indicating the amended provisions, (ii) the vote of the directors and stockholders or members, (iii) the date and place of the stockholders`	May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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	May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf
5. Monitoring Clearance	Through Compliance Monitoring Division - https://forms.gle/N3MMQx61C5cApzhm8
6. Application Form	May secure a copy through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/ .
7. Information Sheet	May secure a copy through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/ .
8. Valid NBI Clearance of ALL Incorporators and Stockholders • With right thumb print and signature • Reflecting the residential address as stated in the Information Sheet & Articles of Incorporation	National Bureau of Investigation (NBI)
9. Additional Requirements for FOREIGN Directors and Officers a. Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card* b. Photocopy of Passport Showing Valid Visa or Stay in the Philippines* c. Clearance from the Bureau of Immigration	Bureau of Immigration
10. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020 • Shall include an undertaking that the applicant shall submit hard and soft copies of its MTPP to the AMLD-EIPD within ten (10) days from receipt of its	https://www.sec.gov.ph/mc-2020/mc-no-29-s-2020/

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Certificate of Registration and/or secondary license from the Commission • Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD)	
11. Name Verification Slip, if the provision to be amended is the corporate name	Corporate Filing and Records Division or through crmd_amend_name@sec.gov.ph
12. Affidavit of a director or officer undertaking to change corporate name, if not stated in the AI	May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/2019_FormsUndertakingtoChangeName.pdf
<u>FROM ORDINARY CORPORATION TO FINANCING CORPORATION</u>	
<u>Basic Requirements (1 original, 3 photocopies; in A4 Size Bond Paper)</u>	
1. Cover Sheet	May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf .
2. Amended Articles of Incorporation/By-laws	To be provided by the applicant
3. Directors' Certificate - notarized and signed by majority of the directors and the corporate secretary, certifying (i) the amendment of the Articles of Incorporation and indicating the amended provisions, (ii) the vote of the directors 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	May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Notarized Secretary's Certificate on no pending case of intra-corporate dispute	May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf
5. Monitoring Clearance	Through Compliance Monitoring Division - https://forms.gle/N3MMQx61C5cApzhm8
6. Application Form	May secure a copy through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/ .
7. Information Sheet	May secure a copy through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/ .
8. Personal Information Sheet of Directors & Officers • Using the prescribed format & notarized	May secure a copy through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/ .
9. Valid NBI Clearance of ALL Incorporators and Stockholders • With right thumb print and signature • Reflecting the residential address as stated in the Information Sheet & Articles of Incorporation (AI)/General Information Sheet (GIS)	National Bureau of Investigation (NBI)
10. Additional Requirements for FOREIGN Directors and Officers a. Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card* b. Photocopy of Passport Showing Valid Visa or Stay in the Philippines* c. Clearance from the Bureau of Immigration	Bureau of Immigration
11. Manual on Corporate Governance	To be provided by the applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
If foreign participation in voting stock is more than 40%; or -If total assets is PhP50M or more; or -If commercial paper issue, either exempt or registered	
12. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020 - Shall include an undertaking that the applicant shall submit hard and soft copies of its MTPP to the AMLD-EIPD within ten (10) days from receipt of its Certificate of Registration and/or secondary license from the Commission - Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD)	https://www.sec.gov.ph/mc-2020/mc-no-29-s-2020/
13. Format of Disclosure Statement on Loan/Credit Transactions	To be provided by the applicant
14. Name Verification Slip, if the provision to be amended is the corporate name	Corporate Filing and Records Division or through crmd_amend_name@sec.gov.ph
15. Affidavit of a director or officer undertaking to change corporate name, if not stated in the AI	May secure a copy through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/2019_FormsUndertakingtoChangeName.pdf

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. For pre-processing, send a scanned copy of documentary requirements to	1.1. Receive, assign and forward to the LU processor the scanned	None	15 minutes per application	Data Controller

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
lu_application01@sec.gov.ph and wait for the result on the requested service.	copy of documentary requirements.			
	1.2. LU Processor reviews and evaluates the submitted documentary requirements. Remarks: If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.		3 working days per application	Securities Specialist I Data Controller
2. Receives update on the requested service through email. Remarks: If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned LU processor.	2.2. Checks the Compliances on the deficiencies or lacking documentary requirements	None	3 working days per application	Securities Specialist I Data Controller
3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/	3.1. Receive and acknowledge payment	Amended Articles of Incorporation: P 1,000.00 Amended By-Laws: P 1,000.00	15 minutes	Securities Specialist I Data Controller

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For over the counter payment at Landbank: FUND ACCOUNT: SEC RCC Current Account ACCOUNT NO.: 3752-2220-44		1/10 of 1% of the Paid-Up Capital Legal Research Fee: 1/10 of 1% of Filing Fee Documentary Stamp Tax: P 30.00 Name Verification: P 100.00 https://www.sec.gov.ph/mc-2017/mc-no-03-s-2017-consolidated-schedule-of-fees-and-charges/		
4. Submits the hard copies at the Robinson's Galleria Satellite Office.	4.1. Receive and verify documentary requirements and proof of payment.	None	10 minutes per application	Assistant Computer Operator
	4.2. Forward the documents to LU for the preparation of certificate		10 minutes per application	Assistant Computer Operator
	4.3. Prepare the certificate for Lending/Financing Companies		15 minutes per application	Data Controller
	4.4. Review the certificate.		15 minutes per application	Assistant Director

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.5. Sign the certificate.		15 minutes per application	Director
	4.6. Forward the Certificate to Licensing Unit for releasing		5 minutes	Assistant Computer Operator
5.Receive Notice thru email that the Certificate is already signed.	5.1. Notify the Applicant thru email that the certificate is already signed.	None	5 minutes	Data Controller
	5.2. Scans the signed Certificate.		5 minutes	Securities Specialist I Data Controller
	5.3. Uploads the scanned Certificate in the Document Verification System to generate QR Code.		5 minutes	Securities Specialist I Data Controller
	5.4. Prints the Certificate with generated QR Code.		5 minutes	Securities Specialist I Data Controller
6.Proceed to CRMD Licensing Unit for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies	6. Release signed Certificate of Branch Office of Lending/Financing Companies	None	15 minutes per application	Securities Specialist I Data Controller
TOTAL		Amended Articles of Incorporation: P 1,000.00 Amended By-Laws: P 1,000.00	6 days, 2 hours and 15 mins.	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Legal Research Fee: 1/10 of 1% Documentary Stamp Tax: P 30.00 https://www.sec.gov.ph/mc-2017/mc-no-03-s-2017-consolidated-schedule-of-fees-and-charges/		

8. Application for Branch Offices of Lending/Financing Companies

This service details the adopted online procedure during community quarantine in applying for branch offices of Lending/Financing Companies. The preprocessing is done by sending the scanned copy of documentary requirements for branch offices of Lending/Financing Companies at lu_application01@sec.gov.ph.

Division / Office	Licensing Unit, Company Registration and Monitoring Department
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B),
Type of Service	External Service
Who may avail:	Registered domestic corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements	
1. Coversheet (1 original, 3 photocopies; in A4 Size Bond Paper)	May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf .
2 Personal Information Sheet of Officers of the Branch Office Using the prescribed format & notarized	May secure Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/ .
3. Information Sheet Using the prescribed format & notarized	May secure Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/forms-and-fees/second-license/ .
4. Valid NBI Clearance of ALL Officers of the Branch - With right thumbprint and signature - Reflecting the residential address as stated in the Information Sheet	National Bureau of Investigation (NBI)
5. Monitoring Clearance	Through Financing and Lending Companies Department (FinLend)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	https://docs.google.com/forms/d/e/1FAIpQLSeYaCEh_PQ2uq3gq0sS4ppKsbulUzyTBCQfboQAsHZty-WYA/viewform

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. For pre-processing, send a scanned copy of documentary requirements to lu_application01@sec.gov.ph and wait for the result on the requested service.	1. 1. Receive, assign and forward to the LU processor the scanned copy of documentary requirements.	None	15 minutes per application	Data Controller
	1.2. LU Processor reviews and evaluates the submitted documentary requirements. Remarks: *If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.	None	30 minutes per application	Securities Specialist I Securities Specialist II Data Controller
2. Receives update on the requested service through email. Remarks: If an applicant receives a checklist of deficiencies, immediately comply and send back to	2.1. Checks the Compliances on the deficiencies or lacking documentary requirements	None	30 minutes per application	Securities Specialist I Securities Specialist II Data Controller

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
the assigned LU processor.				
3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank: FUND ACCOUNT: SEC RCC Current Account ACCOUNT NO.: 3752-2220-44	3.1. Receive and acknowledge payment	1/10 of 1% of the assigned capital of the Branch Legal Research Fee - 1% of the Filing Fee but not less than P 10.00 Documentary Stamp Tax - P 30.00 https://www.sec.gov.ph/mc-2017/mc-no-03-s-2017-consolidated-schedule-of-fees-and-charges/	10 minutes per application	Securities Specialist I Securities Specialist II Data Controller
4. Submits the hard copies at the Robinson's Galleria Satellite Office.	4.1. Receive and verify documentary requirements and proof of payment.	None	10 minutes per application	Assistant Computer Operator
	4.2. Forward the documents to LU for the preparation of certificate		10 minutes per application	Assistant Computer Operator
	4.3. Prepare the certificate for Branch Office of Lending/Financing Companies		15 minutes per application	Data Controller

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.4. Review the certificate.		15 minutes per application	Assistant Director
	4.5. Sign the certificate.		15 minutes per application	Director
	4.6. Forward the Certificate to Licensing Unit for releasing		5 minutes	Assistant Computer Operator
5.Receive Notice thru email that the Certificate is already signed.	5.1. Notify the Applicant thru email that the certificate is already signed.	None	5 minutes	Data Controller
	5.2. Scans the signed Certificate.		5 minutes	Securities Specialist I Data Controller
	5.3. Uploads the scanned Certificate in the Document Verification System to generate QR Code.		5 minutes	Securities Specialist I Data Controller
	5.4. Prints the Certificate with generated QR Code.		5 minutes	Securities Specialist I Data Controller
6.Proceed to CRMD Licensing Unit for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies	6. Release signed Certificate of Branch Office of Lending/Financing Companies	None	15 minutes per application	Securities Specialist I Data Controller
TOTAL		1/10 of 1% of the assigned capital of	1 working day per Branch Office of a	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		the Branch Legal Research Fee: 1% of the filing fee but not less than P 10.00 Documentary Stamp Tax: P 30.00	Lending/Financing Company	

9. Application for Amendment of Lending/Financing Branch Offices

This service details the adopted online procedure during community quarantine in applying for amendment of branch offices for Lending/Financing Companies. . The preprocessing is done by sending the scanned copy of documentary requirements for branch offices of Lending/Financing Companies at lu_application01@sec.gov.ph.

Division / Office	Licensing Unit, Company Registration and Monitoring Department
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B),
Type of Service	External Service
Who may avail:	Registered domestic corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements	
1. Coversheet (1 original, 3 photocopies; in A4 Size Bond Paper)	May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf .
2. Letter request signed by any authorized representative stating the amended provision in the Certificate of Authority.	To be provided by the applicant.
3. Original Certificate of Authority	To be provided by the applicant.
4. Monitoring Clearance	Through Financing and Lending Companies Department (FinLend) https://docs.google.com/forms/d/e/1FAIpQLSeYaCEh_PQ2uq3gq0sS4pPKsbuolUzyTBCQfboQAsHZty-WYA/viewform

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. For pre-processing, send a scanned copy of	1. 1. Receive, assign and forward to the	None	15 minutes per application	Data Controller

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
documentary requirements to lu_application01@sec.gov.ph and wait for the result on the requested service. Remarks: *If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.	LU processor the scanned copy of documentary requirements.			
	1.2. LU Processor reviews and evaluates the submitted documentary requirements.		15 minutes per application	Data Controller
2.Receives update on the requested service through email. Remarks: If an applicant receives a checklist of deficiencies, immediately comply and send back to the	2.1. Checks the Compliances on the deficiencies or lacking documentary requirements	None	30 minutes per application	Securities Specialist I Data Controller

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
assigned processor. LU				
3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/ For over the counter payment at Landbank: FUND ACCOUNT: SEC RCC Current Account ACCOUNT NO.: 3752-2220-44	3.1. Receive and acknowledge payment	None	10 minutes per application	Securities Specialist I Data Controller
4. Submits the hard copies at the Robinson's Galleria Satellite Office.	4.1. Receive and verify documentary requirements and proof of payment.	None	10 minutes per application	Assistant Computer Operator
	4.2. Forward the documents to LU for the preparation of certificate		10 minutes per application	Assistant Computer Operator
	4.3. Prepare the certificate for Branch Office of Lending/Financing Companies		15 minutes per application	Data Controller
	4.4. Review the certificate.		15 minutes per application	Assistant Director
	4.5. Sign the certificate.		15 minutes per application	Director

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.6. Forward the Certificate to Licensing Unit for releasing		5 minutes	Assistant Computer Operator
5.Receive Notice thru email that the Certificate is already signed.	5.1. Notify the Applicant thru email that the certificate is already signed.	None	5 minutes	Data Controller
	5.2. Scans the signed Certificate.		5 minutes	Securities Specialist I Data Controller
	5.3. Uploads the scanned Certificate in the Document Verification System to generate QR Code.		5 minutes	Securities Specialist I Data Controller
	5.4. Prints the Certificate with generated QR Code.		5 minutes	Securities Specialist I Data Controller
6.Proceed to CRMD Licensing Unit for presentment of the original proof of payment and receive the signed Certificate of Lending/Financing Companies	6. Release signed Certificate of Branch Office of Lending/Financing Companies	None	15 minutes per application	Securities Specialist I Data Controller
TOTAL		NONE	1 working day per Branch Office of a Lending/Financing Company	

10. Cancellation Certificate of Authority of Lending/Financing Branch Offices

This service details the adopted online procedure during community quarantine in applying for cancellation of Certificate of Authority of Lending/Financing Companies. The preprocessing is done by sending the scanned copy of documentary requirements for cancellation of Certificate of Authority Lending/Financing Companies at lu_application01@sec.gov.ph.

Division / Office	Licensing Unit, Company Registration and Monitoring Department
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B),
Type of Service	External Service
Who may avail:	Registered domestic corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements	
1. Coversheet (1 original, 3 photocopies; in A4 Size Bond Paper)	May secure a Checklist of requirements and sample formats from the Licensing Unit or through the Commission's website at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf .
2. Letter addressed to the Director signifying its intention to surrender the Certificate of Authority.	To be provided by the applicant.
3. Original Certificate of Authority	To be provided by the applicant.
4. Monitoring Clearance	Through Financing and Lending Companies Department (FinLend) https://docs.google.com/forms/d/e/1FAIpQLSeYaCEh_PQ2uq3gq0sS4pPKsbuolUzyTBCQfboQAsHZty-WYA/viewform

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. For pre-processing, send a scanned copy of	1. 1. Receive, assign and forward to the LU processor the	None	15 minutes per application	Data Controller

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
documentary requirements to lu_application01@sec.gov.ph and wait for the result on the requested service.	scanned copy of documentary requirements.			
	1.3. LU Processor reviews and evaluates the submitted documentary requirements. Remarks: *If documents are incomplete and non-compliant, return to clients for compliance by issuing a checklist of deficiencies.	None	15 minutes per application	Data Controller
2.Receives update on the requested service through email. Remarks: If an applicant receives a checklist of deficiencies, immediately comply and send back to the assigned LU processor.	2.1. Checks the Compliances on the deficiencies or lacking documentary requirements	None	30 minutes per application	Data Controller
3. Submits the hard copies at the Licensing Unit counter	3.1. Receive and verify documentary requirements.	None	10 minutes per application	Data Controller
	3.2. Prepare the acknowledgement letter.		10 minutes per application	Data Controller
	3.3.Review the acknowledgement letter.		15 minutes per application	Assistant Director

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Receive Notice thru email that the Acknowledgement letter is already signed.	3.4. Sign the acknowledgement letter.		15 minutes per application	Director
	3.5. Forward the acknowledgement letter to Licensing Unit for releasing		15 minutes per application	Assistant Computer Operator
	4.1. Notify the Applicant thru email that the Acknowledgement letter is already signed.		5 minutes	Data Controller
	4.2. Scans the signed Acknowledgement letter.		5 minutes	Data Controller
	4.3. Uploads the scanned Certificate in the Document Verification System to generate QR Code.		5 minutes	Data Controller
	4.4. Prints the Certificate with generated QR Code.		5 minutes	Data Controller
5.Proceed to CRMD Licensing Unit for presentation of the original Certificate of Authority and receive the signed Acknowledgement Letter.	5.1. Release signed Acknowledgement Letter.		15 minutes per application	Data Controller
TOTAL		None	1 working day per Branch Office of a Lending/Financing Company	



CORPORATE GOVERNANCE AND FINANCE DEPARTMENT

Citizen's Charter, FY 2025 | 1st Edition



cgfd@sec.gov.ph



8818-6103



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CORPORATE GOVERNANCE DIVISION

Citizen's Charter, FY 2025 | 1st Edition



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1. Application for Accreditation as Corporate Governance Institutional Training Provider (CG-ITP)

This service is for all private or government institutional training providers interested to apply for SEC accreditation as corporate governance institutional training provider who endeavors to promote a higher level of corporate governance through quality training on good corporate governance principles and standards for the directors and key officers of companies.

Guidelines on Submission: [SEC Memorandum Circular No. 18, Series of 2023](#), entitled: *Guidelines on the Submission of Digital Copies of Applications, Compliance Documents and Other Requests, and Further Reduction of the Number of Hard Copies to be Filed with the Commission*

Division / Office	Corporate Governance Division, Corporate Governance & Finance Department
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail	Private institution or government institutional training provider

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Written application for accreditation as an intentional training provider (1) Electronic Copy	Applicant /client
2. Certification that the applicant complies with the procedural requirements and meets the minimum standards of the Commission pursuant to SEC Memorandum Circular No. 11, series of 2012 (1) Electronic Copy	Applicant / client
<u>Remarks:</u> The minimum standards of the Commission are the following:	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
a. That it is formally organized to conduct training activities and that it has an adequate track record of successfully conducting corporate training programs including preferably training in corporate governance; b. That it has a sound business plan including reasonable training fees for conducting corporate governance training and adequate financial and organizational resources to execute the same; c. That it can guarantee a qualified line-up of trainers who can effectively deliver, as a minimum, the required training in accordance with the Code with special emphasis on the following mandated topics. • Illegal activities of corporations/directors/officers; • Insider trading; • Protection of minority stockholders; • Short Swing Transactions; • Liabilities of Directors; • Confidentiality; • Conflict of interest; • Related Party Transactions; • Case Studies, That the trainers line-up per course offering should at least have one experienced corporate director/CEO; d. That it can provide for review its intended course materials and conduct a dry run for the Commission.	
3. Summary of business experience and plan (1) Electronic Copy	Applicant / client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Credentials of resource persons (1) Electronic Copy	Applicant / client
5. Course program (1) Electronic Copy	Applicant / client
6. Training materials (1) Electronic Copy	Applicant / client
7. Latest Audited Financial Statement (1) Electronic Copy	Applicant / client
8. Latest Articles of Incorporation (1) Electronic Copy	CRMD
9. Latest By-Laws (1) Electronic Copy	CRMD
10. Latest General Information Sheet (1) Electronic Copy	CRMD
<u>Additional requirement for foreign corporation</u> 1. License to transact business in the Philippines (1) Electronic Copy	CRMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits complete documents through electronic mail to cgfd_cgd@sec.gov.ph	1.1. Forwards the documents to the processor	None	10 minutes	Administrative Assistant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2. Initial review of documents and issue a payment assessment form (PAF) for the filing fee		1 hour	Securities Specialist Securities Examiner
2. Receives the PAF and pays via Electronic System for Payment to the SEC (eSPAYSEC) or LBP On-Call Facility	2. eSPAYSEC generates an electronic SEC Official Receipt after payment, or LBP issues a validated LBP deposit slip to the client.	Standard Fees Breakdown: Application Fee: PHP 5000 Legal Research Fee: PHP 50 Documentary Stamp tax: PHP 30 Total: PHP 5080	10 minutes	eSPAYSEC LBP
3. Submits a copy of the electronic SEC Official Receipt or validated LBP deposit slip	3.1. Forwards the electronic SEC Official Receipt or validated Landbank of the Philippines deposit slip to the processor 3.2. Process the application	None	10 minutes 4 days, 6 hours, and 10 minutes	Administrative Assistant Securities Specialist Securities Examiner Assistant Director Director

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.3. Approves or denies the application		1 day	Commission <i>En Banc</i>
	3.4. Prepare the Advisement Letter and/or Certificate of Accreditation		1 hour	Securities Specialist Securities Examiner
	3.5. Review, approve, and sign the Advisement Letter and/or Certificate of Accreditation		1 day	Assistant Director Director
	3.6. Sends the Advisement Letter and/or Certificate of Accreditation to the applicant through electronic mail		10 minutes	Administrative Assistant
TOTAL		PHP 5,080.00	7 days	

2. Application for Renewal of Accreditation as Corporate Governance Institutional Training Provider (CG-ITP)

This service is for all SEC-accredited corporate governance institutional training providers who endeavors to continuously promote a higher level of corporate governance through quality training on good corporate governance principles and standards for the directors and key officers of companies.

Division / Office	Corporate Governance Division, Corporate Governance & Finance Department
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail	SEC-accredited Institutional Training Provider

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Written application for renewal of accreditation as an intentional training provider (1) Electronic Copy	Applicant /client
2. Certification that the applicant complies with the procedural requirements and meets the minimum standards of the Commission pursuant to SEC Memorandum Circular No. 11, series of 2012 (1) Electronic Copy <u>Remarks:</u> The minimum standards of the Commission are the following:	Applicant / client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
a. That it is formally organized to conduct training activities and that it has an adequate track record of successfully conducting corporate training programs including preferably training in corporate governance; b. That it has a sound business plan including reasonable training fees for conducting corporate governance training and adequate financial and organizational resources to execute the same; c. That it can guarantee a qualified line-up of trainers who can effectively deliver, as a minimum, the required training in accordance with the Code with special emphasis on the following mandated topics. ● Illegal activities of corporations/directors/officers; ● Insider trading; ● Protection of minority stockholders; ● Short Swing Transactions; ● Liabilities of Directors; ● Confidentiality; ● Conflict of interest; ● Related Party Transactions; ● Case Studies, That the trainers line-up per course offering should at least have one experienced corporate director/CEO; d. That it can provide for review its intended course materials and conduct a dry run for the Commission.	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. Summary of business experience and plan (1) Electronic Copy	Applicant / client
4. Credentials of resource persons (1) Electronic Copy	Applicant / client
5. Course program (1) Electronic Copy	Applicant / client
6. Training materials (1) Electronic Copy	Applicant / client
7. Latest Audited Financial Statement (1) Electronic Copy	Applicant / client
8. Latest Articles of Incorporation (1) Electronic Copy	CRMD
9. Latest By-Laws (1) Electronic Copy	CRMD
10. Latest General Information Sheet (1) Electronic Copy	CRMD
<u>Additional requirement for foreign corporation</u> 1. License to transact business in the Philippines (1) Electronic Copy	CRMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits complete documents through electronic mail to cgfd_cgd@sec.gov.ph	1.1. Forwards the documents to the processor	None	10 minutes	Administrative Assistant
	1.2. Initial review of documents and issue a payment assessment form (PAF) for the filing fee		1 hour	Securities Specialist Securities Examiner
2. Receives the PAF and pays via Electronic System for Payment to the SEC (eSPAYSEC) or LBP On-Call Facility	2. eSPAYSEC generates an electronic SEC Official Receipt after payment, or LBP issues a validated LBP deposit slip to the client.	Standard Fees Breakdown: Application Fee: PHP 5000 Legal Research Fee: PHP 50 Documentary Stamp tax: PHP 30 Total: PHP 5080	10 minutes	eSPAYSEC LBP
3. Submits a copy of the electronic SEC Official Receipt or validated LBP deposit slip	3.1. Forwards the electronic SEC Official Receipt or validated Landbank of the Philippines deposit slip to the processor	None	10 minutes	Administrative Assistant
	.		4 days, 6 hours, and	Securities Specialist

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2. Process the application		10 minutes	Securities Examiner Assistant Director Director
	3.3. Approves or denies the application		1 day	Commission <i>En Banc</i>
	3.4. Prepare the Advisement Letter and/or Certificate of Accreditation		1 hour	Securities Specialist Securities Examiner
	3.5. Review, approve, and sign the Advisement Letter and/or Certificate of Accreditation		1 day	Assistant Director Director
	3.6. Sends the Advisement Letter and/or Certificate of Accreditation to the applicant through electronic mail		10 minutes	Administrative Assistant
TOTAL		PHP 5,080.00	7 days	

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

This service is for covered company who will conduct in-house corporate governance training on its own.

Division / Office	Corporate Governance Division, Corporate Governance & Finance Department
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail	Publicly-listed company, public company,, and registered issuer

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Written request for the approval of in-house corporate governance training/seminar (1) Electronic Copy	Applicant/ client
2. 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 (1) Electronic Copy	Applicant/ client
3. Credentials of resource persons (1) Electronic Copy	Applicant / client
4. Course program (1) Electronic Copy	Applicant / client
5. Training materials (1) Electronic Copy	Applicant / client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits complete documents through electronic mail to cgfd_cgd@sec.gov.ph	1.1. Forwards the documents to the processor 1.2. Initial review of documents and issue a payment assessment form (PAF) for the filing fee	None	10 minutes 1 hour	Administrative Assistant Securities Specialist Securities Examiner
2. Receives the PAF and pays via Electronic System for Payment to the SEC (eSPAYSEC) or LBP On-Call Facility	2. eSPAYSEC generates an electronic SEC Official Receipt after payment, or LBP issues a validated LBP deposit slip to the client.	Standard Fees Breakdown: Application Fee: PHP 2000 Legal Research Fee: PHP 20 Total: PHP 2020	10 minutes	eSPAYSEC LBP
3. Submits a copy of the electronic SEC Official Receipt or validated LBP deposit slip	3.1. Forwards the electronic SEC Official Receipt or validated Landbank of the Philippines deposit slip to the processor 3.2. Process the application	None	10 minutes 4 days, 6 hours, and 10 minutes	Administrative Assistant Securities Specialist Securities Examiner Assistant Director Director

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.3. Approves or denies the request		1 day	Supervising Commissioner
	3.4. Prepare the Advisement Letter		1 hour	Securities Specialist Securities Examiner
	3.5. Review, approve, and sign the Advisement Letter		1 day	Assistant Director Director
	3.6. Sends the Advisement Letter to the client through electronic mail		10 minutes	Administrative Assistant
TOTAL		PHP 2,020.00	7 days	

4. Request for Clearance of Publicly-Listed Company (PLC)*

This service is for covered companies applying CGFD clearance relative to its application for a Certificate of Good Standing or No Derogatory Records with other SEC Departments.

Division / Office	Corporate Governance Division, Corporate Governance & Finance Department
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail	Representatives of publicly-listed company

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Written request for monitoring indicating the purpose (1) Electronic Copy	Applicant / client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits written request through electronic mail to cgfd_cgd@sec.gov.ph	1.1. Forwards the request to the processor 1.2. Prepares the monitoring slip	None	10 minutes 6 days, 7 hours, and 40 minutes	Administrative Assistant Securities Specialist Securities Examiner Assistant Director

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>If a company has outstanding violations, comply with the requirements and settle any unpaid assessed penalties. Repeat Step 1.</i>	For novel cases, elevates the monitoring slip to the Assistant Director for review and approval 1.3. Sends the monitoring slip to the client through electronic mail		10 minutes	Administrative Assistant
TOTAL		None	7 days	

* for Corporate Governance Requirements only

5. Request for Exemptive Relief

This service is for covered companies seeking relief from any provisions of the Securities Regulation Code and its implementing rules and regulations, particularly those relating to corporate governance matters.

Division / Office	Corporate Governance Division, Corporate Governance & Finance Department
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail	Representatives of publicly-listed company, investment company, issuer of proprietary and non-proprietary shares or certificates and public company

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly signed letter request with the complete information and justifications as required under SRC Rule 72.2.1, as follows: - The specific rule or order, requirement, or prohibition from which relief is being sought - the legal basis of justification for the exemption; - the name, address, and telephone number/s of the applicant - Other supporting documents, as may be necessary; (1) Electronic Copy	Applicant / client
2. Notarized certification that the information contained in the reports are true and correct (1) Electronic Copy	Applicant / client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Letter Request and its supporting documents through electronic mail to cgfd_cgd@sec.gov.ph	1.1. Forwards the Letter Request and supporting documents to the assigned processor	None	10 minutes	Administrative Assistant
	1.2. Checks the completeness of information provided in the request. If complete, issues Payment Assessment Form (PAF) for the filing fee. Go to Step 2.		3 days	Securities Counsel Chief Counsel
	If incomplete, advise the client to provide additional required information. Repeat Step 1		10 minutes	Administrative Assistant
2. Receives the PAF and pays via Electronic System for Payment to the SEC (eSPAYSEC) or LBP On-Call Facility	2. eSPAYSEC generates an electronic SEC Official Receipt after payment, or LBP issues a validated LBP deposit slip to the client	Standard Fees Breakdown: Application Fee: PHP 50,000 Legal Research Fee: PHP 500 _____ Total:		eSPAYSEC LBP

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		PHP 50,500		
3. Submits the electronic SEC Official Receipt or validated LBP deposit slip, Letter Request, and supporting documents	3.1. Receives the copy of electronic SEC Official Receipt or validated LBP deposit slip, Letter Request and supporting documents		10 minutes	Administrative Assistant
	3.2. Evaluate the request and prepare Memorandum to Commission en Banc/ Supervising Commissioner		8 days, 7 hours and 20 minutes	Securities Counsel Chief Counsel
	3.3. Review and approve the Memorandum		5 days	Assistant Director Director Supervising Commissioner
	3.4. Approve or denies the request		1 day	Supervising Commissioner Commission <i>En Banc</i>
	3.5. Prepare advisement letter		1 day	Securities Counsel Chief Counsel
	3.6. Review and approve advisement letter		1 day	Assistant Director Director
			10 minutes	Administrative Assistant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.7. Sends the advisement letter to the client through electronic mail			
TOTAL		PHP 50,000.00 per issue / information and per company + LRF of PHH 500.00	20 days*	

* Excludes waiting time for Client to comply with any comment/s on the Request and the time to pre-evaluate the request..

6. Request for Certificate of Qualification and Non-Disqualification of Independent Directors and Website Template

This service details the procedure for securing the clearance of the Department prior to the filing of a registration statement with MSRD..

Division / Office	Corporate Governance Division, Corporate Governance & Finance Department
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail	Applicant registrant conducting initial public offering and/or follow-on offering with MSRD

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Written request (1) Electronic Copy	Applicant / client
2. Initial Prospectus (1) Electronic Copy	Applicant / client
3. Independent director's notarized curriculum vitae with photograph (1) Electronic Copy	Applicant / client
4. Company website and its URL (only applicable to companies whose securities are listed or for listing with the Philippine Stock Exchange) (1) Electronic Copy	Applicant / client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits complete requirements via electronic mail to cgfd_cgd@sec.gov.ph	1.1. Forwards the documents to processor	None	10 minutes	Administrative Assistant Securities Specialist

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2. Validates the qualifications of independent directors; reviews the company website (if applicable); and checks if there is any outstanding violations related to corporate governance		2 days and 30 minutes	Securities Examiner
	1.3. Prepares the clearance or advisement letter, in case of any findings		1 hour	Securities Specialist Securities Examiner
	1.4. Reviews the clearance or advisement letter		1 hour	Assistant Director Director
			10 minutes	Administrative Assistant

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
In case of any findings, comply with the requirements and settle any unpaid assessed penalties. Repeat Step 1	1.5. Sends the clearance or advisement letter to the client through electronic mail			
TOTAL		None	3 days	

7. Request for Payment Assessment Form (for Filing Fees and Assessed Penalties)

This service details the procedure on how a citizen can request a Payment Assessment Form for payment of filing fees and assessed penalties.

Division / Office	Corporate Governance Division, Corporate Governance & Finance Department
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail	Representatives of publicly-listed company, investment company, issuer of proprietary and non-proprietary shares or certificates and public company

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Written request indicating the purpose (1) Electronic Copy	Applicant / client
2. Assessment Letter (if applicable) (1) Electronic Copy	Applicant / client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits written request and supporting documents to cgfd_cgd@sec.gov.ph	1.1. Forwards written request to processor 1.2. Generates Payment Assessment Form (PAF)	None	10 minutes 10 minutes	Administrative Assistant Securities Specialist Securities Examiner

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receives the PAF and pays the corresponding fee or assessed penalties via eSPAYSEC or LBP On-Call Facility	2. eSPAYSEC generates an electronic SEC Official Receipt after payment, or LBP issues a validated LBP deposit slip to the client.	Filing fee based on the consolidated schedule of fees and charges -or- Penalties: based on the Assessment Letter		eSPAYSEC LBP
3. Submits a copy of the electronic SEC Official Receipt or validated LBP deposit slip	3. Receives electronic Official Receipt or validated LBP deposit slip and notes compliance	None	10 Minutes	Administrative Assistant Securities Specialist Securities Examiner
TOTAL		None	30 minutes	

8. Request for Validation of Qualification of Nominees for Independent Directors of Publicly-Listed Company, Investment Company, Public Company, and Issuer of Proprietary and Non-Proprietary Shares or Certificates

This service details the procedure for the validation of qualifications of nominees for independent directors of covered companies.

Division / Office	Corporate Governance Division, Corporate Governance & Finance Department
Classification	Complex (7 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Service
Who may avail	Departments or Offices of the Securities and Exchange Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Office Memorandum or written request (1) Electronic Copy	Requesting Department or Office
2. Information Statement (SEC Form 20-IS) (1) Electronic Copy	Company
3. Notarized Certification of Independent Director (1) Electronic Copy	Company

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the Office Memorandum or written request together with supporting documents through electronic mail to cgfd_cgd@sec.gov.ph	1.1. Forwards the Office Memorandum or written request together with supporting documents to processor	None	10 minutes	Administrative Assistant
	1.2. Validate the qualifications of nominees for independent director and prepare office memoranda or written response addressed to the requesting Department / Office and EIPD.		4 days, 7 hours, and 30 minutes	Securities Specialist Securities Examiner Securities Counsel Chief Counsel
	1.3. Review and approve the Office Memorandum or written response		1 day	
	In case of any findings for disqualification, elevate to the Director.		1 day	Assistant Director

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4. Sends the Office Memoranda or written response through electronic mail		10 minutes	Director Administrative Assistant
TOTAL		None	7 days	

9. Review of Publicly-listed Company's Website Pursuant to the SEC-Prescribed Website Template

This service details the procedure for review of website of publicly-listed company and companies applying for registration of securities for listing with the PSE.

Division / Office	Corporate Governance Division, Corporate Governance & Finance Department
Classification	Simple (3 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Service
Who may avail	Departments or Offices of the Securities and Exchange Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Office Memorandum or written request (1) Electronic Copy	Requesting Department or Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the Office Memorandum or written request through electronic mail to cgfd_cgd@sec.gov.ph	1.1. Forwards the Office Memorandum or written request to processor 1.2. Review the company website and prepare office memorandum or written response addressed to the requesting Department / Office	None	10 minutes 1 day, 7 hours, and 40 minutes	Administrative Assistant Securities Specialist Securities Examiner

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3. Review and approve the office memorandum or written response		1 day	Assistant Director Director
	1.4. Sends the office memorandum or written response to the requesting Department or Office through electronic mail		10 minutes	Administrative Assistant
TOTAL		None	3 days	

10. Request for Comment on Articles of Incorporation and/or By-Laws of Ordinary Company, Publicly-listed Company, Investment Company, Exchange Traded Fund, Public Company, and Issuer of Proprietary and Non-Proprietary Securities

This service details the procedure on how to request comment on proposed new/amended Articles of Incorporation and/or By-Laws

Division / Office	Corporate Governance Division, Corporate Governance & Finance Department
Classification	Complex (7 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Service
Who may avail	Departments or Offices of the Securities and Exchange Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Office Memorandum or written request (1) Electronic Copy	Requesting Department or Office
2. Proposed Articles of Incorporation and/or By-Laws (AOI and BL) subject for comment (1) Electronic Copy	Company

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Office Memorandum or written request together with supporting documents through electronic mail to cgfd_cgd@sec.gov.ph	1.1 Forwards the Office Memorandum or written request together with supporting documents to processor	None	10 minutes 6 days, 7 hours and 40 minutes	Administrative Assistant Securities Counsel Chief Counsel

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Review the proposed AOI and BL and prepare comment For novel cases, elevates the comment to Assistant Director for review and approval 1.3 Sends the comment to the requesting Department or Office through electronic mail		10 minutes	Assistant Director Administrative Assistant
TOTAL		None	7 days	

11. Request for Monitoring of Corporate Governance Requirements of Investment Company, Public Company, Issuer of Proprietary and Non-proprietary Shares or Certificates, and Registered Issuer under the Jurisdiction of MSRD

This service details the procedure on how to request monitoring of covered company's compliance with corporate governance requirements.

Division / Office	Corporate Governance Division (CGD), Corporate Governance & Finance Department (CGFD)
Classification	Simple (3 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Service
Who may avail	Departments or Offices of the Securities and Exchange Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Office Memorandum or written request (1) Electronic Copy	Requesting Department or Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the Office Memorandum or written request through electronic mail to cgfd_cgd@sec.gov.ph	1.1. Forwards the Office Memorandum or written request to processor 1.2. Prepares the monitoring sheet with note to the requesting Department / Office	None	10 Minutes 2 days, 7 hours and 40 minutes	Administrative Assistant Securities Specialist Securities Examiner

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	For novel cases, elevate to the Assistant Director for review and approval 1.3. Sends the monitoring sheet to the requesting Department or Office through electronic mail		10 minutes	Assistant Director Administrative Assistant
TOTAL		None	3 days	



LICENSING DIVISION

Citizen's Charter, FY 2025 | 1st Edition



cgfd_ld@sec.gov.ph



8818-5952



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1. Amendment of Registration Statement

This service details the procedure on how an investment company and issuer of proprietary shares or certificates and non-proprietary shares or certificates can apply for amendment/s in their registration statement under the Securities Regulation Code (SRC) or R.A. No. 8799 and Investment Company Act or R.A. 2629.

Division / Office	Licensing Division (LD)
Classification	Highly Technical Pursuant to Section 12.6 of the SRC, the SEC has within 45 days after filing the registration statement (RS) to declare the RS effective or rejected. Such period may be adjusted to a later date provided the Client consented thereto or when the Client is allowed to amend the RS as provided in Section 14 of the SRC.
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	✓ Fund Managers, Authorized representatives of Investment Companies, and Issuers of Proprietary and Non-Proprietary Shares or Certificates

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. One (1) scanned copy of documents with physical/wet signatures - SEC Form 12-1-ICA for open-end and closed-end investment company - SEC Form 12-1 ETF for Investment Company classified as ETF - SEC Form 12-1 for issuers of proprietary and non-proprietary shares or certificates	Applicant (source: Forms and Fees for Secondary License) Reference: Implementing Rules and Regulations of the Securities Regulation Code and Implementing Rules and Regulations of the Investment Company Act
2. One (1) scanned copy of each of the following supporting documents: A. Prospectus, Main Prospectus and Sub-Fund Supplement (in case of an Umbrella Fund) B. Latest Annual Consolidated Audited Financial Statements (AFS) with notarized Statement of	Applicant

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Additional/Conditional Exhibits (required if new or with amendments) For Investment Companies: 1. Management Agreement; 2. Distribution & Sub-distribution Agreement; 3. Custodian Agreement; 4. Transfer Agency Agreement; 5. Advisory Agreement (if any); 6. Agreement with Authorized Participants (for ETF); 7. Agreement with Market Maker (for ETF); 8. Agreement with Index Provider (for ETF); 9. Target Fund's Prospectus (for Feeder Fund); 10. Sample of Subscription & Redemption Agreement/Form which are compliant with SRC Rules or ICA IRR if with amendments. 11. 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; 12. Notarized Curriculum Vitae and Recent Photographs of Officers and Members of the Board of Directors of the Investment Company and the Fund Manager. 13. Product Highlight Sheet/Key Product Information 14. An explanation as to how the proposed name is proportionate to the ESG features of the SRI Fund as a whole (for existing investment company that seeks to qualify as a Sustainable and Responsible Investment Fund). 15. Bank Authorization which shall be continuous as long as the registration of securities of the issuer is effective;	Fund Manager Fund Distributor Qualified Custodian Transfer Agent Investment Advisor Registered Broker or Authorized Market Participants Market Makers Service Provider Target Fund President and Chairman of the Board Board of Directors

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Issuers of Proprietary/Non-Proprietary Securities: 1. Escrow/Custodian Agreement with a reputable bank; 2. Credit Line Agreement with reputable domestic bank; 3. House/Membership Rules; 4. Lease Contract (if property is under Lease); 5. Certified true copy of Transfer Certificate of Title (TCT); 6. Brochures and other selling materials; 7. Development Agreement, if any; 8. Environmental Compliance Certificate (ECC); 9. Project Plan and Timetable of Project Construction; 10. Resort Calendar (if timeshares); 11. Proposed Contract of Suretyship covering the undertaking of the Issuer to refund the amount of investments if the project is not completed as disclosed; 12. Notarized Curriculum Vitae and Recent Photographs of Officers and Members of the Board of Directors. 13. Sample of Subscription Agreement containing the required undertaking under SRC Rule 12.1.4.2 14. Copy of Certificate of Registration as Salesman/Broker of Proprietary/Non-proprietary shares or certificates 15. Bank Authorization which shall be continuous as long as the registration of securities of the issuer is effective;	Custodian Bank Reputable Bank Applicant Owner of the Property Registry of Deeds Applicant Developer or Contractor of Property Department of Environment and Natural Resources Applicant Applicant Insurance Company Board of Directors CRMD Licensing Unit
3. Note: For initial and subsequent submissions of documents, Client shall file one (1) complete “unmarked” copy and one (1) additional “marked” copy (both with text layer if in PDF format) to indicate clearly and precisely, by underlining or in some other appropriate manner, the changes effected in the Prospectus and Exhibits.	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application documents via email to cgfd_ld@sec.gov.ph	1.1 Receives and checks completeness of basic requirements using the Pre-Evaluation Checklist. Issues Payment Assessment Form (PAF) for the filing fee after submission of complete documentary requirements.	None	5 Days 10 Minutes	SEC Administrative Assistant II SEC Accounting Specialist I Securities Specialist/Examiner Supervising Securities Examiner
2. Receives the PAF and pays via Electronic System for Payment to the SEC (eSPAYSEC) or LBP On-Call Facility	2.1 Electronic SEC Official Receipt is generated after payment or a validated LBP deposit slip is issued to the client	Basic fee: PHP12,000.00 LRF: PHP120.00 Documentary Stamp: PHP30.00 Total: PHP12,150.00	-	eSPAYSEC LBP
3. Submits copy of electronic SEC Official Receipt or validated LBP deposit slip and complete documents	3.1 Receives and forwards application to assigned processors 3.2 Finalizes the Notice of filing the ARS for publication by the investment company-applicant. 3.2.1 Reviews and approves the Notice	None	10 Minutes 1 Day 2 Days	SEC Administrative Assistant II SEC Accounting Specialist I Securities Specialist/Examiner Securities Counsel Chief Counsel Assistant Director Director

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2.3 Sends the Notice to the applicant. <i>Go to Step 4.</i>		10 Minutes	SEC Administrative Assistant
	3.3 Evaluates application If application is substantially compliant, a Memorandum to the Commission en Banc (CEB) is prepared for the approval of the ARS. <i>Go to Step 3.4.</i> <i>If not compliant, a comment checklist is prepared and approved for sending to the applicant via email. Go to Step 4.</i>		25 Days; 3 Hours; 10 Minutes	Securities Specialist/Examiner SEC Accounting Specialist I Securities Counsel Chief Counsel
	3.4 Reviews and approves the Memo to CEB		7 Days	Assistant Director Director Supervising Commissioner
	3.5 Approves the Application		1 Day	Commission En Banc
			1 Day	Securities Specialist/Examiner

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.6 Prepares Pre-effective Letter informing the applicant to submit Final Prospectus and other documents, as may be applicable 3.6.1 Reviews and approves the Pre-effective letter 3.6.2 Sends the Pre-effective letter to the applicant via email. Go to Step 5.		2 Days 10 Minutes	SEC Accounting Specialist I Securities Counsel Chief Counsel Assistant Director Director SEC Administrative Assistant II
4. Receives comments on the ARS and the Notice of filing the ARS and publishes the said Notice. The company shall submit a revised ARS including the Affidavits of Publication	4. Receives copy of the Affidavits of Publication and evaluates compliance. If non-compliant, <i>repeat Step 3.3</i> .	None	-	Administrative Assistant SEC Accounting Specialist I Securities Specialist/Examiner Securities Counsel Chief Counsel
5. Receives Pre-effective Letter and submits Final Prospectus and other required documents	5.1 Receives and forwards to handling processors	None	10 Minutes 3 Days	Administrative Assistant SEC Accounting Specialist I Securities Specialist/Examiner Securities Counsel Chief Counsel

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.2 Reviews Final Prospectus and other documents. <i>If non-compliant, a comment is prepared and approved for sending to the applicant via email. Repeat Steps 5.1 and 5.2.</i> 5.2.1 Prepares the Order of ARS 5.2.2 Reviews and approves the Order 5.2.3 Sends the Order to the applicant via email		4 Hours 2 Days 10 Minutes	Assistant Director Director SEC Administrative Assistant II
6. Receives the Order, publishes it, and submits a copy of the Affidavit of Publication	6. Receives a copy of the Affidavit of Publication and notes compliance	None		SEC Administrative Assistant II SEC Accounting Specialist I Securities Specialist/Examiner
TOTAL		PHP12,150.00	45 Days*	

Notes: Total processing time assuming the disclosures and exhibits in the ARS application upon initial filing are complete and updated, or by such later date to which the client has consented. If the ARS is on its face incomplete or inaccurate, the SEC may reject the ARS unless the Client is allowed to amend the RS. Likewise, the processing time does not include the period to pre-evaluate the documentary requirements, issue PAF for the filing fee, and when the Client complies with comments on the amended documents/RS.

2. Petition for Voluntary Revocation

This service details the procedure on how to request for voluntary revocation of securities registration and Certificate of Permit to Offer Securities for Sale issued in favor of Investment Companies, Exchange Traded Funds (ETFs), and Issuers of Proprietary and Non-Proprietary Securities.

Division / Office	Licensing Division (LD)
Classification	Highly Technical (20 days) Service covered under SRC Rule 13.2.3.2 and ICA Rule 13.1.6(b)(ii)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	✓ Investment Companies, ETFs, and Issuers of Proprietary / Non-Proprietary Securities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. One (1) scanned copy of Affidavit of Publication of Notice of Filing 2. One (1) scanned copy of the Verified Petition for Voluntary Revocation with physical/wet signatures sufficient in form and substance and the following exhibits: a. For Issuers of Proprietary and Non-Proprietary Securities (SRC Rule 13.2.1): i. Board Resolution approving the revocation, certified under oath by the corporate secretary and attested to by the president or anyone performing a similar function; ii. List of stockholders / security holders indicating their respective shareholdings / securities held as of the latest date; iii. All relevant books and papers of the Issuer, as may be determined by the Commission iv. Proposed Notice of Filing of Petition for Voluntary Revocation of Registration of	Newspaper publishing company Applicant

- Securities, reciting facts supporting the said petition which shall be subject to the approval of the Commission
- v. Such other requirements or conditions the Commission may deem necessary (SRC Rule 13.2.2)
- b. For Investment Companies and ETFs (ICA IRR Rule 13.1.6 (a)):
- i. Board Resolution approving the revocation stating therein the reason for seeking the revocation, certified under oath by the corporate secretary and attested to by the President or anyone performing a similar function, and duly approved by a majority of the stockholders;
 - ii. Proof that the holders were notified within thirty (30) days after the board has decided to voluntarily cause the revocation of the registration of securities of the Investment Company;
 - iii. List of stockholders/unit holders indicating their respective shareholdings/unit holdings as of the latest date;
 - iv. A mechanism that will inform all its shareholders and unitholders in the redemption of the investments which should include the establishment of redemption centers.
 - v. All relevant books and papers of the Investment Company, as may be determined by the Commission;
 - vi. Proposed Notice of Filing of Petition for Voluntary Revocation of Registration of Securities, reciting the facts supporting the said

petition which shall be subject to the approval of the Commission; and

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the Verified Petition and exhibits via email to cgfd_ld@sec.gov.ph	1.1 Receives Verified Petition and exhibits then forwards it to Securities Counsel	None	10 Minutes	SEC Administrative Assistant II
	1.2 Checks requirements and issues Payment Assessment Form (PAF) for the filing fee after submission of complete documentary requirements.		1 Day	Securities Counsel Chief Counsel
2. Receives the PAF and pays the filing fees via eSPAYSEC or LBP On-Call Facility	2. Electronic SEC Official Receipt is generated after payment or a validated LBP deposit slip is issued to the client	PHP 10,000.00 + LRF of PHP 100.00+ Documentary Stamp: PHP30.00 Total:Php10,130.00	-	eSPAYSEC LBP
2. Submits copy of electronic SEC Official Receipt or validated LBP deposit slip	3.1 Receives copy of electronic SEC Official Receipt or a validated LBP deposit slip, updates the records and forwards to the processor	None	10 Minutes	SEC Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2 Finalizes the Notice of Filing a Petition for Voluntary Revocation ("Notice") 3.2.1 Reviews and approves the Notice 3.2.2 Sends signed Notice to Client		1 Day 2 Days 10 Minutes	Securities Counsel Chief Counsel Assistant Director Director SEC Administrative Assistant II
4. Publishes the Notice and submits Affidavit of Publication ("Affidavit") to the Commission	4.1 Receives Affidavit and waits for fifteen (15) business days from publication to allow parties who stand to suffer any damage to file their complaints with the Commission. If no complaint is received within 15 business days, proceeds to process Petition 4.2 Prepares Memo to Commission en Banc (CEB)	None	- 7 Days; 7 Hours 5 Days	SEC Administrative Assistant II Securities Counsel Chief Counsel Assistant Director Director Supervising Commissioner

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.3 Reviews and approves the Memo to CEB		1 Day	Commission En Banc
	4.4 Approves or denies the Petition		1 Day	Securities Counsel Chief Counsel
	4.5 Prepares the ORDER OF REVOCATION ("Order")		2 Days	Assistant Director Director
	4.5.1 Reviews and approves the Order		10 Minutes	SEC Administrative Assistant II
	4.5.2 Sends the Order to the applicant via email		10 Minutes	SEC Administrative Assistant II
	4.6 Prepares request to upload copy of the Order in the SEC Website		10 Minutes	Securities Counsel Chief Counsel
	4.6.1 Reviews and approves the request		-	ICTD
	4.6.2 Uploads the Order in the Commission website			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Receives and publishes Order in a newspaper of general circulation and submits an affidavit of publication to the Commission. For Investment Companies and ETFs, publication of the Order shall conform to the requirements specified in ICA Rule 13.1.6 (b)(iii). END	5. Receives copy of Affidavit of Publication and notes the compliance	None	-	SEC Administrative Assistant II Securities Counsel Chief Counsel
TOTAL		PHP 10,000.00 + LRF of PHP 100.00+ DST of PHP30.00	20 Days*	

Notes: Excludes waiting time for Client to comply with any comment/s on the Petition and the 15 days from the date of publication to allow parties who stand to suffer any damage file their Complaints with the Commission.

3. Processing of Information Statement (SEC Form 20-IS)

This service details the procedure on how registered investment companies, issuers of proprietary and non-proprietary shares or certificates, public companies, and proxy solicitors can apply for the approval of their Information Statement/Proxy Form required to be distributed to stockholders prior to holding the Annual and Special Stockholders' Meetings pursuant to Rule 20 of the Implementing Rules and Regulations of the Securities Regulation Code (SRC).

Division / Office	Licensing Division (LD)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	✓ Fund Managers, Authorized representatives of an Investment Company, Issuers of Proprietary and Nonproprietary Securities, Public Companies and Proxy Solicitors

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. One (1) scanned copy of duly accomplished SEC Form 20-IS (Preliminary Information Statement/Definitive Information Statement) with electronic signatures.	Applicant (Source: Reportorial Requirements of Corporations with Secondary Licenses)
2. One (1) scanned copy of the Proxy Form (For solicitation of votes by any person or group of persons other than the regulated entity)	Applicant
3. One (1) scanned copy of the notarized certification that information contained in the reports are true and correct	
4. One (1) scanned copy of each supporting documents (for Regulated Entities): a. Notice of Meeting b. Sample Proxy Form	

- c. Latest Consolidated Annual Audited Financial Statements and Unaudited Interim Financial Statements
- d. Management Discussion and Analysis covering the applicable financial statements
- e. Brief Description of the General Nature and Scope of the Business of the Issuer and its subsidiaries
- f. Identity of the Issuer's Directors and Officers, Including their principal occupation or employment, name, and principal business of any organization in which such persons are employed
- g. Market Price and Dividends on the Issuer's common shares
- h. Discussion on compliance with leading practices on corporate governance
- i. Undertaking in boldface prominent type to provide without charge to each person solicited, upon written request of any such person, a copy of the Annual Report on SEC Form 17-A and the name and address of the person to whom such written request is directed.
- j. Certificate of Qualification of Independent Director/s as required under SEC Memorandum Circular No. 05, Series of 2017

Notes:

1. In case of a special meeting where the Issuer has already distributed to its stockholders its annual report on SEC Form 17-A for the fiscal year preceding the date of its annual stockholders' meeting, the applicant is no longer required to submit the requirements 3-9 above, except with respect to the disclosure of updated financial and non-financial information.

2. For Solicitation of Votes Other than by the regulated entity, the information provided under SRC Rule 20.8.2 should be attached to and distributed with the proxy form prepared in accordance with SRC Rule 20.5.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits via email to cgfd_ld@sec.gov.ph the Preliminary Information Statement (PIS) and its supporting documents, and requests PAF.	1. Issues PAF for the filing fee.	None	20 Minutes	SEC Administrative Assistant II SEC Accounting Specialist I Securities Specialist/ Examiner
2. Receives the PAF, and pays the filing fee via eSPAYSEC or LBP On-Call Facility.	2. eSPAYSEC generates electronic SEC Official Receipt after payment, or LBP issues a validated LBP deposit slip to the client.	Reporting Company: Basic -PHP7,500.00 LRF – PHP75.00 Total – PHP7,575.00 Amended Report: Basic– PHP5,000.00 LRF – Php50.00 Total – PHP5,050.00 Proxy Solicitor: Basic –PHP5,000.00 LRF – PHP50.00 Total – PHP5,050.00		eSPAYSEC / LBP

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submits via email to cgfd_ld@sec.gov.ph a copy of electronic SEC Official Receipt or a validated LBP deposit slip, Preliminary Information Statement (PIS) and supporting documents	3.1 Receives and forwards documents to the assigned processor;	None	10 Minutes	SEC Administrative Assistant II
	3.2 Reviews the report and supporting documents. 3.2.1 If report is non-compliant, prepares comments checklist 3.2.2 If report is compliant, prepares advice email		10 Days; 7 Hours	SEC Accounting Specialist Securities Specialist/ Examiner
	3.3 Reviews and approves the comment checklist/ advise email.		3 Days	Supervising Securities Examiner
	3.4 Issues comments on the PIS and advises to submit DIS/amended DIS		10 Minutes	SEC Administrative Assistant II
4. Receives comments and submits via email to cgfd_ld@sec.gov.ph the Definitive Information Statement (DIS) and its supporting documents.	4.1 Receives and forwards documents to the assigned processor;	None	10 Minutes	SEC Administrative Assistant II
	4.2 Reviews the report and supporting documents.		6 Days	SEC Accounting Specialist I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.2.1 If the DIS is incomplete or non-compliant with the comments on the PIS, prepare comments and PAF for the additional filing fee. <i>Repeat Steps 2, 3 and 4.</i> 4.2.2 If the DIS is complete, advise SEC Administrative Assistant to issue clearance 4.3 Issues clearance via email to the client allowing the distribution of DIS. END		10 Minutes	Securities Specialist/Examiner SEC Administrative Assistant II
6. Receives clearance for the distribution of DIS.	None		None	
TOTAL		Reporting Company: PHP7,575.00 OR Amended Report: PHP5,050.00 Proxy Solicitor: PHP5,050.00	20 days*	

Remarks: Processing time does not include when the client prepares amended DIS.

4. Registration of Securities and Licensing of Investment Company

This service details the procedure on how (1) an investment company and issuer of proprietary shares or certificates and non-proprietary shares or certificates can apply for a Certificate of Permit to Sell Securities to the Public and Order of Registration of Securities under the Securities Regulation Code (SRC) or R.A. No. 8799 and Investment Company Act (ICA) or R.A. 2629 and their respective Implementing Rules and Regulation (IRR), and(2) for a company to apply for an investment company license under the ICA and its IRR.

Division / Office	Licensing Division (LD)
Classification	Highly Technical Pursuant to Section 12.6 of the SRC, the SEC has within 45 days after filing the registration statement (RS) to declare the RS effective or rejected. Such period may be adjusted to a later date provided the Client consented thereto or when the Client is allowed to amend the RS as provided in Section 14 of the SRC.
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	✓ Fund Managers, Authorized representatives of Investment Companies (IC), and Issuers of Proprietary and Non-Proprietary Shares or Certificates

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. One (1) scanned copy of documents with physical/wet signatures - SEC Form 12-1-ICA for open-end and closed-end investment company - SEC Form 12-1 ETF for Investment Company classified as ETF - SEC Form 12-1 for issuers of proprietary and non-proprietary shares or certificates - SEC ICA Form 7-A for Investment Company applying for a license	Applicant <i>(Source: Forms and Fees for Secondary License)</i> <i>References: Implementing Rules and Regulations</i>
2. One (1) scanned copy of each of each supporting documents	

- a. Prospectus, Main Prospectus and Sub-Fund Supplement (in case of an Umbrella Fund)
- b. Latest Annual Consolidated Audited Financial Statements (AFS) and Consolidated Audited Interim Financial Statements (IFS) with Statement of Management Responsibility (SMR) and Additional components of the AFS/IFS as required under the Revised SRC Rule 68
- c. Exhibits
 - i. Draft Notice re: Filing of RS for Publication
The signed Notice shall be published by the registrant, at its own expense, in two (2) national newspapers of general circulation once a week for two (2) consecutive weeks and post the said notice and updated prospectus in its website. Proof of Publication of Notice, with Affidavit and copy of Publication, shall be submitted after the publication;
 - ii. Articles of Incorporation and By-laws which are compliant with the provisions of the RCC, the SRC, and its IRR, and additionally for ICs, the ICA, and its IRR;
 - iii. Opinion re: Tax Matter;
 - iv. Consents of Experts and Independent Counsel which shall be dated and manually signed;
 - v. Notarized Curriculum Vitae and Recent Photographs of Officers and Members of the Board of Directors (BOD) and the BOD of the Fund Manager for IC applicant;
 - vi. Bank Authorization which shall be continuous as long as the registration of securities of the issuer is effective;

Reference: Revised Securities Regulation Code (SRC) Rule 68

Tax Expert
Independent Counsel

Members of the Board of Directors

Members of the Board of Directors of Applicant

Members of the Board of Directors of Applicant

vii. Copy of Board Resolution approving the securities offering and authorizing the filing of the RS; viii. 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 (for Investment Companies, the resolution must also be signed by the majority of the Fund Manager's Board of Directors); ix. 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; x. Sample of Subscription Agreement which must be compliant with SRC Rules or ICA IRR for ICs; xi. Manual on Corporate Governance; xii. Monitoring Clearance, if applicant is previously in operation as an ordinary corporation	Members of the Board of Directors of Fund Manager, if Applicant is an investment company
	Corporate Secretary
	Reference: SEC Memorandum Circular No. 24, Series of 2019 Company Registration and Monitoring Department
Additional Exhibits	Fund Manager Fund Distributor Custodian Bank Transfer Agent Investment Advisor Registered Broker or Authorized Market Participants Market Makers Service Provider
A. Investment Companies: a. Management Agreement; b. Distribution Agreement; c. Custodian or Escrow Agreement; d. Transfer Agency Agreement; e. Advisory Agreement (if any); f. Agreement with Authorized Participants (for ETF);	

[illegible]

Note: Note: For additional registration of securities, Client shall file one (1) complete “unmarked” copy and one (1) additional “marked” copy (both with text layer if in PDF format) to indicate clearly and precisely, by underlining or in some other appropriate manner, the changes effected in the Prospectus and Exhibits in all submissions.

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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE										
2. Receives the PAF and pays the filing fee via eSPAYSEC or LBP On-Call Facility	2. SEC electronic Official Receipt is generated after payment or a validated LBP deposit slip is issued to the client	Filing fee for the registration of shares of an Investment Company / ETF, proprietary and non-proprietary shares or certificates: <table><tr><th>Aggregate price of securities</th><th>Fee</th></tr><tr><td><PHP500M</td><td>0.10%</td></tr><tr><td>>PHP500M <PHP750M</td><td>PHP500,000 plus 0.075% of the excess of PHP500M</td></tr><tr><td>>PHP750M <PHP1 B</td><td>PHP687,500 plus 0.05% of the excess of PHP750M</td></tr><tr><td>>PHP1 B</td><td>PHP812,500 plus 0.025% of the excess over PHP1 B</td></tr></table> Plus 1% Legal Research Fee (LRF) based on the computed filing fee and Document Stamp – Php30.00 Filing fee for the registration of units of participation of an Investment Company: Basic filing fee- PHP10,000.00	Aggregate price of securities	Fee	<PHP500M	0.10%	>PHP500M <PHP750M	PHP500,000 plus 0.075% of the excess of PHP500M	>PHP750M <PHP1 B	PHP687,500 plus 0.05% of the excess of PHP750M	>PHP1 B	PHP812,500 plus 0.025% of the excess over PHP1 B	-	eSPAYSEC LBP
Aggregate price of securities	Fee													
<PHP500M	0.10%													
>PHP500M <PHP750M	PHP500,000 plus 0.075% of the excess of PHP500M													
>PHP750M <PHP1 B	PHP687,500 plus 0.05% of the excess of PHP750M													
>PHP1 B	PHP812,500 plus 0.025% of the excess over PHP1 B													

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		LRF – PHP100.00 Document Stamp – PHP30.00 Total – PHP10,130.00 Filing fee for a license to operate as Investment Company: Basic fee- PHP10,000.00 LRF – PHP100.00 Total – PHP10,100.00		
3 Submits copy of SEC electronic Official Receipt or validated LBP deposit slip and complete documents	3.1 Receives and forward application to assigned processors	None	10 Minutes	SEC Administrative Assistant II
	3.2 Finalizes the Notice of Filing the RS for publication by the applicant and prepares: (1) Memorandum to MSRD for new IC applicant and, (2) Memorandum to OGA for the review of financial statements (<i>except if applicant is a newly created corporation or with no prior business operations</i>)		1 Day	SEC Accounting Specialist I Securities Specialist/Examiner Securities Counsel Chief Counsel
			3 Days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2.1 Reviews and approves the Notice and Memoranda 3.2.2. Send the Notice and the Memoranda via email.. 3.3.1 Reviews the application of new IC and FS of the applicant 3.3.2 Evaluates the application/s If application is substantially compliant, a Memorandum to the Commission en Banc (CEB) is prepared for the approval of the RS. Go to Step 3.4.		10 Minutes 1 day 21 Days, 7 Hours and 10 Minutes	Supervising Securities Examiner Assistant Director Director SEC Administrative Assistant II MSRD OGA/ CGFD Accountant SEC Accounting Specialist Securities Specialist/Examiner Securities Counsel Chief Counsel Supervising Securities Examiner

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<i>(If not compliant, a comment checklist is prepared and approved for sending to the applicant via email. Go to Step 4)</i> 3.4 Reviews and approves the Memo CEB 3.5 Approves the application 3.6 Prepares Pre-effective Letter informing the applicant to submit Final Prospectus and other documents, as may be applicable 3.6.1 Reviews and approves the Pre-effective letter 3.6.2 Sends the Pre-effective letter to the applicant via email. <i>Go to Step 5.</i>		7 Days 1 Day 2 Days 10 Minutes	Assistant Director Director Supervising Commissioner Commission en Banc SEC Accounting Specialist Securities Specialist/Examiner Securities Counsel Chief Counsel Supervising Securities Examiner Assistant Director Director SEC Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Received comments on the RS and publishes the Notice of filing the Registration Statement, uploads the Notice and proposed Prospectus in its website. The company shall submit a revised RS in compliance with the comments and the Affidavits of Publication.	4. Receives compliance and copy of the Affidavits of Publication and evaluated compliance. If non compliant, <i>repeat Step 3.3.2.</i>	None	-	SEC Administrative Assistant II SEC Accounting Specialist I Securities Specialist/Examiner Securities Counsel Chief Counsel
5. Receives Pre-effective Letter and submits Final Prospectus and other required documents	5.1 Receives and forwards to handling processors	None	10 Minutes	SEC Administrative Assistant II
	5.2 Reviews the Final Prospectus and other documents. If non-compliant, <i>a comment is prepared and approved for sending to the applicant via email. Repeat Step 5.1-5.2.</i>		6 Days	SEC Accounting Specialist I Securities Specialist/Examiner Supervising Securities Examiner Securities Counsel
			2 Days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.2.1 Prepares the Certificate of Permit to Offer Securities to the Public ("Permit") via NNS and Order of Registration 5.2.2 Reviews and approves the Permit and Order 5.2.3 Sends the Permit and Order via email		10 Minutes	Assistant Director Director SEC Administrative Assistant II
6. Receives Permit and Order of Registration 6.1 Publishes the Order of Registration and submits Affidavits of Publication	5. Receives the Affidavit of Publication and notes the compliance	None		SEC Administrative Assistant II SEC Accounting Specialist I Securities Specialist/Examiner
TOTAL		Please see table of fees above for the registration of securities other than units of participation Registration of Units –	45 Days*	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Total PHP10,130.00 Investment Company License Fee – Total PHP10,100.00		

Remarks: Processing time assuming the disclosures and exhibits to the RS application are complete and updated, or any later date to which the client has consented. If the RS is on its face incomplete or inaccurate, the SEC may reject the RS unless the Client is allowed to amend the RS. Likewise, the processing time does not include the pre-evaluation step, issuance of the PAF for the filing fee, and the period when the Client complies with comments on the amended documents/RS and explanation of any deficiencies that may be found in the financial statements.

5. Request for Certification on the Registration of Securities

This service details the procedure on how to request certification whether a company is a duly registered issuer of any securities (mutual funds, exchange-traded funds, and issuers of proprietary or non-proprietary shares certificates) pursuant to Sections 8 and 12 of the Securities Regulation Code and its Amended Implementing Rules and Regulations).

Division / Office	Licensing Division (LD)
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C) Government to Business (G2B) Government to Government (G2G)
Type of Service	External Service
Who may avail:	✓ Departments or Offices of the Securities and Exchange Commission and other Government Offices ✓ Individuals and private corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. One (1) scanned copy of Written Request for certification for G2B/G2C transaction 2. One (1) scanned copy of the notarized certification that information contained in the request is true and correct (for G2B/G2C transactions) 3. Office Memorandum/Letter requesting certification for G2G transaction	Client <i>Reference: Revised Guidelines on the Submission of Documents, Issuance of Payment Assessment Form, Other Requests and Compliance Requesting Department/ Agency</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits via email to cgfd@sec.gov.ph a written request or Office Memorandum (for internal department of SEC)	1.1 Receives the written request or Office Memorandum		10 Minutes	Administrative Officer II Administrative Officer III
	1.2 Issues PAF for G2B/G2C transaction, and proceeds to Step 2. No payment is required for G2G transaction		30 Minutes	Securities Specialist I
	1.3 Prepares draft Certification		0.5 Day	Securities Specialist I
	1.4 Reviews the Certification and prepares Memorandum or cover email for G2G transaction		1.5 Days; 7 hours	Administrative Officer II
	1.5 Approves the Certification and Memorandum/ cover email		1 Day	Director
	1.6 Sends the Certification and Memo/cover email to the requesting party. Go to Step 4		10 Minutes	Administrative Officer II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receives the PAF, and pays the miscellaneous fee via eSPAYSEC or LBP On-Call Facility (for G2B / G2C transaction)	2. eSPAYSEC generates electronic SEC Official Receipt after payment, or LBP issues a validated LBP deposit slip to the client	Php500.00 per Certificate plus Php10.00 as LRF and Php30.00 for the Documentary Stamp Tax (DST)		eSPAYSEC LBP
3. Submits via email to cgfd_ld@sec.gov.ph a copy of electronic SEC Official Receipt or validated LBP deposit slip for G2B/G2C transaction	3. Receives electronic SEC Official Receipt or a validated LBP deposit slip. Go to steps 1.3-1.6 for G2B/G2C transactions.		10 Minutes	Administrative Officer II Administrative Officer III
4. Receives Certification together with the letter reply or Office Memorandum for (for G2G transaction). END	None	-	-	-
TOTAL		Php 500.00 per Certificate plus Php10.00 LRF and Php30.00 for the DST	3 Days	

This service details the procedure on how to request for Exemptive Relief (SRC Rule 72.2), Confidential Treatment (SRC Rule 66.3), or other filing made requiring action by the Department.

Division / Office	Licensing Division (LD)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	✓ Representative of Investment Company, Issuer of Proprietary and Non-Proprietary Shares or Certificates, Public Company, persons who make a tender offer, and any entities with application with CGFD- LD

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. For Request for Exemptive Relief One (1) scanned copy of duly signed letter request with the complete information and justifications as required under SRC Rule 72.2.1, as follows: a. The specific rule or order, requirement or prohibition from which relief is being sought b. The legal basis of justification for the exemption; c. The name, address, and telephone number/s of the applicant d. Other supporting documents, as may be necessary;	Applicant
2. For Request for Confidential Treatment One (1) scanned copy of duly signed letter request with the complete statements and justifications as required under SRC Rule 66.3.1, as follows: a. Enumerate or state with particularity, in matrix form, the information or items it wants to be treated as confidential	Applicant

Applicant

Securities Counsel
Chief Counsel

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	If incomplete, advise the client to provide additional required information. Repeat Step 1.		10 Minutes	SEC Administrative Assistant II
2. Receives the PAF, and pays the filing fee via eSPAYSEC or LBP On-Call Facility.	2. eSPAYSEC generates electronic SEC Official Receipt after payment, or LBP issues a validated LBP deposit slip to the client.	<i>Exemptive Relief:</i> PHP 50,000.00 per issue and per company + LRF of Php500.00 <i>Confidential Treatment:</i> PHP 50,000.00 per information and per company + LRF of Php500.00 <i>Other Filing:</i> PHP 2,000.00 + LRF of Php20.00		eSPAYSEC LBP
3. Submits electronic SEC Official Receipt or validated LBP deposit slip, Letter Request, and supporting documents	3.1 Receives copy of electronic SEC Official Receipt or a validated LBP deposit slip, Letter Request, and supporting documents		10 Minutes	SEC Administrative Assistant II
			10 Days,	Securities Counsel

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2 Evaluates the request and prepares Memorandum to Commission en Banc/ Supervising Commissioner		7 Hours and 40 Minutes	Chief Counsel
	3.3 Review and approves the Memo		5 Days	Assistant Director Director Supervising Commissioner
	3.4 Approves or denies the request		1 Day	Supervising Commissioner Commission En Banc
	3.5 Prepares advisement letter		1 Day	Securities Counsel Chief Counsel
	3.6 Reviews and approves advisement letter		2 Days	Assistant Director Director
	3.7 Sends the advisement letter via email		10 Minutes	SEC Administrative Assistant II
4. Receives the advice letter. END	None	None		
TOTAL		PHP 50,000.00 per issue/information and per company + LRF of PHP50.00 OR PHP2,000.00 + LRF of PHP 20.00	20 Days	

Remarks: Excludes waiting time for Client to comply with any comment/s on the Request and the time to re-evaluate the request.

7. Request for Monitoring of Investment Company, Public Company, and Issuer of Proprietary and Non-proprietary Shares or Certificates

This service details the procedure on how registered investment companies, public companies, and issuers of proprietary and non-proprietary shares or certificates apply for CGFD clearance relative to its application for a Certificate of Good Standing or No Derogatory Records with CRMD.

Division / Office	Licensing Division (LD)
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B) Government to Government (G2G)
Type of Service	External Service
Who may avail:	✓ Representatives of Investment Company, Issuer of Proprietary and Non-Proprietary Shares or Certificates and Public Company

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
One (1) scanned copy of written request for monitoring indicating the purpose	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Emails request or copy of advice from CRMD cgfd_ld@sec.gov.ph	1.1 Receives requests and forwards to Corporate Governance Division (CGD) to check and review compliance with corporate governance-related requirements.	None	10 Minutes 5 Days; 7 Hours; and 40 Minutes	SEC Administrative Assistant II CGD SEC Accounting Specialist I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Prepares Monitoring Slip(MS) and incorporates CGD's comments and outstanding violations, if any. 1.3 Reviews and approves the MS 1.4 Sends the MS to CRMD and copy furnishes the client via email.		1 Day 10 Minutes	Securities Specialist/Examiner Supervising Securities Examiner SEC Administrative Assistant II
2. Receives the Monitoring Slip. END <i>If a company has outstanding violations, comply with the requirements and settle any unpaid assessed penalties. Repeat Step 1.</i>	None	None	-	
TOTAL		None	7 Days	

Remarks: Processing time excludes the period for the client to comply with the requirements and settlement of imposed penalties, if any.

8. Request for Payment Assessment Form (for Annual Fees of Unitized Mutual Funds and Assessed Penalties)

This service details the procedure on how a citizen can request a Payment Assessment Form for payment of annual fees of Unitized Mutual Funds and assessed penalties.

Division / Office	Licensing Division (LD)
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	✓ Fund Managers, Authorized representatives of an Investment Company, Issuers of Proprietary and Nonproprietary Securities, and Public Companies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Email or written request 2. For Annual of Fee: copy of the computed Average Net Asset Value of the UMF certified correct by the Fund's President or Treasurer 3. For Penalties: Assessment Letter	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Email request for PAF and applicable documentary requirements to cgfd_ld@sec.gov.ph	1. 1 Receives and forwards request to handling processor		10 Minutes	SEC Administrative Assistant II
	1.2 Prepares Payment Assessment Form.	For Penalties: Based on the Assessment Letter	0.5 Day	SEC Accounting Specialist I Securities Specialist/Examiner

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Reviews the PAF for the Annual Fee of a unitized mutual funds 1.4 Sends the PAF via email	For Annual Fees of UMF: 1 bps based on the Average Net Asset Value	0.5 Day 10 Minutes	Supervising Securities Examiner SEC Administrative Assistant II
2. Receives the PAF and pays the annual fee or assessed penalties via eSPAYSEC or LBP On-Call Facility	2. Electronic SEC Official Receipt is generated after payment or a validated LBP deposit slip is issued to the client			eSPAYSEC LBP
3. Submits Electronic Official Receipt or validated LBP deposit slip via email to cgfd_ld@sec.gov.ph	3. Receives electronic Official Receipt or validated LBP deposit slip and notes compliance	None		SEC Administrative Assistant II SEC Accounting Specialist I Securities Specialist/ Examiner
TOTAL		None	1 Day;20 Minutes Hour	

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

This service details the procedure on how a business can request comment on proposed new/amended Articles of Incorporation and/or By-Laws.

Division / Office	Licensing Division (LD)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Service
Who may avail:	Officers of the Securities and Exchange Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- Memorandum or email requesting CGFD comments on the Articles of Incorporation (AOI) and/or By-Laws (BL) - One (1) scanned copy of the Proposed Articles of Incorporation (AOI) and/or By-Laws (BL) subject for comment and Directors' Certificate covering the proposed amendments	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Email request or memo from CRMD and supporting documents to cgfd_ld@sec.gov.ph	1.1 Receives email/memo and forwards to:	None	10 Minutes	SEC Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1.1 Assistant Director - for assignment to Counsel, if the requesting company is an ordinary corporation and will qualify as covered company of CGFD, or 1.1.2. Securities Counsel and Securities Specialist - if the requesting company is a covered company; and 1.1.3 Corporate Governance Division (CGD) via email, for comments and monitoring			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<i>If the requesting company is an ordinary corporation and will not qualify as a covered company of CGFD, the SEC Administrative Assistant prepares a draft reply to the requesting party and forwards it to Assistant Director for review. Go to step 1.5</i> 1.2 Assigns the request to Counsel 1.3 Reviews the proposed AOI and/or By-Laws 1.3.1. If client is a covered company, simultaneously updates the monitoring sheet and forwards a copy to handling processor		5 Minutes 15 Days; 7 Hours; 35 Minutes 2 Day	Assistant Director Securities Counsel Chief Counsel Securities Counsel (CGD) Chief Counsel (CGD) Securities Specialist Securities Examiner

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4 Receives comments from CGD and monitoring sheet from Securities Specialist/Examiner and prepares comments' list containing LD and CGD's findings on the proposed AOI and/or BL as well as the status of compliance of covered companies of no findings on the proposed AOI and/or BL and the company has no outstanding violations, prepares Clearance. 1.5 Reviews and approves comments' list or clearance and draft reply 1.6 Sends comments' list to the requesting company and copy furnish CRMD via email or sends clearance to CRMD copy furnish requesting company. END.		2 Days 10 Minutes	Assistant Director Securities Counsel Chief Counsel Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<i>If the request for review of AOI/BL is sent through CGFD account (cgfd@sec.gov.ph), the SEC Administrative Assistant will forward the comments' list or clearance to the email of CGFD.</i> <i>If based on the Comments' List a covered company has outstanding violations, it must comply with the requirements and settle unpaid assessed penalties, if any, and resubmits a request for comment on the revised AOI and/or BL. Repeat Step 1 .</i>			
2 Receives CGFD's clearance/comments' list. END. Repeat Step 1 for the submission of compliance with the CGFD's Comments.	None	None	-	-
TOTAL		None	20 Days	

Notes: Processing time does not include the period for the company to comply with the comments and reportorial requirements

10. Request for Certification on the Registration of Securities

This service details the procedure on how to request certification whether a company is a duly registered issuer of any securities (mutual funds, exchange-traded funds, and issuers of proprietary or non-proprietary shares certificates) pursuant to Sections 8 and 12 of the Securities Regulation Code and its Amended Implementing Rules and Regulations).

Division / Office	Licensing Division (LD)
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C) Government to Business (G2B) Government to Government (G2G)
Type of Service	Internal Service
Who may avail:	Officers of the Securities and Exchange Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- One (1) scanned copy of Written Request for certification for G2B/G2C transaction - One (1) scanned copy of the notarized certification that information contained in the request is true and correct (for G2B/G2C transactions) - Office Memorandum/Letter requesting certification for G2G transaction	Client <i>Reference: Revised Guidelines on the Submission of Documents, Issuance of Payment Assessment Form, Other Requests and Compliance Requesting Department/ Agency</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submits via email to cgfd@sec.gov.ph a written request or Office Memorandum (for internal department of SEC)	1.1 Receives the written request or Office Memorandum		10 Minutes	Administrative Officer II Administrative Officer III
			30 Minutes	Securities Specialist I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Issues PAF for G2B/G2C transaction, and proceeds to Step 2. No payment is required for G2G transaction 1.3 Prepares draft Certification 1.4 Reviews the Certification and prepares Memorandum or cover email for G2G transaction 1.5 Approves the Certification and Memorandum/ cover email 1.6 Sends the Certification and Memo/cover email to the requesting party. Go to Step 4		0.5 Day 1.5 Days; 7 hours 1 Day 10 Minutes	Securities Specialist I Administrative Officer II Director Administrative Officer II
2. Receives the PAF, and pays the miscellaneous fee via eSPAYSEC or LBP On-Call Facility (for G2B / G2C transaction)	2. eSPAYSEC generates electronic SEC Official Receipt after payment, or LBP issues a validated LBP deposit slip to the client	Php500.00 per Certificate plus Php10.00 as LRF and Php30.00 for the Documentary Stamp Tax (DST)		eSPAYSEC LBP

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submits via email to cgfd_ld@sec.gov.ph a copy of electronic SEC Official Receipt or validated LBP deposit slip for G2B/G2C transaction	3. Receives electronic SEC Official Receipt or a validated LBP deposit slip. Go to steps 1.3-1.6 for G2B/G2C transactions.		10 Minutes	Administrative Officer II Administrative Officer III
4. Receives Certification together with the letter reply or Office Memorandum for (for G2G transaction). END	None	-	-	-
TOTAL		Php 500.00 per Certificate plus Php10.00 LRF and Php30.00 for the DST	3 Days	

11. Request for Monitoring of Investment Company, Public Company, and Issuer of Proprietary and Non-proprietary Shares or Certificates

This service details the procedure on how registered investment companies, public companies, and issuers of proprietary and non-proprietary shares or certificates apply for CGFD clearance relative to its application for a Certificate of Good Standing or No Derogatory Records with CRMD.

Division / Office	Licensing Division (LD)
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B) Government to Government (G2G)
Type of Service	Internal Service
Who may avail:	Officers of the Securities and Exchange Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
One (1) scanned copy of written request for monitoring indicating the purpose	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Emails request or copy of advice from CRMD cgfd_ld@sec.gov.ph	1.1 Receives requests and forwards to Corporate Governance Division (CGD) to check and review compliance with corporate governance-related requirements.	None	10 Minutes 5 Days; 7 Hours; and 40 Minutes	SEC Administrative Assistant II CGD SEC Accounting Specialist I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Prepares Monitoring Slip(MS) and incorporates CGD's comments and outstanding violations, if any. 1.3 Reviews and approves the MS 1.4 Sends the MS to CRMD and copy furnishes the client via email.		1 Day 10 Minutes	Securities Specialist/Examiner Supervising Securities Examiner SEC Administrative Assistant II
2. Receives the Monitoring Slip. END <i>If a company has outstanding violations, comply with the requirements and settle any unpaid assessed penalties. Repeat Step 1.</i>	None	None	-	
TOTAL		None	7 Days	

Remarks: Processing time excludes the period for the client to comply with the requirements and settlement of imposed penalties, if any.



MONITORING, COMPLIANCE AND AUDIT DIVISION

Citizen's Charter, FY 2025 | 1st Edition



cgfd_fdn@sec.gov.ph



8818-9227
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7907 Makati Avenue, Salcedo
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EXTERNAL SERVICES:

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1. Accreditation of Microfinance Non-Government Organizations (MF-NGOs) under Republic Act (R.A.) No. 10693 (Microfinance NGOs Act)

This service details the procedure governing the accreditation of qualified MF-NGOs by the Microfinance NGO Regulatory Council (MNRC or Council) under R.A. No. 10693 for purposes of availing of the preferential tax rate under Section 20 thereof.

The MNRC is a multi-agency body composed of three (3) private sector representatives and four (4) public sector representatives, i.e. one representative each from the SEC, the Department of Finance (DOF), Department of Trade and Industry (DTI) and the Department of Social Welfare and Development (DSWD). The Monitoring Compliance and Audit Division (MCAD) of the Corporate Governance and Finance Department (CGFD) acts as the Secretariat of the Council.

Division / Office	Monitoring Compliance and Audit Division, Corporate Governance and Finance Department
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	MF-NGO that meets the requirements under R.A. No. 10693 and MNRC issuances

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Sworn Application Form (Online)	https://www.sec.gov.ph/microfinance-ngo-regulatory-council/forms-2/
2. Bureau of Internal Revenue (BIR) Certificate of Registration (1 photocopy)	Bureau of Internal Revenue (BIR)
3. Certificate of No Derogatory Information (CNDI) issued by SEC for not more than six (6) months from complete filing of the application with MNRC	SEC – Company Registration and Monitoring Department; or SEC – Extension Office, as applicable

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE								
(1 original)									
4. Duly accomplished MNRC Performance Standards Report Card using the latest prescribed template	https://www.sec.gov.ph/microfinance-ngo-regulatory-council/forms-2/ To be signed by the MF-NGO's Chairperson, President/CEO/Executive Director, and Treasurer/CFO/Finance Director								
5. Latest Audited Financial Statements (AFS) for the immediately preceding year duly received by SEC In case the AFS is not yet available at the time of application, the MF-NGO shall submit an Interim Financial Statements (IFS) An illustration of the required financial statement(s) to be submitted depending on the date of filing is as follows: <table border="1" data-bbox="228 1027 1001 1369"> <thead> <tr> <th>Date of Filing</th><th>Required Financial Statements</th></tr> </thead> <tbody> <tr> <td>January 1 - March 31</td><td>IFS as of 31 December of previous year</td></tr> <tr> <td>April 1 - June 30</td><td>AFS of previous year</td></tr> <tr> <td>July 1 - September 30</td><td>AFS of previous year + 1</td></tr> </tbody> </table>	Date of Filing	Required Financial Statements	January 1 - March 31	IFS as of 31 December of previous year	April 1 - June 30	AFS of previous year	July 1 - September 30	AFS of previous year + 1	SEC To be signed by the MF-NGO's President/CEO/Executive Director and Treasurer/CFO/Finance Director
Date of Filing	Required Financial Statements								
January 1 - March 31	IFS as of 31 December of previous year								
April 1 - June 30	AFS of previous year								
July 1 - September 30	AFS of previous year + 1								

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
<table><tr><td></td><td>quarter of current year</td></tr><tr><td>October 1 - December 30</td><td>AFS of previous year + 2 quarters of current year</td></tr></table>		quarter of current year	October 1 - December 30	AFS of previous year + 2 quarters of current year	
	quarter of current year				
October 1 - December 30	AFS of previous year + 2 quarters of current year				
6. National Bureau of Investigation (NBI) Clearance of each Trustee and Officer, or equivalent document for non-resident Trustee/Officer (1 original per Trustee and Officer)	NBI or equivalent agency of the country of residence of the foreign Trustee/Officer				
7. In case of Foreign Trustees/Officers, applicant must also submit the following: a. Clearance from the Bureau of Immigration (BI) (1 original) b. Passport with valid visa or stay in the Philippines (1 photocopy) c. Alien Certificate of Registration Identity Card (ACR I-Card) (1 photocopy) d. Work permits issued by the Department of Labor and Employment (DOLE) (1 original or photocopy)	Bureau of Immigration Issuing agency of the country of nationality of the foreign Trustee/Officer Bureau of Immigration Department of Labor and Employment (DOLE)				
8. Latest Curriculum Vitae (CV) of all Trustees and Officers using the prescribed template (1 original or photocopy)	https://www.sec.gov.ph/microfinance-ngo-regulatory-council/forms-2/ Trustees and Officers				

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
9. Statement indicating therein a full description of the MF-NGO's activities for the following periods: a. past three (3) years¹, b. present year, and c. next three (3) years. It shall include the following: • Profile of its clients or members for the preceding and current year; and • List of main, branch and/or or unit offices(1 original)	To be accomplished and signed by the MF-NGO's Chairperson, President and Treasurer
11. Business plan, including a list of products, projects and programs, method of marketing its products, and sources of the funds and maturities of credit (1 original or photocopy)	MF-NGO
12. Location map indicating the exact address of the principal office (1 original)	To be signed by the MF-NGO's President/CEO/Executive Director and Corporate Secretary
13. Notarized Certificate for the Adoption of the Standard Chart of Accounts (1 original)	http://www.sec.gov.ph/microfinance-ngo-regulatory-council/forms-2/

¹ As evidence of the three (3)-year microfinance operations, AFS for the past three (3) years must be submitted, together with a microfinance operations report, as well as any other document that will prove compliance with said requirement. The burden to prove compliance with the three (3)-year microfinance operations requirement, through documentary submission, lies with the MF-NGO.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<u>To be signed by the MF-NGO's Chairperson, President/CEO/Executive Director and Treasurer/CFO/Finance Director</u>
SPIN-OFF MF-NGO	
In case of a spin-off, the MF-NGO must also submit the following: 14. AFS of old entity for the past three (3) years (3 years from the year of registration of the new entity) (1 original or photocopy) 15. Microfinance Operations Report of the old entity for the last three (3) years (1 original) 16. Proof that the Officers/Trustees of the old and new entities are the same (1 original) 17. Certification from the existing entity stating that the new entity is established for the microfinance operations of the existing entity² (1 original)	SEC To be signed by the MF-NGO's President/CEO/Executive Director and Treasurer/CFO/Finance Director MF-NGO and/or Parent Entity Parent Entity
FOR RELEASE OF CERTIFICATE OF ACCREDITATION	

² The applicant MF-NGO has the burden to prove that the old entity had been engaged in microfinance activities for at least three (3) years based on the documents submitted.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
18. If to be claimed in person: a. Letter signed by the MF-NGO's Chairperson, President and/or CEO of the MF-NGO authorizing the representative (other than the authorized representative/s indicated in the Sworn Application Form) to claim the Certificate (1 original) b. Valid ID of the representative c. Documentary Stamp Tax (DST) If to be sent by registered mail: a. DST Proof of transmittal (i.e. receipt and tracking number) via registered mail	If the receiving party is other than the authorized representative(s) indicated in the Sworn Application Form To be signed by the MF-NGO's Chairperson and President/CEO/Executive Director DST may be obtained from the BIR. Government-issued ID(s) BIR BIR Registered mail/private courier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application form with complete requirements	1. Checks submitted documents for completeness 1.1. Issues checklist to applicant if submitted requirements are	<i>Total Portfolio</i>	<i>Accreditation Fee</i>	13 days	Securities Specialist I Securities Examiner II Securities Examiner III Securities Counsel I Securities Counsel II Chief Counsel Assistant Director (as applicable)
		Not more than PHP 200 Million	PHP 20,000.00		
		More than P200 Million	PHP 30,000.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
	incomplete or deficient	but not more than P800 Million	0	1 day 1 day, 5 hours	
	1.2. Reviews and evaluates the application	More than PHP 800 Million but not more than PHP 1 Billion	PHP 40,000.00		
	1.3. Prepares Memorandum to be presented to the MNRC	More than PHP 1 Billion	PHP 50,000.00		
		<i>Remarks: Payment of accreditation fee is currently suspended until further notice</i>			
	1.4. MNRC deliberates and decides on the approval or denial of the application during its meeting	None		1 day (Regular Council meetings are convened on a monthly basis save for circumstances warranting the suspension of the same; the meeting proceeds upon the presence of a quorum)	The MNRC is composed of government representatives from the SEC, DOF, DTI, DSWD and 3 representatives from the private sector.
	1.5. Prepares the Notice of Approval	None		3 days	Securities Specialist I Securities Examiner II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
	(or Denial) and the Certificate of Accreditation and endorses to the Chairperson for signature				Securities Examiner III Securities Counsel I Securities Counsel II Chief Counsel Assistant Director Director (as applicable)
	1.6. Reviews and signs the Notice and the Certificate of Accreditation, as applicable	None		30 minutes	Chairperson
2. Client receives the Certificate of Accreditation	2. Releases the Certificate of Accreditation to the client thru his/her preferred mode	DST (amounting to PHP 30.00)		2 hours, 30 minutes	Securities Specialist I (as applicable)
TOTAL				20 days	
		Total Portfolio	Accreditation Fee		
		Not more than PHP 200 Million	PHP 20,000.00		
		More than P200 Million but not more than P800	PHP 30,000.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
		Million			
		More than PHP 800 Million but not more than PHP 1 Billion	PHP 40,000.00		
		More than PHP 1 Billion	PHP 50,000.00		
		DST (amounting to PHP 30.00)			

2. Request for Clearance for Foundations/Accredited Microfinance NGOs

This service details the procedure on how an SEC-registered foundation or a microfinance NGO accredited under R.A. No. 10693 (MF-NGO) may request for monitoring clearance.

Division / Office	Monitoring Compliance and Audit Division, Corporate Governance and Finance Department
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Registered Foundations and Accredited Microfinance NGOs

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>Basic Requirements:</u> 1) Certificate of Incorporation 2) Latest approved Articles of Incorporation (AI) 3) Latest approved By-Laws (BL) 4) General Information Sheet for the last two (2) years 5) Audited Financial Statements for the last two (2) years 6) Photocopy of the registration page of the Membership Book duly registered with the Commission	Client Records/Files; and/or External Auditor

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the complete documentary requirements and accomplish request slip via google forms: For Foundations: https://forms.gle/huPR7u5aNtTbdbG97 For Accredited MF-NGOs: https://forms.gle/Lwao1Ei2xYVUPwFw8	1. Evaluates documents and check compliance/ submission of the corporation 1.1. Prepares the Monitoring Sheet (MS) 1.1.1. If without penalty(ies), proceed to Step 2.1 1.1.2. If with penalty(ies), issues the MS, proceed to Step 2.2	Memorandum Circular No. 6, series of 2024 https://tinyurl.com/26ssbr4p; Memorandum Circular No. 8, series of 2009 https://tinyurl.com/ytwna52w ; Office Order No. 298, Series of 2010; and Memorandum Circular No. 28, Series of 2020 https://tinyurl.com/45x597jh	6 days	Securities Specialist Securities Examiner Supervising Specialist Contract of Service Assistant Director, MD (as applicable)
2. Receives the CIS-URDB Clearance	2. Generates the CIS-URDB Clearance	None	1 day	Securities Specialist

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.1. If without penalty(ies), issues the CIS-URDB Clearance and MS 2.2. If with penalty(ies), issues the CIS-URDB Clearance upon showing proof of payment of the assessed penalty(ies)			Securities Examiner Contract of Service Assistant Director, MD (as applicable)
TOTAL		Memorandum Circular No. 6, series of 2024 https://tinyurl.com/26ssbr4p ; Memorandum Circular No. 8, series of 2009 https://tinyurl.com/ytwna52w ; Office Order No. 298, Series of 2010; and Memorandum Circular No. 28, Series of 2020 https://tinyurl.com/45x597jh	7 days	

3. Request for Payment Assessment Form (for Payment of Penalties)

This service details the procedure on how an SEC-registered foundation may request a Payment Assessment Form (PAF) for payment of penalties.

Division / Office	Monitoring Compliance and Audit Division, Corporate Governance and Finance Department
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Foundations and Accredited Microfinance NGOs

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Submits the email request to cgfd_fdn@sec.gov.ph (Online)	Client
2. Copy of Government Issued ID (1 photocopy)	Client
3. For Penalties: Assessment Letter (AL) and/or Copy of the Monitoring Sheet (MS) (1 original or photocopy)	Client Records/Files

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the complete documentary requirements to Specialist/Examiner send request and applicable documents via email to cgfd_fdn@sec.gov.ph for foundations	1. Evaluates/Assesses the request and documents submitted by Client 1.1. Generates and issues PAF. Directs Client to pay via the eSPAYSEC 1.2. Client to be advised to submit a copy of the electronic official receipt	None	30 minutes	Securities Specialist/Examiner Reviewing/ Approving Officers (as applicable)
2. Receives the PAF and pays the filing fees via eSPAYSEC or LBP On-Call Facility	2. Receives payment; an electronic official receipt is generated or a validated LBP deposit slip is issued to the client	Memorandum Circular No. 6, series of 2024 https://tinyurl.com/26ssbr4p ; Memorandum Circular No. 8, series of 2009 https://tinyurl.com/ytwna52w ; Office Order No. 298, Series of 2010; and	10 minutes ³	eSPAYSEC LBP

³ Subject to the prescribed processing of the Cashier Treasury Division, FMD.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Memorandum Circular No. 28, Series of 2020 https://tinyurl.com/45x597jh		
3. Submits the original machine validated PAF and a copy of the electronic official receipt to Specialist/ Examiner	3. Receives original PAF and photocopy of the official receipt	None	10 minutes	Securities Specialist/Examiner (as applicable)
TOTAL		Memorandum Circular No. 6, series of 2024 https://tinyurl.com/26ssbr4p ; Memorandum Circular No. 8, series of 2009 https://tinyurl.com/ytwna52w ; Office Order No. 298, Series of 2010; and Memorandum	50 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Circular No. 28, Series of 2020 https://tinyurl.com/45x597jh		

4. Receiving of Complaints Filed Against Accredited Microfinance NGOs

This service details the procedure on how a citizen can file a complaint against Accredited MF-NGOs.

Division / Office	Monitoring Compliance and Audit Division, Corporate Governance and Finance Department
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C) Government to Business (G2B)
Type of Service	External Service
Who may avail:	General Public, Accredited Microfinance NGOs

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Complaint Form (1 original)	https://www.sec.gov.ph/microfinance-ngo-regulatory-council/complaints/
2. Photocopy of evidence/proof to support complaint such as disclosure statement, amortization schedule, receipts, promissory notes, and other relevant documents (1 photocopy)	Client Records/Files
3. Photocopy of valid government issued I.D. (1 photocopy)	Client Records/Files

CLIENT STEPS	AGENCY ACTIONS	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the complete documentary requirements via e-mail to mnrc_secretariat@sec.gov.ph	1.1 Evaluates/Assesses the completeness of the documents submitted by the Client	None	30 minutes	Specialist/Examiner
	2.1 Receives and evaluates the complaint with supporting documents and prepares a letter to concerned MF-NGO. Reviews and signs the letter. Reviews and approves the letter		2 days and 10 minutes	Specialist/Examiner Securities Counsel Supervising Securities Specialist Assistant Director Director
	3.1 Issues the letter to the concerned company		20 minutes	Administrative Assistant
TOTAL		None	3 days	



ENFORCEMENT AND INVESTOR PROTECTION DEPARTMENT

Citizen's Charter, FY 2025 | 1st Edition



epd@sec.gov.ph



8818-6337



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1. Receipt and Filing of Complaint by Walk-In Clients with the EIPD

This service details the procedure in the filing and receiving of walk-in complaints filed with the Enforcement and Investor Protection Department (EIPD).

Division / Office	Enforcement and Investor Protection Department (EIPD)
Type of Transaction	Simple (3 days)
Type of Service	Government to Citizen (G2C), Government to Business (G2B), Government to Government (G2G)
Who may avail:	External Service
Division / Office	Target SEC Clients/Stakeholders/Customers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Complaint/Request Form (1 original copy) Or B. Verified Complaint Affidavit (1 original copy) General Remarks: The verified Complaint-Affidavit must be notarized.	Enforcement and Investor Protection Department Receiving Area

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Registers with the Security Guard Logbook. Location: 9th Floor, Enforcement and Investor Protection	1. Give the log book to the Client for signature and secure visit information.	None	3 minutes	Security Guard on duty at EIPD
2. Discuss the complaint with the Enforcement and Investor Protection Department (EIPD)'s Officer-of-the-day (OD)	2. Determine the jurisdiction over the complaint.	None	1 hour	Chief Counsel, EIPD Securities Counsel II, EIPD Securities Counsel I, EIPD SEC Supervising Specialist, EIPD Securities Examiner III, EIPD Securities Examiner II, EIPD Securities Examiner I, EIPD Securities Investigator, EIPD Securities Specialist II, EIPD Securities Specialist I, EIPD Administrative Assistant II, EIPD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Client fills up and submits the Complaint/Request Form	3.1 Instruct the Client on how to fill out the Complaint/Request Form. 3.2 Receive the submitted Complaint/Request Form. 3.3 Stamp-receive the Complaint/Request Form and advise the client that a letter will be sent to notify him/her of the actions to be taken by the Department.	None	1 hour, 15 minutes	3.1 Chief Counsel, EIPD Securities Counsel II, EIPD Securities Counsel I, EIPD SEC Supervising Specialist, EIPD Securities Examiner III, EIPD Securities Examiner II, EIPD Securities Examiner I, EIPD Securities Investigator, EIPD Securities Specialist II, EIPD Securities Specialist I, EIPD Administrative Assistant II, EIPD 3.2 Administrative Assistant II, EIPD 3.3 Administrative Assistant II, EIPD
TOTAL		None	2 hours, 18 minutes	

2. Request of Certified True Copy of Documents by Walk-In Clients

This service details the procedure on how to request Certified True Copies of Documents issued by and/or filed with the Enforcement and Investor Protection Department (EIPD).

Division & Department/Office	Enforcement and Investor Protection Department (EIPD)
Classification	Complex (7 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B), Government to Government (G2G)
Type of Service	External Service
Who may avail	Target SEC Clients/Stakeholders/Customers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Freedom of Information Form (FOI) (1 original copy)	EIPD Receiving Area

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Registers with the Security Guard Logbook. Location: 9th Floor, Enforcement and Investor Protection Department (EIPD)	1. Give the log book to the Client for signature and secure visit information.	None	3 minutes	Security Guard on duty at the EIPD
2. Discuss requests with the Enforcement and Investor Protection Department's Officer-of-the-day (OD).	2.1 Evaluate the Request. 2.2. Conduct initial verification from the EIPD's database on the existence and location of the documents being requested.	None	1 hour	Chief Counsel, EIPD Securities Counsel II, EIPD Securities Counsel I, EIPD SEC Supervising Specialist, EIPD Securities Examiner III, EIPD Securities Examiner II, EIPD Securities Examiner I, EIPD Securities Investigator, EIPD Securities Specialist II, EIPD Securities Specialist I, EIPD Administrative Assistant II, EIPD
3. Client provides a request letter and supporting documents.	3.1 Receive the request letter (and supporting documents, if any) and instruct the client to fill out the Freedom of Information (FOI) Form	None	10 minutes	Chief Counsel, EIPD Securities Counsel II, EIPD Securities Counsel I, EIPD SEC Supervising Specialist, EIPD Securities Examiner III, EIPD Securities Examiner II, EIPD Securities Examiner I, EIPD Securities Investigator, EIPD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Securities Specialist II, EIPD Securities Specialist I, EIPD Administrative Assistant II, EIPD
4. Submission of request letter and FOI Form.	4.1 Stamp-receive the request letter and provide the Client with their receiving copy.	None	10 minutes	Administrative Assistant II, EIPD
5. Client visits termination.	5.1 Discuss with the client that the Department will notify them through a letter regarding the approval of the request.	None	6 days, 6 hours	Chief Counsel, EIPD Securities Counsel II, EIPD Securities Counsel I, EIPD SEC Supervising Specialist, EIPD Securities Examiner III, EIPD Securities Examiner II, EIPD Securities Examiner I, EIPD Securities Investigator, EIPD Securities Specialist II, EIPD Securities Specialist I, EIPD Administrative Assistant II, EIPD
TOTAL		None	7 Days	



FINANCIAL ANALYSIS AND AUDIT DEPARTMENT

Citizen's Charter, FY 2025 | 1st Edition



faad_inquiry@sec.gov.ph



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1. Cash or Stock Dividend Declaration (For shares that are not listed)

This service details the adopted online procedure and documentary requirements for the acknowledgment of cash or stock dividends pursuant to Sections 42 and 61 of the Revised Corporation Code of the Philippines. The request for acknowledgment of cash dividend declaration is only optional, whereas, the approval of the Commission for the stock dividend declaration is mandatory in accordance with Section 61 of the Revised Corporation Code of the Philippines.

This service is for Domestic Stock Corporations only. For corporations registered under Foreign Investment Act of 1991 and those located in economic zones whose foreign equity exceeded the 40% threshold, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST).

For pre-processing of new applications, scanned copies of the required documents shall be submitted via e-mail at **faad_application@sec.gov.ph**.

Division / Office	Financial Analysis and Audit Department (FAAD)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Corporations duly registered at Securities and Exchange Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover sheet- 2 original copies and 1 electronic copy send to faad_application@sec.gov.ph	Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf
2. Audited Financial Statements as of the last fiscal year stamped received by SEC and BIR- 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph	Securities and Exchange Commission- Company's Record
3. Reconciliation of Retained Earnings- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	To be provided by the Company- refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-1

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<u>6.-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf</u>
4. Notarized Secretary's Certificate of the Board Resolution as to the reversal of appropriated retained earnings to unappropriated retained earnings, if applicable- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
5. Notarized Secretary's Certificate on non-existence of intra-corporate dispute- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf</i>
If with pending intra-corporate dispute case:	
A. Certification from the President attesting or certifying under oath the following: i. Case title, docket number, name and address of the court/tribunal/administrative body, and nature of all pending cases; and ii. That the aforementioned cases will not affect the required vote of the board of directors and/or of stockholders representing at least two-thirds (2/3) of the outstanding capital stock.- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
For Corporations with Primary Licenses	
A. CRMD Monitoring Clearance- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Compliance Monitoring Division (CMD), Company Registration and Monitoring Department (CRMD)</i>
For Financing and Lending Companies	
A. Financing and Lending Companies Department (FLCD) Clearance- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Financing and Lending Companies Department (FLCD)</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services, and Operator of Designated Payment System:	
A. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>Bangko Sentral ng Pilipinas (BSP)</i>
For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker	
A. Insurance Commission (IC) Endorsement/Clearance- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>Insurance Commission (IC)</i>
Additional Requirements in case of Cash Dividend Declaration:	
A. Certification under oath by the Corporate Secretary on the board of directors' resolution declaring cash dividends- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>To be provided by the Company</i>
Additional Requirements in case of Stock Dividend Declaration:	
A. Certification under oath by the Corporate Secretary on the declaration of stock dividends by majority of the directors and the stockholders representing 2/3 of the outstanding capital stock- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>To be provided by the Company</i>
B. 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- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>To be provided by the Company</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
C. Analysis of capital structure certified under oath by the Treasurer- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
D. 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- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the electronic copy of complete requirements for new application at faad_application@sec.gov.ph	1.1 Receives the required documents and check for completeness, then records the application if complete	None	4 hours	SEC Administrative Officer II, Financial Analysis and Audit Department (FAAD)
	1.2 Sends e-mail containing acknowledgement of application and name of the assigned FAAD Specialist		1 hour	SEC Administrative Officer II, Financial Analysis and Audit Department (FAAD)
	1.3 Acknowledges the assigned application		3 hours	SEC Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4 Examines online whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the Reviewing Specialist for review if compliant 1.5 Evaluates the final report, then orders the FAAD Specialist to issue Payment Assessment Form (PAF) if compliant.		14 working days 14 working days	SEC Administrative Officer II Securities Specialist I Securities Financial Specialist I, Financial Analysis and Audit Department (FAAD) SEC Administrative Assistant II SEC Administrative Officer II Securities Specialist I Securities Financial Specialist I, Financial Analysis and Audit Department (FAAD) Securities Financial Specialist II Securities Financial Specialist III Information Officer III Securities Financial Specialist IV, Assistant Director or Officer-in-Charge, Financial Analysis and Audit Department (FAAD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.6 Sends the Payment Assessment Form (PAF) to the applicant		1 working days	SEC Administrative Assistant II SEC Administrative Officer II Securities Specialist I Securities Financial Specialist I, Financial Analysis and Audit Department (FAAD)
2. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	2.1 Issues payment confirmation containing the electronic Official Receipt via e-mail.	If the amount of Cash/Stock dividend declared by Corporation whose securities are not listed is: Up to P50,000,000 – P510.00 Over P50,000,000 – PHP1,010	1 working day	Financial Management Department
3. Secure a number through the queuing system and wait to be called to submit the complete application requirements together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) at CRMD	3.1 Calls the number through the system and Receives the complete application requirements together with proof of payment and informs the applicant to wait for the appointment letter from the	None	4 hours	Assistant Computer Operator, Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Receiving Unit in SEC Galleria Satellite Office Note: Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)	Financial Analysis and Audit Department (FAAD) 3.2 Prints the source documents and forwards the application to the assigned FAAD specialist 3.3 Compares the hard copies received with the scanned copy of the application documents. If complete and in order, prepare the Acknowledgment letter and forwards it to the FAAD Assistant Director or Officer-in-Charge for signature 3.4 Reviews the application and manually signs the acknowledgement letter if compliant		2 working day 1 working day 3 working days	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD) SEC Administrative Assistant II SEC Administrative Officer II Securities Specialist I Securities Financial Specialist I, Financial Analysis and Audit Department (FAAD) Assistant Director or Officer-in-Charge, Financial Analysis and Audit Department (FAAD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.5 Scans and uploads the signed Acknowledgement Letter on the Document Verification System to generate QR Code, then prints the Acknowledgement Letter and informs the FAAD Specialist of the availability of the Acknowledgement Letter for releasing		1 working day	Securities Specialist I, Financial Analysis and Audit Department (FAAD)
	3.6 Schedules and sends email notification to the applicant on date of release of the certificate		1 working day	SEC Administrative Assistant II SEC Administrative Officer II Securities Specialist I Securities Financial Specialist I, Financial Analysis and Audit Department (FAAD)
4. Present the Official Receipt and Appointment Letter at the CRMD Public Assistance Desk upon receipt of the email notification from the assigned FAAD Specialist and Receive	4.1 Receives the Official Receipt	None	2 hours	Assistant Director or Officer-in-Charge, Financial Analysis and Audit Department (FAAD)
	4.2 Releases the signed Acknowledgment letter		2 hours	SEC Administrative Assistant II SEC Administrative Officer II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
the duly signed Acknowledgment letter				Securities Specialist I Securities Financial Specialist I, Financial Analysis and Audit Department (FAAD)
TOTAL		If the amount of Cash / Stock dividend declared by Corporation whose securities are not listed is: a. Up to PHP 50,000,000 – PHP510.00 b. Over PHP 50,000,000 – PHP1,010	40 working days per application (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)	

Remarks:

- If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned FAAD Specialist's e-mail. The assigned FAAD Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.4.
- If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refiling.



2. Certification of Paid-up Capital / Capital Structure / Percentage of Ownership

This service details the adopted online procedure and documentary requirements for issuance of Certification of Paid-up Capital, Capital Structure or Percentage of Ownership based on the latest fiscal year's Audited Financial Statements; Interim Audited Financial Statements; Latest approved Increase in Authorized Capital Stock, if not reflected in the latest (AFS); Latest approved Confirmation of Valuation, if not reflected in the latest (AFS); For newly registered corporations (Articles of Incorporation); or For partnerships (Articles of Partnership or latest approved Amended Articles of Partnership).

For pre-processing of new applications, scanned copies of the required documents shall be submitted via e-mail at **faad_application@sec.gov.ph**.

Division / Office	Financial Analysis and Audit Department (FAAD)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All Partnerships and Corporations duly recorded and registered at Securities and Exchange Commission, respectively.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request signed by corporate officer / duly authorized representative- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
2. List of stockholders certified under oath by the Corporate Secretary showing the present capital structure of the Company (Names of stockholders, nationality, no. of shares and amount subscribed, amount of paid-up capital)- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
3. Notarized Secretary's Certificate on non-existence of intra-corporate dispute- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
If with pending intra-corporate dispute case:	
A. Certification from the President attesting or certifying under oath the following: i. Case title, docket number, name and address of the court/tribunal/administrative body, and nature of all pending cases; and ii. That the aforementioned cases will not affect the verification made on the available records as required on this application.- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
4. Audited Financial Statements as of the last fiscal year, stamped received by SEC and BIR- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Securities and Exchange Commission- Company's Record</i>
For Corporations with Primary Licenses	
A. CRMD Monitoring Clearance- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Compliance Monitoring Division (CMD), Company Registration and Monitoring Department (CRMD)</i>
For Financing and Lending Companies	
A. Financing and Lending Companies Department (FLCD) Clearance- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Financing and Lending Companies Department (FLCD)</i>
Additional Requirement if in case there is/are payment/s to unpaid subscription/s or additional issuance of shares out of the unissued authorized capital stock thru cash infusion made after the fiscal year or after the approval of the increase in capital stock not covered by item 4:	
A. Audited Interim Financial Statements- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>External Auditor to be engaged by the Company</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Additional Requirement if the request is Certificate of Percentage of Ownership:	
A. Stock and transfer book of the corporation (to be presented for verification)- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
If the request is Certification of Partners' Contribution for Partnership:	
A. Letter request signed by corporate officer / duly authorized representative- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
B. Articles of Partnership or Amended Articles of Partnership- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
If the applicant is newly registered corporation:	
A. Letter request signed by corporate officer / duly authorized representative- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
B. Articles of Incorporation- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the electronic copy of complete requirements for <i>new application</i> at faad_application@sec.gov.ph	1.1 Receives the required documents and check for completeness, then records the application if complete	None	4 hours	SEC Administrative Officer II, Financial Analysis and Audit Department (FAAD)
	1.2 Sends e-mail containing acknowledgement of		1 hour	SEC Administrative Officer II, Financial Analysis and Audit Department (FAAD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	application and name of the assigned FAAD Specialist 1.3 Acknowledges the assigned application 1.4 Examines online whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the Reviewing Specialist for review if compliant 1.5 Evaluates the final report, then orders the FAAD Specialist to issue Payment Assessment Form (PAF) if compliant.		3 hours 6 working days 5 working days	SEC Administrative Assistant II SEC Administrative Officer II, Financial Analysis and Audit Department (FAAD) SEC Administrative Assistant II SEC Administrative Officer II, Financial Analysis and Audit Department (FAAD) Securities Financial Specialist III, Financial Analysis and Audit Department (FAAD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.6 Sends the Payment Assessment Form (PAF) to the applicant		1 working day	SEC Administrative Assistant II SEC Administrative Officer II, Financial Analysis and Audit Department (FAAD)
2. Pay the corresponding filing fees through eSPAYSEC (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	2.1 Issues payment confirmation containing the electronic Official Receipt via e-mail.	P1,030* per copy *Inclusive of Documentary Stamp Tax of PHP 30.00	1 working day	Financial Management Department
3. Send the scanned copy of the proof of payment of the filing fees to the assigned FAAD Specialist via email and await email notification from the Assigned FAAD Specialist for the release of certificate.	3.1 Receives and acknowledges the receipt of proof of payment	None	2 hours	SEC Administrative Assistant II SEC Administrative Officer II, Financial Analysis and Audit Department (FAAD)
	3.2 Prepares the Certificate and forwards it to the Reviewing Specialist for review		4 hours	SEC Administrative Assistant II SEC Administrative Officer II, Financial Analysis and Audit Department (FAAD)
	3.3 Reviews the application and initials the		2 working days	Securities Financial Specialist III,

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	certificate then forwards to Support Staff for signature of the Director 3.4 Signs the Certificate of Paid-up Capital/Capital Structure/Percentage of Ownership 3.5 Scans and uploads the signed Certificate of Paid-up Capital on the Document Verification System to generate QR Code, then prints the Certificate of Paid-up Capital/Capital Structure/Percentage of Ownership. 3.6 Schedules and sends email notification to the applicant on the date of submission of the complete application requirement and release of the certificate.		2 working days 2 hours 2 hours	Financial Analysis and Audit Department (FAAD) Director, Company Registration and Monitoring Department (CRMD) Securities Specialist I, Financial Analysis and Audit Department (FAAD) SEC Administrative Assistant II SEC Administrative Officer II, Financial Analysis and Audit Department (FAAD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Submit complete application requirements together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) upon receipt of the email notification from the assigned FAAD Specialist and receive the duly signed Certificate of Paid-up Capital at CRMD Main Office. <i>Note: Hard copies of the application requirements must be the same as the documents pre-processed online</i>	4.1 Receives complete application requirement and proof of payment.	None	2 hours	SEC Administrative Assistant II SEC Administrative Officer II, Financial Analysis and Audit Department (FAAD)
	4.2 Compares the hard copies received with the scanned copy of the application documents and attaches the signed and with QR Code Certificate thereto.		2 hours	SEC Administrative Assistant II SEC Administrative Officer II, Financial Analysis and Audit Department (FAAD)
	4.3 Releases the signed Certificate of Paid-up Capital/Capital Structure/Percentage of Ownership		2 hours	SEC Administrative Assistant II SEC Administrative Officer II, Financial Analysis and Audit Department (FAAD)
TOTAL		P1,030* per copy *Inclusive of Documentary Stamp Tax of PHP 30.00	20 working days per application	

Notes:

- If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD

Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned FAAD Specialist's e-mail. The assigned FAAD Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.4.

- If upon evaluation, the application does not meet the requirements of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refiling.

3. Confirmation of Valuation

This service details the adopted online procedure and documentary requirements on application for confirmation of valuation of consideration for additional issuance shares out of the unissued shares pursuant to Section 61 of the Revised Corporation Code, which may be in the form of, but not limited to the following:

- Conversion of advances/liabilities to equity
- Land, building / condominium units
- Untitled Lands
- Inventories / Furnitures / Personal Properties
- Heavy equipment and machinery
- Shares of stock
- Motor Vehicle
- Sea vessel / aircraft
- Intangibles
- Net assets
- Other assets

This service is for Domestic Stock Corporations only. For corporations registered or about to be registered under Foreign Investment Act of 1991 and those located in economic zones whose foreign equity exceeded the 40% threshold, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST).

For pre-processing of new applications, scanned copies of the required documents shall be submitted via e-mail at faad_application@sec.gov.ph. However, please take note that applications containing voluminous documents may be required to submit hard copies even at the pre-processing stage.

Division / Office	Financial Analysis and Audit Department (FAAD)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Corporations duly registered at Securities and Exchange Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
BASIC REQUIREMENTS:	
1. Cover sheet- 2 <i>original copies</i> and 1 <i>electronic copy</i> send to faad_application@sec.gov.ph	Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf
2. Letter request confirming the valuation- 1 <i>original copy</i> and 1 <i>photocopy</i> and 1 <i>electronic copy</i> send to faad_application@sec.gov.ph	To be provided by the Company
3. Certification under oath by the Corporate Secretary on the board resolution approving the additional issuance of shares of stock- 1 <i>original copy</i> and 1 <i>photocopy</i> and 1 <i>electronic copy</i> send to faad_application@sec.gov.ph	To be provided by the Company
4. List of stockholders with the nationalities, amount subscribed and paid up and the subscribers to the new shares certified under oath by the Corporate Secretary- 1 <i>original copy</i> and 1 <i>photocopy</i> and 1 <i>electronic copy</i> send to faad_application@sec.gov.ph	To be provided by the Company
5. Notarized Secretary's Certificate certifying that all non-subscribing stockholders waived their respective pre-emptive rights or attesting on the resolution by the stockholders representing at least 2/3 of the outstanding capital stock approving the issuance of shares in exchange for property or previously incurred indebtedness- 1 <i>original copy</i> and 1 <i>photocopy</i> and 1 <i>electronic copy</i> send to faad_application@sec.gov.ph	Download Secretary's Certificate certifying that all non-subscribing stockholders waived their respective pre-emptive rights through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf
6. Notarized Secretary's Certificate on non-existence of intra-corporate dispute- 1 <i>original copy</i> and 1 <i>photocopy</i> and 1 <i>electronic copy</i> send to faad_application@sec.gov.ph	Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf
If with pending intra-corporate dispute case:	
A. Certification from the President attesting or certifying under oath the following: i. Case title, docket number, name and address of the	To be provided by the Company

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
court/tribunal/administrative body, and nature of all pending cases; and ii. That the aforementioned cases will not affect the required vote of the board of directors.- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	
For Corporations with Primary Licenses:	
A. CRMD Monitoring Clearance- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Compliance Monitoring Division (CMD), Company Registration and Monitoring Department (CRMD)</i>
For Financing and Lending Companies:	
A. Financing and Lending Companies Department (FLCD) Clearance- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Financing and Lending Companies Department (FLCD)</i>
For Listed and Public Companies:	
A. Corporate Governance and Finance Department (CGFD) Clearance- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Corporate Governance and Finance Department (CGFD)</i>
B. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Markets and Securities Regulation Department (MSRD)</i>
For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
A. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Bangko Sentral ng Pilipinas (BSP)</i>
For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
A. Insurance Commission (IC) Endorsement/Clearance- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Insurance Commission (IC)</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Additional Requirement if the consideration for issuance of shares is in the form of Conversion of Advances / Liabilities to Equity	
A. Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (if the advances are already reflected therein)- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Securities and Exchange Commission- Company's Record</i>
B. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity, if the advances/liabilities is not reflected in AFS- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i> <i>For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0</i>
C. Deed of Assignment of advances / liabilities- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units	
A. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified by the company accountant- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
B. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
C. Latest zonal valuation certified by BIR, if transfer value is based on zonal value- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
D. Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old)- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
E. Deed of Assignment- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
F. If property is mortgaged , submit mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
G. For assignment of buildings where assignor is not the owner of the land, submit the lease contract on the land and consent of the land owner to the transfer- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
H. Certification from the transferor stating that the improvements are existing and in good condition- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
I. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i> <i>For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link:</i> https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/
Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
B. Duplicate original or certified true copies of the tax declaration sheets- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
C. Latest realty tax receipts- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
D. Affidavit by the transferor attesting continuous and open possession of the property is located- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
E. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
F. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
G. Affidavit executed by the transferor attesting to the: a. Existence (or non-existence) of easements over the untitled property; b. Kind/description of the easement and its location; and	<i>To be provided by the Company</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	
H. Under oath undertaking of the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
I. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: a. There is no other claimant to the untitled land b. it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party or c. The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP)- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	Department of Agrarian Reform (DAR)
J. Blue Print Survey of the Plan as approved by the Bureau of Lands- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
K. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value)- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
L. Latest zonal valuation certified by BIR, if transfer value is based on zonal value- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
M. Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old)- 1	<i>To be provided by the Company</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	
N. Deed of Assignment- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
O. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties	
A. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified by the company accountant- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
B. Special Audit Report by an Independent CPA on the verification and valuation of property, if transfer value is based on book value- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
C. Deed of Assignment- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
Additional Requirement if the consideration for issuance of shares is in the form of Heavy equipment and machinery	
A. Detailed schedule of the property showing the description and the transfer value certified by the company accountant- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
B. Appraisal report by a licensed appraiser (not more than 6-month old). <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
C. Deed of Assignment- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
D. Certification from the transferor stating that the properties are existing and in good condition- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock	
A. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified by the company accountant- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
B. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Securities and Exchange Commission- Company's Record</i>
C. Deed of Assignment- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
D. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
E. Photocopy of the stock certificate (present original for verification)- <i>1 original copy and 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
F. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange)- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
G. Affidavit of undertaking to submit the required proof of transfer within the prescribed period- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i> <i>For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link:</i> https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/
Additional Requirement if the consideration for issuance of shares is in the form of Motor Vehicles	
A. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the company accountant- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
B. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification)- <i>1 original copy and 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
C. Appraisal report by licensed appraiser (not more than 6 month old)- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
D. Deed of Assignment- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
E. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i> <i>For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link:</i> https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
F. Certification from the transferor stating that the motor vehicles are existing and in good running condition- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
Additional Requirement if the consideration for issuance of shares is in the form of Sea Vessel / Aircraft	
A. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified by the company accountant- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
B. Certified true copy of the certificate of ownership- <i>1 certified true copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
C. Appraisal report by licensed appraiser (not more than 6 month old)- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
D. Certificate of seaworthiness/airworthiness issued by appropriate government agency- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
E. Deed of Assignment- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
F. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i> <i>For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link:</i> https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/
Additional Requirement if the consideration for issuance of shares is in the form of Intangibles	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Photocopy of System Purchase Agreement or any proof of ownership (for software)- 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph	<i>To be provided by the Company</i>
B. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights- 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph	<i>To be provided by the Company</i>
C. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old)- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>To be provided by the Company</i>
D. Deed of Assignment- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>To be provided by the Company</i>
E. Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>To be provided by the Company</i> <i>For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link:</i> https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/
Additional Requirement if the consideration for issuance of shares is in the form of Net Assets	
A. Audited financial statements (AFS) of the applicant corporation as of the last fiscal year received by BIR and SEC- 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph	<i>Securities and Exchange Commission- Company's Record</i>
B. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year- 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph	<i>To be provided by the Company</i>
C. Long-form audit report of Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off)	<i>To be provided by the Company</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
as of last fiscal year- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	
D. Deed of Assignment of the assets and liabilities- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
E. 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- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
F. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
G. Photocopy of the certificate of registration of the motor vehicles (present original for verification)- <i>1 original copy and 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
H. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
I. Photocopy of stock certificates (present original for verification)- <i>1 original copy and 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
J. DTI Certificate of Registration (for single proprietorship)- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
K. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period- <i>1</i>	<i>To be provided by the Company</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/</i>
Additional Requirement if the consideration for issuance of shares is other than the identified kind of payments:	
A. Audited financial statements (AFS) of the applicant corporation as of the last fiscal year received by BIR and SEC- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Securities and Exchange Commission- Company's Record</i>
A. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC, if applicable - <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Securities and Exchange Commission- Company's Record</i>
A. Deed of Assignment of the assets- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
A. Proof of Ownership- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
A. Basis of Valuation (i.e. Valuation Report or Appraisal Report)- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
A. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i> <i>For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the electronic copy of complete requirements for new application at faad_application@sec.gov.ph	1.1 Receives the required documents and check for completeness, then records the application if complete	None	4 hours	SEC Administrative Officer II, Financial Analysis and Audit Department (FAAD)
	1.2 Sends e-mail containing acknowledgement of application and name of the assigned FAAD Specialist		1 hour	SEC Administrative Officer II, Financial Analysis and Audit Department (FAAD)
	1.3 Acknowledges the assigned application for pre-processing		3 hours	Securities Specialist I Securities Specialist II Securities Financial Specialist I Securities Financial Specialist II Securities Financial Specialist III Securities Financial Specialist IV, Financial Analysis and Audit Department (FAAD)
	1.4 Examines online whether the documents		14 working days	Securities Specialist I Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	submitted are complete in form and in substance, then prepares Final Report and forwards it to the Reviewing Specialist for review if compliant Note: The applicant may, if the application consists of voluminous documents, be advised to present the hard copies thereof. 1.5 Reviews the final report, then orders the FAAD Specialist to issue Payment Assessment Form (PAF) if compliant. 1.6 Sends the Payment Assessment Form (PAF) to the applicant		14 working days 1 working day	Securities Financial Specialist I Securities Financial Specialist II Securities Financial Specialist III Securities Financial Specialist IV, Financial Analysis and Audit Department (FAAD) Securities Financial Specialist II Securities Financial Specialist III Information Officer III Securities Financial Specialist IV, Assistant Director or Officer-in-Charge, Financial Analysis and Audit Department (FAAD) Securities Specialist I Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Securities Financial Specialist I Securities Financial Specialist II Securities Financial Specialist III Securities Financial Specialist IV, Financial Analysis and Audit Department (FAAD)
2. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	2.1 Issues payment confirmation containing the electronic Official Receipt via e-mail.	1. Confirmation of Valuation – 1/5 of 1% of the value of shares of stocks to be issued but not less than P3,000.00 2. Legal Research Fee -equivalent to 1% of the computed filing fee Confirmation of valuation but not less than P10.00 3. Documentary Stamp tax of P30.00	1 working day	Financial Management Department
3. Secure a number through the queuing system and wait to be called to submit the complete application requirements together with the proof of	3.1 Calls the number through the system and Receives the complete application requirements together with proof of payment and informs the	None	2 hours	Assistant Computer Operator, Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
payment (e-Official Receipt or LBP Oncoll Payment Slip) at CRMD Receiving Unit in SEC Galleria Satellite Office Note: Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)	applicant to wait for the appointment letter from the Financial Analysis and Audit Department (FAAD) 3.2 Retrieves and prints the source documents and forwards the application to the FAAD Certification Officer. 3.3 Prepares Certificate 3.4 Signs and approves the application 3.4 Forwards the approved application to the Releasing Unit 3.5 Schedules and sends email notification to the		1 working day 2 working days 4 working days 2 hours 1 working day	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD) Securities Specialist I Financial Analysis and Audit Department (FAAD) SEC Director III or Officer-in-Charge Company Registration and Monitoring Department (CRMD) Assistant Computer Operator, Office of the Director (OD) Securities Specialist I, Financial Analysis and Audit Department (FAAD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	applicant on date of release of the certificate			
4. Secure a number through the queuing system and wait to be called to present the Official Receipt and Appointment Letter to the Counter Officer at CRMD Releasing Unit in SEC Galleria Satellite Office, then fill up the log book of released applications and receive the Certificates of Approval.	4.1 Calls the number through the system and receives the Official Receipt	None	2 hours	Assistant Computer Operator, Corporate Filing and Records Division (CFRD)
	4.2 Assist the client in filling up the log book & releases the Certificates of Approval		2 hours	Assistant Computer Operator, Corporate Filing and Records Division (CFRD)
TOTAL		1. Confirmation of Valuation – 1/5 of 1% of the value of shares of stocks to be issued but not less than P3,000.00 2. Legal Research Fee -equivalent to 1% of the computed filing fee Confirmation of valuation but not less than P10.00 3. Documentary Stamp	40 working days per application (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		tax of P30.00	proper notice to the applicant was given)	

Notes:

- If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned FAAD Specialist's e-mail. The assigned FAAD Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.4.
- If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refiling.

4. Creation of Additional Paid-in Capital (APIC)

This service details the adopted online procedure and documentary requirements on application for creation of Additional Paid-In Capital (APIC) through:

- Cash
- Conversion of advances/liabilities to equity
- Land, building / condominium units
- Untitled Lands
- Inventories / Furnitures / Personal Properties
- Heavy equipment and machinery
- Shares of stock
- Motor Vehicle
- Sea vessel / aircraft
- Intangibles
- Net assets

This service is for Domestic Stock Corporations only. For corporations registered under Foreign Investment Act of 1991 and those located in economic zones whose foreign equity exceeded the 40% threshold, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST).

For pre-processing of new applications, scanned copies of the required documents shall be submitted via e-mail at faad_application@sec.gov.ph. However, please take note that applications containing voluminous documents may be required to submit hard copies even at the pre-processing stage.

Division / Office	Financial Analysis and Audit Department (FAAD)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Corporations duly registered at Securities and Exchange Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
BASIC REQUIREMENTS:	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover sheet- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf</i>
2. Letter request to create APIC signed by the Company's officer- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
3. Certification under oath by the Corporate Secretary on the board resolution approving the creation of APIC- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
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 capital certified under oath by the Corporate Secretary- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
5. Notarized Secretary's Certificate on non-existence of intra-corporate dispute- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf</i>
If with pending intra-corporate dispute case:	
A. Certification from the President attesting or certifying under oath the following: i. Case title, docket number, name and address of the court/tribunal/administrative body, and nature of all pending cases; and ii. That the aforementioned cases will not affect the required vote of the board of directors.- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
For Corporations with Primary Licenses:	
A. CRMD Monitoring Clearance- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Compliance Monitoring Division (CMD), Company Registration and Monitoring Department (CRMD)</i>
For Financing and Lending Companies:	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Financing and Lending Companies Department (FLCD) Clearance- 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph	<i>Financing and Lending Companies Department (FLCD)</i>
For Listed and Public Companies:	
A. Corporate Governance and Finance Department (CGFD) Clearance- 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph	<i>Corporate Governance and Finance Department (CGFD)</i>
B. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance- 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph	<i>Markets and Securities Regulation Department (MSRD)</i>
For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
A. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>Bangko Sentral ng Pilipinas (BSP)</i>
For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
A. Insurance Commission (IC) Endorsement/Clearance- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>Insurance Commission (IC)</i>
Additional Requirements if by way of Conversion of Advances / Liabilities to Equity	
A. Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (if the advances are already reflected therein)- 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph	<i>Securities and Exchange Commission- Company's Record</i>
B. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity, if the advances/liabilities is not	<i>To be provided by the Company</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
reflected in AFS- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0</i>
C. Deed of Assignment of advances / liabilities- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
Additional Requirements if by way of Land, buildings / condominium units	
A. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified by the company accountant- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
B. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
C. Latest zonal valuation certified by BIR, if transfer value is based on zonal value- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
D. Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old)- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
E. Deed of Assignment- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
F. If property is mortgaged, submit mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer	<i>To be provided by the Company</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
of property- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	
G. For assignment of buildings where assignor is not the owner of the land, submit the lease contract on the land and consent of the land owner to the transfer- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
H. Certification from the transferor stating that the improvements are existing and in good condition- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
I. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i> <i>For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link:</i> https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/
Additional Requirement if by way of Untitled Lands	
A. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
B. Duplicate original or certified true copies of the tax declaration sheets- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
C. Latest realty tax receipts- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
D. Affidavit by the transferor attesting continuous and open possession of the property is located- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
E. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
F. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
G. Affidavit executed by the transferor attesting to the: a. Existence (or non-existence) of easements over the untitled property; b. Kind/description of the easement and its location; and c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
H. Under oath undertaking of the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
I. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: a. There is no other claimant to the untitled land b. it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party or c. The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP)- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	Department of Agrarian Reform (DAR)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
J. Blue Print Survey of the Plan as approved by the Bureau of Lands- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>To be provided by the Company</i>
K. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value)- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>To be provided by the Company</i>
L. Latest zonal valuation certified by BIR, if transfer value is based on zonal value- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>To be provided by the Company</i>
M. Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old)- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>To be provided by the Company</i>
N. Deed of Assignment- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>To be provided by the Company</i>
O. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>To be provided by the Company</i>
Additional Requirement if by way of Inventories / Furniture / Personal Properties	
A. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified by the company accountant- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>To be provided by the Company</i>
B. Special Audit Report by an Independent CPA on the verification and valuation of property, if transfer value is based on book value- 1 original	<i>To be provided by the Company</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	
C. Deed of Assignment- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	To be provided by the Company
Additional Requirement if by way of Heavy equipment and machinery	
A. Detailed schedule of the property showing the description and the transfer value certified by the company accountant- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	To be provided by the Company
B. Appraisal report by a licensed appraiser (not more than 6-month old). 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	To be provided by the Company
C. Deed of Assignment- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	To be provided by the Company
D. Certification from the transferor stating that the properties are existing and in good condition- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	To be provided by the Company
Additional Requirement if by way of Shares of Stock	
A. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified by the company accountant- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	To be provided by the Company
B. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC- 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph	Securities and Exchange Commission- Company's Record
C. Deed of Assignment- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	To be provided by the Company
D. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor- 1 original copy	To be provided by the Company

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	
E. Photocopy of the stock certificate (present original for verification)- 1 original copy and 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph	<i>To be provided by the Company</i>
F. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange)- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>To be provided by the Company</i>
G. Affidavit of undertaking to submit the required proof of transfer within the prescribed period- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>To be provided by the Company</i> <i>For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/</i>
Additional Requirement if by way of Motor Vehicles	
A. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the company accountant- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>To be provided by the Company</i>
B. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification)- 1 original copy and 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph	<i>To be provided by the Company</i>
C. Appraisal report by licensed appraiser (not more than 6 month old)- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>To be provided by the Company</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
D. Deed of Assignment- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
E. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i> <i>For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link:</i> https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/
F. Certification from the transferor stating that the motor vehicles are existing and in good running condition- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
Additional Requirement if by way of Sea Vessel / Aircraft	
A. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified by the company accountant- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
B. Certified true copy of the certificate of ownership- <i>1 certified true copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
C. Appraisal report by licensed appraiser (not more than 6 month old)- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
D. Certificate of seaworthiness/airworthiness issued by appropriate government agency- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
E. Deed of Assignment- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
F. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period- <i>1 original copy</i>	<i>To be provided by the Company</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/
Additional Requirement if by way of Intangibles	
A. Photocopy of System Purchase Agreement or any proof of ownership (for software)- 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph	To be provided by the Company
B. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights- 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph	To be provided by the Company
C. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old)- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	To be provided by the Company
D. Deed of Assignment- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	To be provided by the Company
E. Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	To be provided by the Company For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/
Additional Requirement if by way of Net Assets	
A. Audited financial statements (AFS) of the applicant corporation as of the last fiscal year received by BIR and SEC- 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph	Securities and Exchange Commission- Company's Record

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
B. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
C. Long-form audit report of Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
D. Deed of Assignment of the assets and liabilities- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
E. 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- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
F. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
G. Photocopy of the certificate of registration of the motor vehicles (present original for verification)- <i>1 original copy and 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
H. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
I. Photocopy of stock certificates (present original for verification)- <i>1 original copy and 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
J. DTI Certificate of Registration (for single proprietorship)- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
K. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i> <i>For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link:</i> https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the electronic copy of complete requirements for new application at <u>faad_application@sec.gov.ph</u>	1.1 Receives the required documents and check for completeness, then records the application if complete	None	4 hours	SEC Administrative Officer II, Financial Analysis and Audit Department (FAAD)
	1.2 Sends e-mail containing acknowledgement of application and name of the assigned FAAD Specialist		1 hour	SEC Administrative Officer II, Financial Analysis and Audit Department (FAAD)
	1.3 Acknowledges the assigned application for pre-processing		3 hours	Securities Specialist I Securities Specialist II Securities Financial Specialist I Securities Financial Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4 Examines online whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the Reviewing Specialist for review if compliant Note: The applicant may, if the application consists of voluminous documents, be advised to present the hard copies thereof. 1.5 Reviews the final report, then orders the FAAD Specialist to issue Payment Assessment Form (PAF) if compliant.		14 working days 14 working days	Securities Financial Specialist III Securities Financial Specialist IV, Financial Analysis and Audit Department (FAAD) Securities Specialist I Securities Specialist II Securities Financial Specialist I Securities Financial Specialist II Securities Financial Specialist III Securities Financial Specialist IV, Financial Analysis and Audit Department (FAAD) Securities Financial Specialist II Securities Financial Specialist III Information Officer III Securities Financial Specialist IV

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.6 Sends the Payment Assessment Form (PAF) to the applicant		1 working day	Assistant Director or Officer-in-Charge, Financial Analysis and Audit Department (FAAD) Securities Specialist I Securities Specialist II Securities Financial Specialist I Securities Financial Specialist II Securities Financial Specialist III Securities Financial Specialist IV, Financial Analysis and Audit Department (FAAD)
2. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	2.1 Issues payment confirmation containing the electronic Official Receipt via e-mail.	1. Creation of APIC – 1/5 of 1% of the amount infused but not less than P5,000.00 2. Legal Research fee -equivalent to 1% of the computed filing fee Creation of APIC but not less than P10.00	1 working day	Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		3. Documentary Stamp tax of P30.00		
3. Secure a number through the queuing system and wait to be called to submit the complete application requirements together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) at CRMD Receiving Unit in SEC Galleria Satellite Office <i>Note: Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)</i>	3.1 Calls the number through the system and Receives the complete application requirements together with proof of payment and informs the applicant to wait for the appointment letter from the Financial Analysis and Audit Department (FAAD) 3.2 Retrieves and prints the source documents and forwards the application to the FAAD Certification Officer. 3.3 Prepares Certificate 3.4 Signs and approves the application	None	2 hours 1 working day 2 working days 4 working days	Assistant Computer Operator, Corporate Filing and Records Division (CFRD) SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD) Securities Specialist I Financial Analysis and Audit Department (FAAD) SEC Director III or Officer-in-Charge,

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.4 Forwards the approved application to the Releasing Unit 3.5 Schedules and sends email notification to the applicant on date of release of the certificate		2 hours 1 working day	Company Registration and Monitoring Department (CRMD) Assistant Computer Operator, Office of the Director (OD) Securities Specialist I, Financial Analysis and Audit Department (FAAD)
4. Secure a number through the queuing system and wait to be called to present the Official Receipt and Appointment Letter to the Counter Officer at CRMD Releasing Unit in SEC Galleria Satellite Office, then fill up the log book of released applications and receive the Certificates of Approval.	4.1 Calls the number through the system and receives the Official Receipt	None	2 hours	Assistant Computer Operator, Corporate Filing and Records Division (CFRD)
	4.2 Assist the client in filling up the log book & releases the Certificates of Approval		2 hours	Assistant Computer Operator, Corporate Filing and Records Division (CFRD)
TOTAL		1. Creation of APIC – 1/5 of 1% of the amount infused but not less than P5,000.00	40 working days per application (Pursuant to Section 9, Letter B,	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		2. Legal Research fee -equivalent to 1% of the computed filing fee Creation of APIC but not less than P10.00 3. Documentary Stamp tax of P30.00	Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)	

Notes:

- If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned FAAD Specialist's e-mail. The assigned FAAD Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.4.
- If upon evaluation, the application does not meet the requirements of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refiling.

5. Creation of Bonded Indebtedness

This service details the adopted online procedure and documentary requirements on application for creation of Bonded Indebtedness pursuant to Section 37 of the Revised Corporate Code of the Philippines.

This service is for Domestic Stock Corporations only. For corporations registered under Foreign Investment Act of 1991 and those located in economic zones whose foreign equity exceeded the 40% threshold, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST).

For pre-processing of new applications, scanned copies of the required documents shall be submitted via e-mail at **faad_application@sec.gov.ph**. However, please take note that applications containing voluminous documents may be required to submit hard copies even at the pre-processing stage.

Division / Office	Financial Analysis and Audit Department (FAAD)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Corporations duly registered at Securities and Exchange Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
BASIC REQUIREMENTS:	
1. Cover sheet- 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph	Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf
2. Certificate of Creation of Bonded Indebtedness- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	To be provided by the Company Note: No Prescribed format. To be prepared by the Company in accordance with the Section 37 of the Revised Corporate Code of the Philippines.
3. Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC- 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph	Securities and Exchange Commission- Company's Record

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Unaudited financial statements for the current year period, If item 2 is more than six (6) month old certified by the company accountant- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
5. List of the company's properties, with the book value, appraised or bondable value which will be used to secure the projected bond issues, certified by the company accountant- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
6. Projected financial statements showing the utilization of the proceeds of the bonds and the redemption of the bond issues, signed by the company accountant- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
7. Trust indenture, signed by the corporation and the trustee- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
8. Sample form of the mortgaged bond certificate to be issued- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
9. Notarized Secretary's Certificate on non-existence of intra-corporate dispute- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf</i>
If with pending intra-corporate dispute case:	
A. Certification from the President attesting or certifying under oath the following: i. Case title, docket number, name and address of the court/tribunal/administrative body, and nature of all pending cases; and	<i>To be provided by the Company</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ii. That the aforementioned cases will not affect the required vote of the board of directors and of stockholders representing at least two-thirds (2/3) of the outstanding capital stock.- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	
For Corporations with Primary Licenses:	
A. CRMD Monitoring Clearance- 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph	Compliance Monitoring Division (CMD), Company Registration and Monitoring Department (CRMD)
For Financing and Lending Companies:	
A. Financing and Lending Companies Department (FLCD) Clearance- 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph	Financing and Lending Companies Department (FLCD)
For Listed and Public Companies:	
A. Corporate Governance and Finance Department (CGFD) Clearance- 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph	Corporate Governance and Finance Department (CGFD)
B. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance- 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph	Markets and Securities Regulation Department (MSRD)
For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
A. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	Bangko Sentral ng Pilipinas (BSP)
For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
A. Insurance Commission (IC) Endorsement/Clearance- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	Insurance Commission (IC)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the electronic copy of complete requirements for new application at faad_application@sec.gov.ph	1.1 Receives the required documents and check for completeness, then records the application if complete	None	4 hours	SEC Administrative Officer II, Financial Analysis and Audit Department (FAAD)
	1.2 Sends e-mail containing acknowledgement of application and name of the assigned FAAD Specialist		1 hour	SEC Administrative Officer II, Financial Analysis and Audit Department (FAAD)
	1.3 Acknowledges the assigned application for pre-processing		3 hours	Securities Financial Specialist III Securities Financial Specialist IV, Financial Analysis and Audit Department (FAAD)
	1.4 Examines online whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the		14 working days	Securities Financial Specialist III Securities Financial Specialist IV, Financial Analysis and Audit Department (FAAD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Reviewing Specialist for review if compliant Note: The applicant may, if the application consists of voluminous documents, be advised to present the hard copies thereof. 1.5 Reviews the final report, then orders the FAAD Specialist to issue Payment Assessment Form (PAF) if compliant.		14 working days	Securities Financial Specialist II Securities Financial Specialist III Information Officer III Securities Financial Specialist IV Assistant Director or Officer-in-Charge, Financial Analysis and Audit Department (FAAD)
	1.6 Sends the Payment Assessment Form (PAF) to the applicant		1 working day	Securities Financial Specialist III Securities Financial Specialist IV, Financial Analysis and Audit Department (FAAD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	2.1 Issues payment confirmation containing the electronic Official Receipt via e-mail.	1. Creation of Bonded Indebtedness – 1/5 of 1% of the amount declared but not less than P1,000.00 2. Legal Research Fee – 1% of the amount computed in item 1 but not less than P10.00 3. Documentary Stamp tax – P30.00	1 working day	Financial Management Department
3. Secure a number through the queuing system and wait to be called to submit the complete application requirements together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) at CRMD Receiving Unit in SEC Galleria Satellite Office <i>Note: Hard copies of the application requirements must be the same as the documents pre-processed</i>	3.1 Calls the number through the system and Receives the complete application requirements together with proof of payment and informs the applicant to wait for the appointment letter from the Financial Analysis and Audit Department (FAAD) 3.2 Retrieves and prints the source documents and forwards the application to the FAAD Certification Officer.	None	2 hours 1 working day	Assistant Computer Operator, Corporate Filing and Records Division (CFRD) SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)	3.3 Prepares Certificate		2 working days	Securities Specialist I Financial Analysis and Audit Department (FAAD)
	3.4 Signs and approves the application		4 working days	SEC Director III or Officer-in-Charge Company Registration and Monitoring Department (CRMD)
	3.4 Forwards the approved application to the Releasing Unit		2 hours	Assistant Computer Operator, Office of the Director (OD)
	3.5 Schedules and sends email notification to the applicant on date of release of the certificate		1 working day	Securities Specialist I, Financial Analysis and Audit Department (FAAD)
4. Secure a number through the queuing system and wait to be called to present the Official Receipt and Appointment Letter to the Counter Officer at CRMD Releasing Unit in SEC Galleria Satellite	4.1 Calls the number through the system and receives the Official Receipt	None	2 hours	Assistant Computer Operator, Corporate Filing and Records Division (CFRD)
	4.2 Assist the client in filling up the log book & releases the Certificates of Approval		2 hours	Assistant Computer Operator, Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Office, then fill up the log book of released applications and receive the Certificates of Approval.				
TOTAL		1. Creation of Bonded Indebtedness – 1/5 of 1% of the amount declared but not less than P1,000.00 2. Legal Research Fee – 1% of the amount computed in item 1 but not less than P10.00 3. Documentary Stamp tax – P30.00	40 working days per application (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)	

Notes:

- If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned FAAD Specialist's e-mail. The assigned FAAD Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.4.
- If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refiling.

6. Decrease of Capital Stock

This service details the adopted online procedure and documentary requirements on application for Decrease of Capital Stock pursuant to Section 37 of the Revised Corporation Code of the Philippines.

This service is for Domestic Stock Corporations only. For corporations registered under Foreign Investment Act of 1991 and those located in economic zones whose foreign equity exceeded the 40% threshold, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST).

If the decrease of capital stock is accompanied by application for equity restructuring, comply also with the requirements for Equity Restructuring.

For pre-processing of new applications, scanned copies of the required documents shall be submitted via e-mail at **faad_application@sec.gov.ph**. However, please take note that applications containing voluminous documents may be required to submit hard copies even at the pre-processing stage.

Division / Office	Financial Analysis and Audit Department (FAAD)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Corporations duly registered at Securities and Exchange Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
BASIC REQUIREMENTS:	
1. Cover sheet- 2 original copies and 1 electronic copy send to faad_application@sec.gov.ph	Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_A_mendment.pdf
2. Certificate of Decrease of Capital Stock- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	To be provided by the Company Note: No Prescribed format. To be prepared by the Company in accordance with the Section 37 of the Revised Corporate Code of the Philippines.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. Directors' certificate- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Download Director's Certificate through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf</i>
4. Amended Articles of Incorporation- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
5. List of stockholders showing the names, nationalities and stockholdings before and after the reclassification/declassification/conversion, as certified by the corporate secretary- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
6. Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Securities and Exchange Commission- Company's Record</i>
7. Long-form audit report of Audited Financial Statements (AFS) as of the last fiscal year, if with return of capital - <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
8. List of creditors (if it involves return of capital) certified by the auditor or certified under oath by the company accountant and written consent of each creditor- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
9. List of stockholders showing the names, nationalities, and their subscribed and paid-up before and after the decrease certified under oath by the Corporate Secretary- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
10. Publisher's affidavit of the publication of the decrease of capital (once in a newspaper of general circulation)- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Publisher of a newspaper of general circulation.</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
11. Notarized Secretary's Certificate on non-existence of intra-corporate dispute- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx</i>
If with pending intra-corporate dispute case:	
A. Certification from the President attesting or certifying under oath the following: i. Case title, docket number, name and address of the court/tribunal/administrative body, and nature of all pending cases; and ii. That the aforementioned cases will not affect the required vote of the board of directors and of stockholders representing at least two-thirds (2/3) of the outstanding capital stock.- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
For Corporations with Primary Licenses:	
A. CRMD Monitoring Clearance- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Compliance Monitoring Division (CMD), Company Registration and Monitoring Department (CRMD)</i>
For Financing and Lending Companies:	
A. Financing and Lending Companies Department (FLCD) Clearance- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Financing and Lending Companies Department (FLCD)</i>
For Listed and Public Companies:	
A. Corporate Governance and Finance Department (CGFD) Clearance- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Corporate Governance and Finance Department (CGFD)</i>
B. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Markets and Securities Regulation Department (MSRD)</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
A. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>Bangko Sentral ng Pilipinas (BSP)</i>
For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
A. Insurance Commission (IC) Endorsement/Clearance- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>Insurance Commission (IC)</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the electronic copy of complete requirements for new application at faad_application@sec.gov.ph	1.1 Receives the required documents and check for completeness, then records the application if complete	None	4 hours	SEC Administrative Officer II, Financial Analysis and Audit Department (FAAD)
	1.2 Sends e-mail containing acknowledgement of application and name of the assigned FAAD Specialist		1 hour	SEC Administrative Officer II, Financial Analysis and Audit Department (FAAD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Acknowledges the assigned application for pre-processing		3 hours	Securities Specialist I Securities Specialist II Securities Financial Specialist I Securities Financial Specialist II Securities Financial Specialist III Securities Financial Specialist IV, Financial Analysis and Audit Department (FAAD)
	1.4 Examines online whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the Reviewing Specialist for review if compliant Note: The applicant may, if the application consists of voluminous documents, be advised to present the hard copies thereof.		14 working days	Securities Specialist I Securities Specialist II Securities Financial Specialist I Securities Financial Specialist II Securities Financial Specialist III Securities Financial Specialist IV, Financial Analysis and Audit Department (FAAD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.5 Reviews the final report, then orders the FAAD Specialist to issue Payment Assessment Form (PAF) if compliant. 1.6 Sends the Payment Assessment Form (PAF) to the applicant		14 working days 1 working day	Securities Financial Specialist II Securities Financial Specialist III Information Officer III Securities Financial Specialist IV, Assistant Director or Officer-in-Charge, Financial Analysis and Audit Department (FAAD) Securities Specialist I Securities Specialist II Securities Financial Specialist I Securities Financial Specialist II Securities Financial Specialist III Securities Financial Specialist IV, Financial Analysis and Audit Department (FAAD)
2. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home)	2.1 Issues payment confirmation containing the electronic Official Receipt via e-mail.	1. Decrease of Capital Stock * a. if return of capital – P5,000.00	1 working day	Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
) or at any Land Bank of the Philippines branch nationwide.		b. All others – P3,000.00 2. Amended Articles of Incorporation – P1,000.00* *plus Legal Research Fee (LRF) 1% of computed filing fee but not less than P10.00 and Documentary stamp tax of P30		
3. Secure a number through the queuing system and wait to be called to submit the complete application requirements together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) at CRMD Receiving Unit in SEC Galleria Satellite Office <i>Note: Hard copies of the application requirements must be the same as the documents pre-processed</i>	3.1 Calls the number through the system and Receives the complete application requirements together with proof of payment and informs the applicant to wait for the appointment letter from the Financial Analysis and Audit Department (FAAD) 3.2 Retrieves and prints the source documents and forwards the application to the FAAD Certification Officer.	None	2 hours 1 working day	Assistant Computer Operator, Corporate Filing and Records Division (CFRD) SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)	3.3 Prepares Certificate		2 working days	Securities Specialist I Financial Analysis and Audit Department (FAAD)
	3.4 Signs and approves the application		4 working days	SEC Director III or Officer-in-Charge Company Registration and Monitoring Department (CRMD)
	3.4 Forwards the approved application to the Releasing Unit		2 hours	Assistant Computer Operator, Office of the Director (OD)
	3.5 Schedules and sends email notification to the applicant on date of release of the certificate		1 working day	Securities Specialist I, Financial Analysis and Audit Department (FAAD)
4. Secure a number through the queuing system and wait to be called to present the Official Receipt and Appointment Letter to the Counter Officer at CRMD Releasing Unit in	4.1 Calls the number through the system and receives the Official Receipt	None	2 hours	Assistant Computer Operator, Corporate Filing and Records Division (CFRD)
	4.2 Assist the client in filling up the log book &		2 hours	Assistant Computer Operator, Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
SEC Galleria Satellite Office, then fill up the log book of released applications and receive the Certificates of Approval.	releases the Certificates of Approval			
TOTAL		1. Decrease of Capital Stock * a. if return of capital – P5,000.00 b. All others – P3,000.00 2. Amended Articles of Incorporation – P1,000.00* *plus Legal Research Fee (LRF) 1% of computed filing fee but not less than P10.00 and Documentary stamp tax of P30	40 working days per application (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)	

Notes:

- If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned FAAD Specialist's e-mail. The assigned FAAD Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.4.

- If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refiling.

7. Dissolution (For amendment to shorten the corporate term under Section 136 of the RCC where the proposed expiration of the corporate term [must contemplate a future date] is less than one year, from approval of the application for amendment)

This service details the adopted online procedure and documentary requirements on application for Dissolution of stock or non-stock corporation pursuant to Section 136 of the Revised Corporation Code of the Philippines and SEC Memorandum Circular No. 5, Series of 2022.

Applications for this service must be filed prior to the proposed date of dissolution in accordance with the abovementioned SEC Memorandum.

This service is for Domestic Corporations only. For corporations registered under Foreign Investment Act of 1991 and those located in economic zones whose foreign equity exceeded the 40% threshold, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST).

For pre-processing of new applications, scanned copy of the required documents shall be submitted via e-mail at faad_application@sec.gov.ph

Division / Office	Financial Analysis and Audit Department (FAAD)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Corporations duly registered at Securities and Exchange Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
BASIC REQUIREMENTS:	
1. Cover sheet- 2 original copies and 1 electronic copy send to faad_application@sec.gov.ph	Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf
2. Notarized Directors' certificate signed by majority of the directors or trustees and the corporate secretary, attesting that: (1) the dissolution by shortening of corporate term was approved by majority of the board of directors/trustees and ratified by at least 2/3 vote of the stockholders representing	Download Director's Certificate through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf or Trustee's Certificate through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
the outstanding capital stock including the holders of non-voting shares/members of the corporation; (2) date and place of stockholders' or members' meeting (3) the tax identification number of the signatories which shall be placed below their names- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	
3. Amended Articles of Incorporation- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
4. Audited Financial Statements as of the last fiscal year stamped received by SEC and BIR, EXCEPT:- I. <u>Where the applicant has ceased operations for at least one (1) year, it shall submit:</u> a. Audited Financial Statements as of the last fiscal year of operation; <i>(2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph and</i> b. Affidavit of non-operation certified under oath by the President and Treasurer- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i> II. <u>Where the applicant has no operation since incorporation, it shall submit:</u> a. Balance Sheet certified under oath by the Treasurer and President;- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i> b. Affidavit of non-operation certified under oath by the President and Treasurer;- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i> c. Certificate of non-registration issued by the BIR-	<i>Securities and Exchange Commission- Company's Record</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i> III. <u>Where the applicant corporation (stock or nonstock) is with total assets or liabilities of less than Six Hundred Thousand Pesos (Php600,000.00), it shall submit its Balance Sheet as of last preceding fiscal year certified under oath by the President and Treasurer- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</u>	
5. Certification under oath by the President and Treasurer certifying that: a. the dissolution is not prejudicial to the interest of the creditors; and b. there is no opposition from any creditor from the time of publication of the notice of dissolution up to the filing of the dissolution with the Commission- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
6. Bureau of Internal Revenue (BIR) Tax Clearance Certificate- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Bureau of Internal Revenue (BIR)</i>
7. Publisher's Affidavit of Publication of the notice of meeting (once)- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Publisher of a newspaper of general circulation</i>
8. Notarized Secretary's Certificate on non-existence of intra-corporate dispute- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Download Secretary's Certificate on non-existence of intra-corporate dispute through this link:</i> https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx
If with pending intra-corporate dispute case:	
A. Certification from the President attesting or certifying under	<i>To be provided by the Company</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
oath the following: i. Case title, docket number, name and address of the court/tribunal/administrative body, and nature of all pending cases; and ii. That the aforementioned cases will not affect the required vote of the board of directors and of stockholders representing at least two-thirds (2/3) of the outstanding capital stock.- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	
For Financing and Lending Companies:	
A. Financing and Lending Companies Department (FLCD) Clearance- 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph	<i>Financing and Lending Companies Department (FLCD)</i>
For Listed and Public Companies:	
A. Corporate Governance and Finance Department (CGFD) Clearance- 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph	<i>Corporate Governance and Finance Department (CGFD)</i>
B. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance- 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph	<i>Markets and Securities Regulation Department (MSRD)</i>
For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs) and foundation:	
A. Corporate Governance and Finance Department (CGFD) Clearance- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>Corporate Governance and Finance Department (CGFD)</i>
For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>Bangko Sentral ng Pilipinas (BSP)</i>
For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
A. Insurance Commission (IC) Endorsement/Clearance- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>Insurance Commission (IC)</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the electronic copy of complete requirements for new application at faad_application@sec.gov.ph	1.1 Receives the required documents and check for completeness, then records the application if complete	None	4 hours	SEC Administrative Officer II, Financial Analysis and Audit Department (FAAD)
	1.2 Sends e-mail containing acknowledgement of application and name of the assigned FAAD Specialist		1 hour	SEC Administrative Officer II, Financial Analysis and Audit Department (FAAD)
	1.3 Acknowledges the assigned application for pre-processing		3 hours	Securities Specialist I Securities Specialist II Securities Financial Specialist I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4 Examines online whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the Reviewing Specialist for review if compliant Note: The applicant may, if the application consists of voluminous documents, be advised to present the hard copies thereof. 1.5 Reviews the final report, then orders the FAAD Specialist to issue		14 working days 14 working days	Securities Financial Specialist II Securities Financial Specialist III Securities Financial Specialist IV, Financial Analysis and Audit Department (FAAD) Securities Specialist I Securities Specialist II Securities Financial Specialist I Securities Financial Specialist II Securities Financial Specialist III Securities Financial Specialist IV, Financial Analysis and Audit Department (FAAD) Securities Financial Specialist II Securities Financial Specialist III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Payment Assessment Form (PAF) if compliant. 1.6 Sends the Payment Assessment Form (PAF) to the applicant		1 working day	Information Officer III Securities Financial Specialist IV, Assistant Director or Officer-in-Charge, Financial Analysis and Audit Department (FAAD) Securities Specialist I Securities Specialist II Securities Financial Specialist I Securities Financial Specialist II Securities Financial Specialist III Securities Financial Specialist IV, Financial Analysis and Audit Department (FAAD)
2. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	2.1 Issues payment confirmation containing the electronic Official Receipt via e-mail.	1. Amended Articles of Incorporation – P1,000.00 2. Legal Research Fee – 1% of computed filing fee but not less than P10.00	1 working day	Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		3. Documentary Stamp tax – P30.00		
3. Secure a number through the queuing system and wait to be called to submit the complete application requirements together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) at CRMD Receiving Unit in SEC Galleria Satellite Office <i>Note: Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)</i>	3.1 Calls the number through the system and Receives the complete application requirements together with proof of payment and informs the applicant to wait for the appointment letter from the Financial Analysis and Audit Department (FAAD) 3.2 Retrieves and prints the source documents and forwards the application to the FAAD Certification Officer. 3.3 Prepares Certificate of Amended Articles of Incorporation (Dissolution) 3.4 Signs and approves the application for Dissolution	None	2 hours 1 working day 2 working days 4 working days	Assistant Computer Operator, Corporate Filing and Records Division (CFRD) SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD) Assistant Director, Corporate and Partnership Registration Division (CPRD) Assistant Director, Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.4 Records and forwards the approved Amended Articles of Incorporation to the Releasing Unit 3.5 Schedules and sends email notification to the applicant on date of release of the certificate		2 hours 1 working day	Assistant Director, Corporate Filing and Records Division (CFRD) Assistant Director, Corporate Filing and Records Division (CFRD)
4. Secure a number through the queuing system and wait to be called to present the Official Receipt and Appointment Letter to the Counter Officer at CRMD Releasing Unit in SEC Galleria Satellite Office, then fill up the log book of released applications and receive the Certificates of Approval.	4.1 Calls the number through the system and receives the Official Receipt 4.2 Assist the client in filling up the log book & releases the Certificates of Approval	None	2 hours 2 hours	Assistant Computer Operator, Corporate Filing and Records Division (CFRD) Assistant Computer Operator, Corporate Filing and Records Division (CFRD)
TOTAL		1. Amended Articles of 1. Amended Articles of Incorporation – P1,000.00	40 working days per application (Pursuant to Section 9, Letter B,	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		2. Legal Research Fee – 1% of computed filing fee but not less than P10.00 3. Documentary Stamp tax – P30.00	Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)	

Notes:

- If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned FAAD Specialist's e-mail. The assigned FAAD Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.4.
- If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refiling.

8. Equity Restructuring

This service details the adopted online procedure and documentary requirements on application for equity restructuring, which is a process of wiping-out or reducing the deficit of a corporation.

This service is for Domestic Stock Corporations only. For corporations registered under Foreign Investment Act of 1991 and those located in economic zones whose foreign equity exceeded the 40% threshold, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST).

For pre-processing of *new applications*, scanned copies of the required documents shall be submitted via e-mail at **faad_application@sec.gov.ph**. However, please take note that applications containing voluminous documents may be required to submit hard copies even at the pre-processing stage.

Division / Office	Financial Analysis and Audit Department (FAAD)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Corporations duly registered at Securities and Exchange Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
BASIC REQUIREMENTS:	
1. Cover sheet- <i>2 original copies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf</i>
2. Letter request to undergo equity restructuring signed by the Company's Officer- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
3. Certification under oath by the Corporate Secretary on the board resolution approving the equity restructuring plan- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC-2 <i>photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Securities and Exchange Commission- Company's Record</i>
5. Notarized Secretary's Certificate on non-existence of intra-corporate dispute- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf</i>
If with pending intra-corporate dispute case:	
A. Certification from the President attesting or certifying under oath the following: i. Case title, docket number, name and address of the court/tribunal/administrative body, and nature of all pending cases; and ii. That the aforementioned cases will not affect the required vote of the board of directors.- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
For Corporations with Primary Licenses:	
A. CRMD Monitoring Clearance- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Compliance Monitoring Division (CMD), Company Registration and Monitoring Department (CRMD)</i>
For Financing and Lending Companies:	
A. Financing and Lending Companies Department (FLCD) Clearance- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Financing and Lending Companies Department (FLCD)</i>
For Listed and Public Companies:	
A. Corporate Governance and Finance Department (CGFD) Clearance- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Corporate Governance and Finance Department (CGFD)</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
B. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance- 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph	<i>Markets and Securities Regulation Department (MSRD)</i>
For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
A. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>Bangko Sentral ng Pilipinas (BSP)</i>
For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
A. Insurance Commission (IC) Endorsement/Clearance- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>Insurance Commission (IC)</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the electronic copy of complete requirements for new application at faad_application@sec.gov.ph	1.1 Receives the required documents and check for completeness, then records the application if complete	None	4 hours	SEC Administrative Officer II, Financial Analysis and Audit Department (FAAD)
	1.2 Sends e-mail containing acknowledgement of application and name of the assigned FAAD Specialist		1 hour	SEC Administrative Officer II, Financial Analysis and Audit Department (FAAD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Acknowledges the assigned application for pre-processing		3 hours	Securities Specialist I Securities Specialist II Securities Financial Specialist I Securities Financial Specialist II Securities Financial Specialist III Securities Financial Specialist IV, Financial Analysis and Audit Department (FAAD)
	1.4 Examines online whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the Reviewing Specialist for review if compliant Note: The applicant may, if the application consists of voluminous documents, be advised to present the hard copies thereof.		14 working days	Securities Specialist I Securities Specialist II Securities Financial Specialist I Securities Financial Specialist II Securities Financial Specialist III Securities Financial Specialist IV, Financial Analysis and Audit Department (FAAD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.5 Reviews the final report, then orders the FAAD Specialist to issue Payment Assessment Form (PAF) if compliant. 1.6 Sends the Payment Assessment Form (PAF) to the applicant		14 working days 1 working day	Securities Financial Specialist II Securities Financial Specialist III Information Officer III Securities Financial Specialist IV, Assistant Director or Officer-in-Charge, Financial Analysis and Audit Department (FAAD) Securities Specialist I Securities Specialist II Securities Financial Specialist I Securities Financial Specialist II Securities Financial Specialist III Securities Financial Specialist IV, Financial Analysis and Audit Department (FAAD)
2. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home)	2.1 Issues payment confirmation containing the electronic Official Receipt via e-mail.	1. Equity Restructuring – P5,000.00 2. Legal Research Fee – 1% of the amount	1 working day	Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
) or at any Land Bank of the Philippines branch nationwide.		computed in item 1 but not less than P10.00 3. Documentary Stamp tax – P30.00		
3. Secure a number through the queuing system and wait to be called to submit the complete application requirements together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) at CRMD Receiving Unit in SEC Galleria Satellite Office <i>Note: Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)</i>	3.1 Calls the number through the system and Receives the complete application requirements together with proof of payment and informs the applicant to wait for the appointment letter from the Financial Analysis and Audit Department (FAAD) 3.2 Retrieves and prints the source documents and forwards the application to the FAAD Certification Officer. 3.3 Prepares Certificate 3.4 Signs and approves the application	None	2 hours 1 working day 2 working days 4 working days	Assistant Computer Operator, Corporate Filing and Records Division (CFRD) SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD) Securities Specialist I Financial Analysis and Audit Department (FAAD) SEC Director III or Officer-in-Charge,

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.4 Forwards the approved application to the Releasing Unit 3.5 Schedules and sends email notification to the applicant on date of release of the certificate		2 hours 1 working day	Company Registration and Monitoring Department (CRMD) Assistant Computer Operator, Office of the Director (OD) Securities Specialist I, Financial Analysis and Audit Department (FAAD)
4. Secure a number through the queuing system and wait to be called to present the Official Receipt and Appointment Letter to the Counter Officer at CRMD Releasing Unit in SEC Galleria Satellite Office, then fill up the log book of released applications and receive the Certificates of Approval.	4.1 Calls the number through the system and receives the Official Receipt 4.2 Assist the client in filling up the log book & releases the Certificates of Approval	None	2 hours 2 hours	Assistant Computer Operator, Corporate Filing and Records Division (CFRD) Assistant Computer Operator, Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		1. Equity Restructuring – P5,000.00 2. Legal Research Fee – 1% of the amount computed in item 1 but not less than P10.00 3. Documentary Stamp tax – P30.00	40 working days per application (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)	

Notes:

- If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned FAAD Specialist's e-mail. The assigned FAAD Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.4.
- If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refiling.

9. Increase of Capital Stock by way of Cash

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash pursuant to Section 37 of the Revised Corporation Code of the Philippines.

This service is for Domestic Stock Corporations only. For corporations registered or about to be registered under Foreign Investment Act of 1991 and those located in economic zones whose foreign equity exceeded the 40% threshold, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST).

For pre-processing of new applications, scanned copies of the required documents shall be submitted via e-mail at faad_application@sec.gov.ph.

Division / Office	Financial Analysis and Audit Department (FAAD)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Corporations duly registered at Securities and Exchange Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
BASIC REQUIREMENTS:	
1. Cover sheet- 2 original copies and 1 electronic copy send to faad_application@sec.gov.ph	Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf
2. Certificate of Increase of Capital Stock- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	To be provided by the Company Note: No prescribed format. To be prepared by the Company in accordance with Section 37 of the Revised Corporation Code of the Philippines
3. Treasurer's Affidavit- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	To be provided by the Company

	<i>Note: No prescribed format. To be prepared by the Company in accordance with Section 37 of the Revised Corporation Code of the Philippines</i>
4. Directors' certificate- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>Download Director's Certificate through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf</i>
5. Amended Articles of Incorporation- 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph	<i>To be provided by the Company</i>
6. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock certified under oath by the corporate secretary- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>To be provided by the Company</i>
7. Notarized Secretary's Certificate on non-existence of intra-corporate dispute- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf</i>
If with pending intra-corporate dispute case:	
A. Certification from the President attesting or certifying under oath the following: i. Case title, docket number, name and address of the court/tribunal/administrative body, and nature of all pending cases; and ii. That the aforementioned cases will not affect the required vote of the board of directors and of stockholders representing at least two-thirds (2/3) of the outstanding capital stock.- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>To be provided by the Company</i>
8. Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders- 1 original copy and 1	<i>Download Secretary's Certificate certifying that all non-subscribing stockholders waived their respective pre-emptive rights through this link:</i>

<i>photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_Waiver_Pre-emptive_Rights.pdf</i>
For Corporations with Primary Licenses:	
A. CRMD Monitoring Clearance- 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph	Compliance Monitoring Division (CMD), Company Registration and Monitoring Department (CRMD)
For Financing and Lending Companies:	
A. Financing and Lending Companies Department (FLCD) Clearance- 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph	Financing and Lending Companies Department (FLCD)
For Listed and Public Companies:	
A. Corporate Governance and Finance Department (CGFD) Clearance- 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph	Corporate Governance and Finance Department (CGFD)
B. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance- 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph	Markets and Securities Regulation Department (MSRD)
For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
A. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	Bangko Sentral ng Pilipinas (BSP)
For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
A. Insurance Commission (IC) Endorsement/Clearance- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	Insurance Commission (IC)
Additional requirement if cash payment for subscription is already reflected in the Audited Financial Statements:	

A. Audited Financial Statements as of the last fiscal year stamped received by BIR and SEC- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Securities and Exchange Commission- Company's Record</i>
Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:	
A. Special Audit Report, if: I. Listed companies; II. Public companies defined in the Securities Regulation Code; III. companies that offer or sell securities to the public; IV. Where payment to subscription to the increase is more than P50,000,000.00- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i> <i>Otherwise,</i> B. A subscription contract executed under oath among stockholder/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for.- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i> <i>For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0</i> <i>To be provided by the Company</i> <i>For guidance, please refer to SEC Memorandum Circular No. 11 Series of 2016 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2016/mc-no-11-s-2016subscription-contracts/#gsc.tab=0</i>
Additional requirement for Rural Banks:	
A. Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Bangko Sentral ng Pilipinas (BSP)</i>
B. List of stockholders of record showing their respective subscribed and paid-up amount before and after the increase	<i>Bangko Sentral ng Pilipinas (BSP)</i>

and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification- *1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph*

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the electronic copy of complete requirements for new application at faad_application@sec.gov.ph	1.1 Receives the required documents and check for completeness, then records the application if complete	None	4 hours	SEC Administrative Officer II, Financial Analysis and Audit Department (FAAD)
	1.2 Sends e-mail containing acknowledgement of application and name of the assigned FAAD Specialist		1 hour	SEC Administrative Officer II, Financial Analysis and Audit Department (FAAD)
	1.3 Acknowledges the assigned application for pre-processing		3 hours	SEC Administrative Assistant II SEC Administrative Officer II Securities Specialist I Securities Specialist II Securities Financial Specialist I Securities Financial Specialist II,

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4 Examines online whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the Partner Specialist for review if compliant Note: The applicant may, if the application consists of voluminous documents, be advised to present the hard copies thereof.		14 working days	Financial Analysis and Audit Department (FAAD) SEC Administrative Assistant II SEC Administrative Officer II Securities Specialist I Securities Specialist II Securities Financial Specialist I Securities Financial Specialist II, Financial Analysis and Audit Department (FAAD)
	1.5 Reviews the final report, then orders the FAAD Specialist to issue Payment Assessment Form (PAF) if compliant.		14 working days	Securities Specialist I Securities Specialist II Securities Financial Specialist I Securities Financial Specialist II Securities Financial Specialist III Securities Financial Specialist IV,

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.6 Sends the Payment Assessment Form (PAF) to the applicant		1 working day	Financial Analysis and Audit Department (FAAD) SEC Administrative Assistant II SEC Administrative Officer II Securities Specialist I Securities Specialist II Securities Financial Specialist I Securities Financial Specialist II, Financial Analysis and Audit Department (FAAD)
2. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	2.1 Issues payment confirmation containing the electronic Official Receipt via e-mail.	1. Amended Articles of Incorporation – P1,010* Plus 2. Increase of Capital Stock - **For corporation with par value – 1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the	1 working day	Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		subscribed capital stock, whichever is higher **For corporation without par value – 1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher 3. Legal Research Fee (LRF) -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00 4. Documentary Stamp tax of P60.00 *Inclusive of LRF of P10.00		
3. Secure a number through the queuing system and wait to be called to submit the complete	3.1 Calls the number through the system and Receives the complete application requirements	None	2 hours	Assistant Computer Operator, Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
application requirements together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) at CRMD Receiving Unit in SEC Galleria Satellite Office Note: <i>Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)</i>	together with proof of payment and informs the applicant to wait for the appointment letter from the Financial Analysis and Audit Department (FAAD) 3.2 Retrieves and prints the source documents and forwards the application to the FAAD Certification Officer. 3.3 Prepares Certificate 3.4 Signs and approves the application 3.4 Forwards the approved application to the Releasing Unit		1 working day 2 working days 4 working days 2 hours	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD) Securities Specialist I Financial Analysis and Audit Department (FAAD) SEC Director III or Officer-in-Charge Company Registration and Monitoring Department (CRMD) Assistant Computer Operator, Office of the Director (OD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.5 Schedules and sends email notification to the applicant on date of release of the certificate		1 working day	Securities Specialist I, Financial Analysis and Audit Department (FAAD)
4. Secure a number through the queuing system and wait to be called to present the Official Receipt and Appointment Letter to the Counter Officer at CRMD Releasing Unit in SEC Galleria Satellite Office, then fill up the log book of released applications and receive the Certificates of Approval.	4.1 Calls the number through the system and receives the Official Receipt	None	2 hours	Assistant Computer Operator, Corporate Filing and Records Division (CFRD)
	4.2 Assist the client in filling up the log book & releases the Certificates of Approval		2 hours	Assistant Computer Operator, Corporate Filing and Records Division (CFRD)
TOTAL		1. Amended Articles of Incorporation – P1,010* Plus 2. Increase of Capital Stock - **For corporation with par value – 1/5 of 1% of the increase in capital stock	40 working days per application (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher **For corporation without par value – 1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher 3. Legal Research Fee (LRF) -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00 4. Documentary Stamp tax of P60.00 *Inclusive of LRF of	processing time, provided that a proper notice to the applicant was given)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		P10.00		

Notes:

- If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned FAAD Specialist's e-mail. The assigned FAAD Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.4.
- If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refile.

10. Increase of Capital Stock through payment other than cash

This service details the adopted online procedure and documentary requirements on application for increase of capital stock (For Ordinary Stock Corporation and One Person Corporation) by way of, but not limited to the following:

- Conversion of advances/liabilities to equity
- Stock Dividend
- Land, building / condominium units
- Untitled Lands
- Inventories / Furniture / Personal Properties
- Heavy equipment and machinery
- Shares of stock
- Motor Vehicle
- Sea vessel / aircraft
- Intangibles
- Net assets
- Other assets

This service is for Domestic Stock Corporations only. For corporations registered or about to be registered under Foreign Investment Act of 1991 and those located in economic zones whose foreign equity exceeded the 40% threshold, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST).

For pre-processing of new applications, scanned copies of the required documents shall be submitted via e-mail at faad_application@sec.gov.ph. However, please take note that applications containing voluminous documents may be required to submit hard copies even at the pre-processing stage.

Division / Office	Financial Analysis and Audit Department (FAAD)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Corporations duly registered at Securities and Exchange Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
BASIC REQUIREMENTS:	
1. Cover sheet- 2 <i>original copies</i> and 1 <i>electronic copy</i> send to faad_application@sec.gov.ph	Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf
2. Certificate of Increase of Capital Stock- 1 <i>original copy</i> and 1 <i>photocopy</i> and 1 <i>electronic copy</i> send to faad_application@sec.gov.ph	To be provided by the Company Note: No prescribed format. To be prepared by the Company in accordance with Section 37 of the Revised Corporation Code of the Philippines
3. Treasurer's Affidavit- 1 <i>original copy</i> and 1 <i>photocopy</i> and 1 <i>electronic copy</i> send to faad_application@sec.gov.ph	To be provided by the Company Note: No prescribed format. To be prepared by the Company in accordance with Section 37 of the Revised Corporation Code of the Philippines
4. Directors' certificate/ Resolution for OPC- 1 <i>original copy</i> and 1 <i>photocopy</i> and 1 <i>electronic copy</i> send to faad_application@sec.gov.ph	Download Director's Certificate through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf or Resolution for OPC through this link: https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECFORM_RESOLUTION-opc.docx
5. Amended Articles of Incorporation- 2 <i>photocopies</i> and 1 <i>electronic copy</i> send to faad_application@sec.gov.ph	To be provided by the Company
6. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock certified under oath by the corporate secretary- 1 <i>original copy</i> and 1 <i>photocopy</i> and 1 <i>electronic copy</i> send to faad_application@sec.gov.ph	To be provided by the Company
7. Notarized Secretary's Certificate on non-existence of intra-corporate dispute- 1 <i>original copy</i> and 1 <i>photocopy</i> and 1 <i>electronic copy</i> send to faad_application@sec.gov.ph	Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx

If with pending intra-corporate dispute case:	
A. Certification from the President attesting or certifying under oath the following: i. Case title, docket number, name and address of the court/tribunal/administrative body, and nature of all pending cases; and ii. That the aforementioned cases will not affect the required vote of the board of directors and of stockholders representing at least two-thirds (2/3) of the outstanding capital stock.- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
8. Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Download Secretary's Certificate certifying that all non-subscribing stockholders waived their respective pre-emptive rights through this link:</i> <i>https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf</i>
For Corporations with Primary Licenses:	
A. CRMD Monitoring Clearance- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Compliance Monitoring Division (CMD), Company Registration and Monitoring Department (CRMD)</i>
For Financing and Lending Companies:	
A. Financing and Lending Companies Department (FLCD) Clearance- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Financing and Lending Companies Department (FLCD)</i>
For Listed and Public Companies:	
A. Corporate Governance and Finance Department (CGFD) Clearance- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Corporate Governance and Finance Department (CGFD)</i>
B. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Markets and Securities Regulation Department (MSRD)</i>

For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
A. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>Bangko Sentral ng Pilipinas (BSP)</i>
For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
A. Insurance Commission (IC) Endorsement/Clearance- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>Insurance Commission (IC)</i>
Additional Requirements if the payment for issuance of shares is by way of Conversion of Advances / Liabilities to Equity	
A. Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (if the advances are already reflected therein)- 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph	<i>Securities and Exchange Commission- Company's Record</i>
B. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity, if the advances/liabilities is not reflected in AFS- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>To be provided by the Company</i> <i>For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link:</i> https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0
C. Deed of Assignment of advances / liabilities- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>To be provided by the Company</i>
Additional Requirements if the payment for issuance of shares is by way of Stock Dividend	

A. List of stockholders entitled to stock dividend with their respective outstanding shares and the allocation of stock dividend certified by the corporate secretary- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
B. Audited Financial Statements as of the last fiscal year received by BIR and SEC- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Securities and Exchange Commission- Company's Record</i>
C. Secretary's Certificate that on the basis of the computation of the Finance Officer, the allocation of stock dividends as indicated in the Certificate of Increase is in proportion to the shareholdings of stockholders as of date of meeting approving the dividend declaration or as of record date and the treatment of resulting fractional shares, if any, are true and correct- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
D. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
E. Reconciliation of Retained Earnings- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i> <i>For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link:</i> https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf
Additional Requirements if the payment for issuance of shares is by way of Land, buildings / condominium units	
A. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified by the	<i>To be provided by the Company</i>

company accountant- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	
B. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified Assessor's Office- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
C. Latest zonal valuation certified by BIR, if transfer value is based on zonal value- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
D. Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old)- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
E. Deed of Assignment- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
F. If property is mortgaged, submit mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
G. For assignment of buildings where assignor is not the owner of the land, submit the lease contract on the land and consent of the land owner to the transfer- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
H. Certification from the transferor stating that the improvements are existing and in good condition- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
I. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i> <i>For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link:</i>

	https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/
Additional Requirements if the payment for issuance of shares is by way of of Untitled Lands	
A. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
B. Duplicate original or certified true copies of the tax declaration sheets- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
C. Latest realty tax receipts- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
D. Affidavit by the transferor attesting continuous and open possession of the property is located- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
E. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
F. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
G. Affidavit executed by the transferor attesting to the: a. Existence (or non-existence) of easements over the untitled property; b. Kind/description of the easement and its location; and	<i>To be provided by the Company</i>

c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	
H. Under oath undertaking of the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
I. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: a. There is no other claimant to the untitled land b. it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party or c. The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP)- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	Department of Agrarian Reform (DAR)
J. Blue Print Survey of the Plan as approved by the Bureau of Lands- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
K. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value)- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
L. Latest zonal valuation certified by BIR, if transfer value is based on zonal value- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
M. Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old)- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
N. Deed of Assignment- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>

O. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
Additional Requirements if the payment for issuance of shares is by way of Inventories / Furniture / Personal Properties	
A. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified by the company accountant- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
B. Special Audit Report by an Independent CPA on the verification and valuation of property, if transfer value is based on book value- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
C. Deed of Assignment- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
Additional Requirements if the payment for issuance of shares is by way of Heavy equipment and machinery	
A. Detailed schedule of the property showing the description and the transfer value certified by the company accountant- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
B. Appraisal report by a licensed appraiser (not more than 6-month old). <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
C. Deed of Assignment- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
D. Certification from the transferor stating that the properties are existing and in good condition- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>

Additional Requirements if the payment for issuance of shares is by way of Shares of Stock	
A. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified by the company accountant- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
B. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Securities and Exchange Commission- Company's Record</i>
C. Deed of Assignment- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
D. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
E. Photocopy of the stock certificate (present original for verification)- <i>1 original copy and 2 photocopies and 1 electronic send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
F. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange)- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
G. Affidavit of undertaking to submit the required proof of transfer within the prescribed period- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i> <i>For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link:</i> https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/

Additional Requirement if the payment for issuance of shares is by way of of Motor Vehicles	
A. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the company accountant- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
B. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification)- <i>1 original copy and 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
C. Appraisal report by licensed appraiser (not more than 6 month old)- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
D. Deed of Assignment- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
E. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i> <i>For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link:</i> https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/
F. Certification from the transferor stating that the motor vehicles are existing and in good running condition- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
Additional Requirements if the payment for issuance of shares is by way of of Sea Vessel / Aircraft	
A. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified	<i>To be provided by the Company</i>

by the company accountant- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	
B. Certified true copy of the certificate of ownership- <i>1 certified true copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
C. Appraisal report by licensed appraiser (not more than 6 month old) <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
D. Certificate of seaworthiness/airworthiness issued by appropriate government agency- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
E. Deed of Assignment- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
F. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i> <i>For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link:</i> https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/
Additional Requirements if the payment for issuance of shares is by way of Intangibles	
A. Photocopy of System Purchase Agreement or any proof of ownership (for software)- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
B. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
C. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6	<i>To be provided by the Company</i>

months old)- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	
D. Deed of Assignment- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
E. Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i> <i>For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link:</i> https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/
Additional Requirement if the payment for issuance of shares is by way of Net Assets	
A. Audited financial statements (AFS) of the applicant corporation as of the last fiscal year received by BIR and SEC- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Securities and Exchange Commission- Company's Record</i>
B. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
C. Long-form audit report of Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
D. Deed of Assignment of the assets and liabilities- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
E. 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- <i>1 original copy and 1</i>	<i>To be provided by the Company</i>

<i>photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	
F. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
G. Photocopy of the certificate of registration of the motor vehicles (present original for verification)- <i>1 original copy and 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
H. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
I. Photocopy of stock certificates (present original for verification)- <i>1 original copy and 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
J. DTI Certificate of Registration (for single proprietorship)- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
K. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i> <i>For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link:</i> https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the electronic copy of complete requirements for new application at faad_application@sec.gov.ph	1.1 Receives the required documents and check for completeness, then records the application if complete	None	4 hours	SEC Administrative Officer II, Financial Analysis and Audit Department (FAAD)
	1.2 Sends e-mail containing acknowledgement of application and name of the assigned FAAD Specialist		1 hour	SEC Administrative Officer II, Financial Analysis and Audit Department (FAAD)
	1.3 Acknowledges the assigned application for pre-processing		3 hours	Securities Specialist I Securities Specialist II Securities Financial Specialist I Securities Financial Specialist II Securities Financial Specialist III Securities Financial Specialist IV, Financial Analysis and Audit Department (FAAD)

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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.6 Sends the Payment Assessment Form (PAF) to the applicant		1 working day	Securities Specialist I Securities Specialist II Securities Financial Specialist I Securities Financial Specialist II Securities Financial Specialist III Securities Financial Specialist IV, Financial Analysis and Audit Department (FAAD)
2. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	2.1 Issues payment confirmation containing the electronic Official Receipt via e-mail.	1. Amended Articles of Incorporation – P1,010* Plus 2. Increase of Capital Stock - **For corporation with par value – 1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher **For corporation	1 working day	Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		without par value – 1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher 3. Legal Research Fee (LRF) -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00 4. Documentary Stamp tax of P60.00 *Inclusive of LRF of P10.00		
3. Secure a number through the queuing system and wait to be called to submit the complete application requirements together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) at CRMD	3.1 Calls the number through the system and Receives the complete application requirements together with proof of payment and informs the applicant to wait for the appointment letter from the	None	2 hours	Assistant Computer Operator, Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Receiving Unit in SEC Galleria Satellite Office Note: <i>Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)</i>	Financial Analysis and Audit Department (FAAD) 3.2 Retrieves and prints the source documents and forwards the application to the FAAD Certification Officer. 3.3 Prepares Certificate 3.4 Signs and approves the application 3.4 Forwards the approved application to the Releasing Unit 3.5 Schedules and sends email notification to the		1 working day 2 working days 4 working days 2 hours 1 working day	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD) Securities Specialist I Financial Analysis and Audit Department (FAAD) SEC Director III or Officer-in-Charge Company Registration and Monitoring Department (CRMD) Assistant Computer Operator, Office of the Director (OD) Securities Specialist I, Financial Analysis and Audit Department (FAAD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	applicant on date of release of the certificate			
4. Secure a number through the queuing system and wait to be called to present the Official Receipt and Appointment Letter to the Counter Officer at CRMD Releasing Unit in SEC Galleria Satellite Office, then fill up the log book of released applications and receive the Certificates of Approval.	4.1 Calls the number through the system and receives the Official Receipt 4.2 Assist the client in filling up the log book & releases the Certificates of Approval	None	2 hours 2 hours	Assistant Computer Operator, Corporate Filing and Records Division (CFRD) Assistant Computer Operator, Corporate Filing and Records Division (CFRD)
TOTAL		1. Amended Articles of Incorporation – P1,010* Plus 2. Increase of Capital Stock - **For corporation with par value – 1/5 of 1% of the increase in capital stock but not less than P3,000.00 or	40 working days per application (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time,	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		the subscription price of the subscribed capital stock, whichever is higher **For corporation without par value – 1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher 3. Legal Research Fee (LRF) -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00 4. Documentary Stamp tax of P60.00 *Inclusive of LRF of P10.00	provided that a proper notice to the applicant was given)	

Notes:

- If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned FAAD Specialist's e-mail. The assigned FAAD Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.4.
- If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refiling.

11. Joint Certification for Applications of Increase of Capital Stock by way of Cash Infusion

This service details the adopted online procedure and documentary requirements for application for Increase of Capital Stock by way of Cash through Joint Certification pursuant to Section 37 of the Revised Corporation Code of the Philippines.

This service is for Domestic Stock Corporations only with no pending intra-corporate dispute cases. For corporations registered under Foreign Investment Act of 1991 and those located in economic zones whose foreign equity exceeded the 40% threshold, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST).

For pre-processing of new applications, scanned copies of the required documents shall be submitted via e-mail at **faad_application@sec.gov.ph**.

Division / Office	Financial Analysis and Audit Department (FAAD)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Corporations duly registered at Securities and Exchange Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
BASIC REQUIREMENTS:	
1. Cover sheet- 2 original copies and 1 electronic copy send to faad_application@sec.gov.ph	Download Cover Sheet through this link: https://docs.google.com/document/d/1xFahiscF9N_PvMsuwWGI7FK1cdOsWgSZ/edit?tab=t.0#heading=h.gjdgxs
2. Joint Certifications- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph <i>Note: This service is not applicable to applicant corporation with pending intra-corporate dispute cases,</i>	Download Cover Sheet through this link: https://docs.google.com/document/d/1VapOnE0ML085pdGnh9h05hUQwYz4Qttr/edit?amp;ouid=100001251167530676454&amp;rtpof=true&sd=true&tab=t.0
3. Amended Articles of Incorporation- 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph	To be provided by the Company

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Audited Financial Statements as of the last fiscal year stamped received by BIR and SEC- 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph	Securities and Exchange Commission- Company's Record
For Corporations with Primary Licenses:	
A. CRMD Monitoring Clearance- 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph	Compliance Monitoring Division (CMD), Company Registration and Monitoring Department (CRMD)
For Financing and Lending Companies:	
A. Financing and Lending Companies Department (FLCD) Clearance- 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph	Financing and Lending Companies Department (FLCD)
For Listed and Public Companies:	
A. Corporate Governance and Finance Department (CGFD) Clearance- 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph	Corporate Governance and Finance Department (CGFD)
A. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance- 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph	Markets and Securities Regulation Department (MSRD)
For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
A. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	Bangko Sentral ng Pilipinas (BSP)
For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
A. Insurance Commission (IC) Endorsement/Clearance- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	Insurance Commission (IC)
Additional requirement if cash payment for subscription is not yet reflected in the Audited Financial Statements:	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Special Audit Report, if: I. Listed companies; II. Public companies defined in the Securities Regulation Code; III. companies that offer or sell securities to the public; IV. companies with secondary license; V. Where payment to subscription to the increase is more than P50,000,000.00- <i>1 original copy and 1 photocopy and 1 electronic copy send to <u>faad_application@sec.gov.ph</u></i> Otherwise, B. A subscription contract executed under oath among stockholder/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for.- <i>1 original copy and 1 photocopy and 1 electronic copy send to <u>faad_application@sec.gov.ph</u></i>	<i>To be provided by the Company</i> <i>For guidance, please refer to SEC Memorandum Circular No. 6 Series of 2008- Guidelines on on-site verification of financial records relative to certain applications filed with the Commission through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0</i> <i>For guidance, please refer to SEC Memorandum Circular No. 11 Series of 2016 – Subscription Contracts through this link: https://www.sec.gov.ph/mc-2016/mc-no-11-s-2016subscription-contracts/#gsc.tab=0</i>
Additional requirement for Rural Banks:	
A. Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP- <i>1 original copy and 1 photocopy and 1 electronic copy send to <u>faad_application@sec.gov.ph</u></i>	<i>Bangko Sentral ng Pilipinas (BSP)</i>
B. List of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification- <i>1 original copy and 1 photocopy and 1 electronic copy send to <u>faad_application@sec.gov.ph</u></i>	<i>Bangko Sentral ng Pilipinas (BSP)</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the electronic copy of complete requirements for new application at faad_application@sec.gov.ph	1.1 Receives the required documents and check for completeness, then records the application if complete	None	4 hours	SEC Administrative Officer II, Financial Analysis and Audit Department (FAAD)
	1.2 Sends e-mail containing acknowledgement of application and name of the assigned FAAD Specialist		1 hour	SEC Administrative Officer II, Financial Analysis and Audit Department (FAAD)
	1.3 Acknowledges the assigned application for pre-processing		3 hours	SEC Administrative Assistant II SEC Administrative Officer II Securities Specialist I Securities Specialist II Securities Financial Specialist I Securities Financial Specialist II, Financial Analysis and Audit Department (FAAD)
			2 working days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4 Examines online whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the Partner Specialist for review if compliant 1.5 Reviews the final report, then orders the FAAD Specialist to issue Payment Assessment Form (PAF) if compliant. 1.6 Sends the Payment Assessment Form (PAF) to the applicant		2 working days 4 hours	SEC Administrative Assistant II SEC Administrative Officer II Securities Specialist I Securities Specialist II Securities Financial Specialist I Securities Financial Specialist II, Financial Analysis and Audit Department (FAAD) Securities Specialist I Securities Specialist II Securities Financial Specialist I Securities Financial Specialist II Securities Financial Specialist III Securities Financial Specialist IV, Financial Analysis and Audit Department (FAAD) SEC Administrative Assistant II SEC Administrative Officer II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Securities Specialist I Securities Specialist II Securities Financial Specialist I Securities Financial Specialist II, Financial Analysis and Audit Department (FAAD)
2. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	2.1 Issues payment confirmation containing the electronic Official Receipt via e-mail.	1. Amended Articles of Incorporation – P1,010* Plus 2. Increase of Capital Stock - **For corporation with par value – 1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher **For corporation without par value – 1/5 of 1% of the increase in capital stock computed at P100.00 per share but	2 hours	Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher 3. Legal Research Fee (LRF) -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00 4. Documentary Stamp tax of P60.00 *Inclusive of LRF of P10.00		
3. Send the scanned copy of the proof of payment of the filing fees to the assigned FAAD Specialist via email and await email notification from the Assigned FAAD Specialist for the release of certificate.	3.1 Receives and acknowledges the receipt of proof of payment 3.2 Prepares the Certificate and forwards it to the Office of Director for signature	None	2 hours 1 working day 1 working day	Assistant Computer Operator, Corporate Filing and Records Division (CFRD) Securities Specialist I Financial Analysis and Audit Department (FAAD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.4 Signs the Certificates of Approval 3.6 Schedules and sends email notification to the applicant on the date of submission of the complete application requirement and release of the certificate.		4 hours	SEC Director III or Officer-in-Charge Company Registration and Monitoring Department (CRMD) SEC Administrative Assistant II SEC Administrative Officer II Securities Specialist I Securities Specialist II Securities Financial Specialist I Securities Financial Specialist II, Financial Analysis and Audit Department (FAAD)
4. Submit complete application requirements together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) upon receipt of the email notification from the assigned FAAD Specialist and receive the duly signed Certificate of Paid-up Capital at CRMD Main Office.	4.1 Receives complete application requirement and proof of payment. 4.2 Compares the hard copies received with the scanned copy of the application documents and	None	4 hours 4 hours	Assistant Director or Officer-in-Charge, Financial Analysis and Audit Department (FAAD) SEC Administrative Assistant II SEC Administrative Officer II Securities Specialist I Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Note: Hard copies of the application requirements must be the same as the documents pre-processed online</i>	attaches the signed Certificate thereto. 4.3 Releases the signed Certificates of Approval		4 hours	Securities Financial Specialist I Securities Financial Specialist II, Financial Analysis and Audit Department (FAAD) SEC Administrative Assistant II SEC Administrative Officer II Securities Specialist I Securities Specialist II Securities Financial Specialist I Securities Financial Specialist II, Financial Analysis and Audit Department (FAAD)
TOTAL		1. Amended Articles of Incorporation – P1,010* Plus 2. Increase of Capital Stock - **For corporation with par value – 1/5 of 1% of the increase in capital stock	10 working days per application	

CLIENT STEPS	AGENCY ACTIONS	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher **For corporation without par value – 1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher 3. Legal Research Fee (LRF) -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00 4. Documentary Stamp tax of P60.00 *Inclusive of LRF of		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		P10.00		

Notes:

- If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refile.
- Failure to pay the amount of assessed fees prior to the expiration of the Payment Assessment Form (PAF) is deemed abandonment of the instant application, and the corporation shall file a new application for the increase of its authorized capital stock.

12. Merger / Consolidation

This service details the adopted online procedure and documentary requirements on application for Merger / Consolidation pursuant to Section 75 to 79 of the Revised Corporation Code of the Philippines.

This service is for Domestic Stock Corporations, including banks that are **not covered** by Joint Circular No. 1, series of 2022. For corporations registered under Foreign Investment Act of 1991 and those located in economic zones whose foreign equity exceeded the 40% threshold, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST).

If the merger is accompanied by application for increase of capital stock, comply also with the requirements for Increase of Capital Stock.

For consolidation, comply also with the requirements for registration of corporation

For pre-processing of new applications, scanned copies of the required documents shall be submitted via e-mail at **mergersconsobanks_faad@sec.gov.ph**. However, please take note that applications containing voluminous documents may be required to submit hard copies even at the pre-processing stage.

Division / Office	Financial Analysis and Audit Department (FAAD)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Corporations duly registered at Securities and Exchange Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
BASIC REQUIREMENTS:	
1. Cover sheet- 2 original copy and 1 electronic copy send to mergersconsobanks_faad@sec.gov.ph	Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf
2. Articles of Merger / Consolidation- 1 original copy and 1 photocopy and 1 electronic copy send to mergersconsobanks_faad@sec.gov.ph	To be provided by the Company

	<i>Note: No Prescribed format. To be prepared by the Company in accordance with the Section 37 of the Revised Corporate Code of the Philippines.</i>
3. Plan of Merger / Consolidation- <i>1 original copy and 1 photocopy and 1 electronic copy send to mergersconsobanks_faad@sec.gov.ph</i>	<i>To be provided by the Company</i>
4. List of stockholders/members of record of the constituent corporations indicating their nationalities and respective subscribed and paid-up capital/contribution as of date of the meeting approving the merger/consolidation certified under oath by the Corporate Secretary- <i>1 original copy and 1 photocopy and 1 electronic copy send to mergersconsobanks_faad@sec.gov.ph</i>	<i>To be provided by the Company</i>
5. Certification by the Corporate Secretary on the meeting of the Board of Directors and stockholders/Board of Trustees and members of the constituent corporations approving the merger/consolidation- <i>1 original copy and 1 photocopy and 1 electronic copy send to mergersconsobanks_faad@sec.gov.ph</i>	<i>To be provided by the Company</i>
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)- <i>2 photocopies and 1 electronic copy send to mergersconsobanks_faad@sec.gov.ph</i>	<i>Securities and Exchange Commission- Company's Record</i>
7. Long-form audit report of item no. 6 for absorbed corporation(s) (not required if the surviving company will not issue shares of stock or create additional paid-in capital)- <i>1 original copy and 1 photocopy and 1 electronic copy send to mergersconsobanks_faad@sec.gov.ph</i>	<i>To be provided by the Company</i>
8. Certification under oath by President, Finance Officer or Treasurer of the constituent corporations stating that all	<i>To be provided by the Company</i>

creditors as of cut-off date were informed regarding the merger/consolidation- <i>1 original copy and 1 photocopy and 1 electronic copy send to</i> mergersconsobanks faad@sec.gov.ph	
9. Publisher's Affidavit on publication of the merger or consolidation, if one or more of the constituent corporation(s) is/are insolvent- <i>1 original copy and 1 photocopy and 1 electronic copy send to</i> mergersconsobanks faad@sec.gov.ph	<i>Publisher of a newspaper of general circulation</i>
10. Notarized Secretary's Certificate on non-existence of intra-corporate dispute- <i>1 original copy and 1 photocopy and 1 electronic copy send to</i> mergersconsobanks faad@sec.gov.ph	<i>Download Secretary's Certificate on non-existence of intra-corporate dispute through this link:</i> https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf
If with pending intra-corporate dispute case:	
A. Certification from the President attesting or certifying under oath the following: i. Case title, docket number, name and address of the court/tribunal/administrative body, and nature of all pending cases; and ii. That the aforementioned cases will not affect the required vote of the board of directors and of stockholders representing at least two-thirds (2/3) of the outstanding capital stock.- <i>1 original copy and 1 photocopy and 1 electronic copy send to</i> mergersconsobanks faad@sec.gov.ph	<i>To be provided by the Company</i>
11. Certified Secretary's list of stockholders/members of record of the surviving corporation after the merger- <i>1 original copy and 1 photocopy and 1 electronic copy send to</i> mergersconsobanks faad@sec.gov.ph	<i>To be provided by the Company</i>
12. Notarized Secretary's Certificate certifying that on the basis of the computation of the Finance Officer, the allocation of shares to be received by the stockholders of the absorbed	<i>To be provided by the Company</i>

company/ies (in case of (merger) and consolidating companies (in case of consolidation) as indicated in the supporting documents in exchange for the net assets transferred to the surviving company/consolidated corporation is in proportion to the shareholdings of the stockholders of record and the treatment of fractional shares resulting from the distribution of shares, are true and correct.- <i>1 original copy and 1 photocopy and 1 electronic copy send to mergersconsobanks_faad@sec.gov.ph</i>	
13. Notification letter by the parties to a merger addressed to the Philippine Competition Commission, if required under the Rules of PCC- <i>1 original copy and 1 photocopy and 1 electronic copy send to mergersconsobanks_faad@sec.gov.ph</i>	<i>Philippine Competition Commission (PCC)</i>
For Corporations with Primary Licenses:	
A. CRMD Monitoring Clearance- <i>2 photocopies and 1 electronic copy send to mergersconsobanks_faad@sec.gov.ph</i>	<i>Compliance Monitoring Division (CMD), Company Registration and Monitoring Department (CRMD)</i>
For Financing and Lending Companies:	
A. Financing and Lending Companies Department (FLCD) Clearance- <i>2 photocopies and 1 electronic copy send to mergersconsobanks_faad@sec.gov.ph</i>	<i>Financing and Lending Companies Department (FLCD)</i>
For Listed and Public Companies:	
A. Corporate Governance and Finance Department (CGFD) Clearance- <i>2 photocopies and 1 electronic copy send to mergersconsobanks_faad@sec.gov.ph</i>	<i>Corporate Governance and Finance Department (CGFD)</i>
B. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance- <i>2 photocopies and 1 electronic copy send to mergersconsobanks_faad@sec.gov.ph</i>	<i>Markets and Securities Regulation Department (MSRD)</i>
For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	

A. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance- 1 original copy and 1 photocopy and 1 electronic copy send to mergersconsobanks_faad@sec.gov.ph	<i>Bangko Sentral ng Pilipinas (BSP)</i>
For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
A. Insurance Commission (IC) Endorsement/Clearance- 1 original copy and 1 photocopy and 1 electronic copy send to mergersconsobanks_faad@sec.gov.ph	<i>Insurance Commission (IC)</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the electronic copy of complete requirements for new application at <u>mergersconsobanks_faad@sec.gov.ph</u>	1.1 Receives the required documents and check for completeness, then records the application if complete	None	4 hours	SEC Administrative Officer II, Financial Analysis and Audit Department (FAAD)
	1.2 Sends e-mail containing acknowledgement of application and name of the assigned FAAD Specialist		1 hour	SEC Administrative Officer II, Financial Analysis and Audit Department (FAAD)
	1.3 Acknowledges the assigned application for pre-processing		3 hours	Securities Financial Specialist II Securities Financial Specialist III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4 Examines online whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the Reviewing Specialist for review if compliant Note: The applicant may, if the application consists of voluminous documents, be advised to present the hard copies thereof.		14 working days	Securities Financial Specialist IV, Financial Analysis and Audit Department (FAAD) Securities Financial Specialist II Securities Financial Specialist III Securities Financial Specialist IV, Financial Analysis and Audit Department (FAAD) Securities Financial Specialist I Securities Financial Specialist II Securities Financial Specialist III Securities Financial Specialist IV, Financial Analysis and Audit Department (FAAD)
	1.5 Reviews and signs the Final report and forwards the application to Corporate and Partnership		13 working days	Securities Financial Specialist II Securities Financial Specialist III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Registration Division (CPRD) for legal review 1.6 Examines compliance with legal requirements, then issues the Payment Assessment Form (PAF) and recommends approval for receiving of the application to the CPRD Assistant Director		2 working day	Information Officer III Securities Financial Specialist IV, Assistant Director or Officer-in-Charge, Financial Analysis and Audit Department (FAAD) Officer-in-Charge, Compliance Monitoring Division (CMD)
2. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	2.1 Issues payment confirmation containing the electronic Official Receipt via e-mail.	1. Merger* 1.1 Merger Only – 1/5 of 1% of the equity of the absorbed corporation/s but not less than PHP 3,000 or 1.2 Merger with Increase – filing fee for	1 working day	Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		increase in capital stock or filing fee for the Merger whichever is higher but not less than PHP 3,000.00 2. Consolidation* – 1/5 of 1% of total equity of the constituent corporation or the filing fee for Articles of Incorporation whichever is higher but not less than PHP 3,000 * PLUS Legal Research Fee— 1% of the computed amount in 1.1 1.2, or 2, whichever is applicable, but not less than PHP 10.00 and Documentary Stamp tax of PHP 30.00		
3. Secure a number through the queuing system and wait to be called to submit the complete application requirements	3.1 Calls the number through the system and Receives the complete application requirements together with proof of	None	2 hours	Assistant Computer Operator, Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) at CRMD Receiving Unit in SEC Galleria Satellite Office Note: <i>Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)</i>	payment and informs the applicant to wait for the appointment letter from the Financial Analysis and Audit Department (FAAD) 3.2 Retrieves and prints the source documents and forwards the application to the FAAD Certification Officer. 3.3 Prepares Certificate 3.4 Reviews the certificate 3.5 Signs and approves the application		1 working day 2 working days 2 working days 2 working days	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD) Securities Specialist I Financial Analysis and Audit Department (FAAD) Assistant Director, Corporate Filing and Records Division (CFRD) SEC Director III or Officer-in-Charge Company Registration and Monitoring Department (CRMD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.6 Forwards the approved application to the Releasing Unit 3.7 Schedules and sends email notification to the applicant on date of release of the certificate		2 hours 1 working day	Assistant Computer Operator, Office of the Director (OD) Securities Specialist I, Financial Analysis and Audit Department (FAAD)
4. Secure a number through the queuing system and wait to be called to present the Official Receipt and Appointment Letter to the Counter Officer at CRMD Releasing Unit in SEC Galleria Satellite Office, then fill up the log book of released applications and receive the Certificates of Approval.	4.1 Calls the number through the system and receives the Official Receipt 4.2 Assist the client in filling up the log book & releases the Certificates of Approval	None	2 hours 2 hours	Assistant Computer Operator, Corporate Filing and Records Division (CFRD) Assistant Computer Operator, Corporate Filing and Records Division (CFRD)
TOTAL		1. Merger* 1.1 Merger Only – 1/5 of 1% of the equity of the absorbed corporation/s	40 working days per application (Pursuant to Section 9, Letter B,	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		but not less than PHP 3,000 or 1.2 Merger with Increase – filing fee for increase in capital stock or filing fee for the Merger whichever is higher but not less than PHP 3,000.00 2. Consolidation* – 1/5 of 1% of total equity of the constituent corporation or the filing fee for Articles of Incorporation whichever is higher but not less than PHP 3,000 * PLUS LRF – 1% of the computed amount in 1.1 1.2, or 2, whichever is applicable, but not less than PHP 10.00 and Documentary Stamp tax of PHP 30.00	Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)	

Notes:

- If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned FAAD Specialist's e-mail. The assigned FAAD Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.4.
- If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refiling.

13. Merger / Consolidation (For Banks)

This service details the adopted online procedure and documentary requirements on application for Merger / Consolidation for Banks. This process shall only apply to the applications for Mergers and Consolidation of Banks, which are non-notifiable to the Philippine Competition Commission and do not involve financial assistance from the Philippine Deposit Insurance Corporation under Section 22 (e) of Republic Act. No. 3591, as amended. For details, please refer to the Joint Circular No. 1, series of 2022 of SEC, BSP, PCC, PDIC and CDA for Implementing Guidelines for Streamlined Procedures for Applications for Mergers, Consolidations, and Acquisition of Banks.

If the merger is accompanied by application for increase of capital stock, comply also with the requirements for Increase of Capital Stock.

For consolidation, comply also with the requirements for registration of corporation

For pre-processing of new applications, scanned copies of the required documents shall be submitted via e-mail at mergersconsobanks_faad@sec.gov.ph. However, please take note that applications containing voluminous documents may be required to submit hard copies even at the pre-processing stage.

Division / Office	Financial Analysis and Audit Department (FAAD)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Banks which are non-notifiable to the Philippine Competition Commission and do not involve financial assistance from the Philippine Deposit Insurance Corporation

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
BASIC REQUIREMENTS:	
1. Cover sheet- 2 original copies and 1 photocopy and 1 electronic copy send to <u>mergersconsobanks_faad@sec.gov.ph</u>	Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf
2. Articles of Merger / Consolidation- 1 original copy and 1 photocopy and 1 electronic copy send to <u>mergersconsobanks_faad@sec.gov.ph</u>	To be provided by the Company

	<i>Note: No Prescribed format. To be prepared by the Company in accordance with the Section 37 of the Revised Corporate Code of the Philippines.</i>
3. Plan of Merger / Consolidation- <i>1 original copy and 1 photocopy and 1 electronic copy send to mergersconsobanks_faad@sec.gov.ph</i>	<i>To be provided by the Company</i>
4. List of stockholders/members of record of the constituent corporations indicating their nationalities and respective subscribed and paid-up capital/contribution as of date of the meeting approving the merger/consolidation certified under oath by the Corporate Secretary- <i>1 original copy and 1 photocopy and 1 electronic copy send to mergersconsobanks_faad@sec.gov.ph</i>	<i>To be provided by the Company</i>
5. Certification by the Corporate Secretary on the meeting of the Board of Directors and stockholders/Board of Trustees and members of the constituent corporations approving the merger/consolidation- <i>1 original copy and 1 photocopy and 1 electronic copy send to mergersconsobanks_faad@sec.gov.ph</i>	<i>To be provided by the Company</i>
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)- <i>2 photocopies and 1 electronic copy send to mergersconsobanks_faad@sec.gov.ph</i>	<i>Securities and Exchange Commission- Company's Record</i>
7. Long-form audit report of item no. 6 for absorbed corporation(s) (not required if the surviving company will not issue shares of stock or create additional paid-in capital)- <i>1 original copy and 1 photocopy and 1 electronic copy send to mergersconsobanks_faad@sec.gov.ph</i>	<i>To be provided by the Company</i>
8. Certification under oath by President, Finance Officer or Treasurer of the constituent corporations stating that all creditors as of cut-off date were informed regarding the merger/consolidation- <i>1 original copy and 1 photocopy and 1 electronic copy send to mergersconsobanks_faad@sec.gov.ph</i>	<i>To be provided by the Company</i>
9. Publisher's Affidavit on publication of the merger or consolidation, if one or more of the constituent corporation(s) is/are insolvent- <i>1 original copy and</i>	<i>Publisher of a newspaper of general circulation</i>

1 photocopy and 1 electronic copy send to <i>mergersconsobanks_faad@sec.gov.ph</i>	
10. Notarized Secretary's Certificate on non-existence of intra-corporate dispute- 1 original copy and 1 photocopy and 1 electronic copy send to <i>mergersconsobanks_faad@sec.gov.ph</i>	Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretar ys Certificate NonExistence Corp Dispute.pdf
11. Certified Secretary's list of stockholders/members of record of the surviving corporation after the merger- 1 original copy and 1 photocopy and 1 electronic copy send to <i>mergersconsobanks_faad@sec.gov.ph</i>	To be provided by the Company
12. Notarized Secretary's Certificate certifying that on the basis of the computation of the Finance Officer, the allocation of shares to be received by the stockholders of the absorbed company/ies (in case of (merger) and consolidating companies (in case of consolidation) as indicated in the supporting documents in exchange for the net assets transferred to the surviving company/consolidated corporation is in proportion to the shareholdings of the stockholders of record and the treatment of fractional shares resulting from the distribution of shares, are true and correct.- 1 original copy and 1 photocopy and 1 electronic copy send to <i>mergersconsobanks_faad@sec.gov.ph</i>	To be provided by the Company
13. Monitoring Clearance- 2 photocopies and 1 electronic copy send to <i>mergersconsobanks_faad@sec.gov.ph</i>	Compliance Monitoring Division (CMD), Company Registration and Monitoring Department (CRMD)
14. Certificate of Authority to Register (CoAR)- 1 original copy and 1 photocopy and 1 electronic copy send to <i>mergersconsobanks_faad@sec.gov.ph</i>	Bangko Sentral ng Pilipinas (BSP)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the electronic copy of complete requirements for new application at <i>mergersconsobanks_faad@sec.gov.ph</i>	1.1 Receives the required documents and check for completeness, then records the application if complete	None	4 hours	SEC Administrative Officer II, Financial Analysis and Audit Department (FAAD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Sends e-mail containing acknowledgement of application and name of the assigned FAAD Specialist 1.3 Acknowledges the assigned application for pre-processing 1.4 Assesses the Completeness of Documents and issues a Notice of Complete Submission if documentary requirements are complete, then waits for the same from the other Agencies (BSP, PCC, PDIC, or CDA) before the		1 hour 3 hours 6 working days	SEC Administrative Officer II, Financial Analysis and Audit Department (FAAD) Securities Financial Specialist II Securities Financial Specialist III Securities Financial Specialist IV, Financial Analysis and Audit Department (FAAD) Securities Financial Specialist II Securities Financial Specialist III Securities Financial Specialist IV, Financial Analysis and Audit Department (FAAD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	evaluation shall commence. Note: The applicant may, if the application consists of voluminous documents, be advised to present the hard copies thereof. 1.5 Examines whether the documents submitted are complete in substance and compliant with the applicable Rules and Regulations, then prepares the final report and submits it to the Assistant Director 1.6 Reviews and signs the Final report and forwards the application to Corporate and Partnership Registration Division (CPRD) for legal review		9 working days 8 working days	Securities Financial Specialist II Securities Financial Specialist III Securities Financial Specialist IV, Financial Analysis and Audit Department (FAAD) Securities Financial Specialist II Securities Financial Specialist III Information Officer III Securities Financial Specialist IV, Assistant Director or Officer-in-Charge,

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.7 Examines compliance with legal requirements, then returns to the assigned FAAD Specialist for issuance of Notification Letter to the BSP on the Proponent Banks' compliance with the Revised Corporation Code and applicable Rules and Regulations. 1.8 Drafts the Notification Letter to the BSP on the Proponent Banks' compliance with the Revised Corporation Code and applicable Rules and Regulations and forwards to the CRMD Director for signature 1.9 Signs the Notification Letter to the BSP on the Proponent Banks'		2 working day 2 hours 2 hours	Financial Analysis and Audit Department (FAAD) Officer-in-Charge, Compliance Monitoring Division (CMD) Securities Financial Specialist II Securities Financial Specialist III Securities Financial Specialist IV, Financial Analysis and Audit Department (FAAD) SEC Director III or Officer-in-Charge

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	compliance with the Revised Corporation Code and applicable Rules and Regulations 1.9 Sends the Notification Letter to the BSP on the Proponent Banks' compliance with the Revised Corporation Code and applicable Rules and Regulations 1.10 Sends the Payment Assessment Form (PAF) to the applicant upon receipt of Certificate of Authority to Register (CoAR) from BSP		2 hours 2 hours	Company Registration and Monitoring Department (CRMD) Securities Financial Specialist II Securities Financial Specialist III Securities Financial Specialist IV, Financial Analysis and Audit Department (FAAD) Securities Financial Specialist II Securities Financial Specialist III Securities Financial Specialist IV, Financial Analysis and Audit Department (FAAD)
2. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of	2.1 Issues payment confirmation containing the electronic Official Receipt via e-mail.	1. Merger* 1.1 Merger Only – 1/5 of 1% of the equity of the absorbed corporation/s but not less than PHP 3,000	1 working day	Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
the Philippines branch nationwide.		or 1.2 Merger with Increase – filing fee for increase in capital stock or filing fee for the Merger whichever is higher but not less than PHP 3,000.00 2. Consolidation* – 1/5 of 1% of total equity of the constituent corporation or the filing fee for Articles of Incorporation whichever is higher but not less than PHP 3,000 * PLUS Legal Research Fee– 1% of the computed amount in 1.1 1.2, or 2, whichever is applicable, but not less than PHP 10.00 and Documentary Stamp tax of PHP 30.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Secure a number through the queuing system and wait to be called to submit the complete application requirements together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) at CRMD Receiving Unit in SEC Galleria Satellite Office <i>Note: Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)</i>	3.1 Calls the number through the system and Receives the complete application requirements together with proof of payment and informs the applicant to wait for the appointment letter from the Financial Analysis and Audit Department (FAAD)	None	2 hours	Assistant Computer Operator, Corporate Filing and Records Division (CFRD)
	3.2 Retrieves and prints the source documents and forwards the application to the FAAD Certification Officer.		1 working day	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)
	3.3 Prepares Certificate		3 working days	Securities Specialist I Financial Analysis and Audit Department (FAAD)
	3.4 Reviews the certificate		4 working days	Assistant Director, Corporate Filing and Records Division (CFRD)
	3.5 Signs and approves the application		4 working days	SEC Director III or Officer-in-Charge

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.6 Forwards the approved application to the Releasing Unit 3.7 Schedules and sends email notification to the applicant on date of release of the certificate		2 hours 1 working day	Company Registration and Monitoring Department (CRMD) Assistant Computer Operator, Office of the Director (OD) Securities Specialist I, Financial Analysis and Audit Department (FAAD)
4. Secure a number through the queuing system and wait to be called to present the Official Receipt and Appointment Letter to the Counter Officer at CRMD Releasing Unit in SEC Galleria Satellite Office, then fill up the log book of released applications and receive the Certificates of Approval.	4.1 Calls the number through the system and receives the Official Receipt 4.2 Assist the client in filling up the log book & releases the Certificates of Approval	None	2 hours 2 hours	Assistant Computer Operator, Corporate Filing and Records Division (CFRD) Assistant Computer Operator, Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		1. Merger* 1.1 Merger Only – 1/5 of 1% of the equity of the absorbed corporation/s but not less than PHP 3,000 or 1.2 Merger with Increase – filing fee for increase in capital stock or filing fee for the Merger whichever is higher but not less than PHP 3,000.00 2. Consolidation* – 1/5 of 1% of total equity of the constituent corporation or the filing fee for Articles of Incorporation whichever is higher but not less than PHP 3,000 * PLUS LRF – 1% of the	42 working days per application (The Mergers and Consolidation for Banks are qualified for Multi-stage Processing)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		computed amount in 1.1 1.2, or 2, whichever is applicable, but not less than PHP 10.00 and Documentary Stamp tax of PHP 30.00		

Notes:

- If the MCA application is found to be for compliance during the completeness check stage, the FAAD Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via the official email of FAAD for MCA applications, within which the Proponent Banks shall have fifteen (15) calendar days from receipt of the notice to submit/comply with any noted deficiencies;
- If upon evaluation, the MCA application does not meet the requirements of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the MCA application will be returned and the Proponent Banks will be notified that the MCA application is deemed withdrawn and/or terminated without prejudice to refiling.
- For leniency, if the noted deficiencies are found to be minor and can be complied with by the Proponent Banks within the 20-day period of evaluation proper, the SEC will continue the processing of the MCA application.

14. Property Dividend Declaration

This service details the adopted online procedure and documentary requirements on application for approval of Property Dividend Declaration pursuant to Section 42 of the Revised Corporation Code of the Philippines.

This service is for Domestic Stock Corporations only. For corporations registered under Foreign Investment Act of 1991 and those located in economic zones whose foreign equity exceeded the 40% threshold, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST).

For pre-processing of new applications, scanned copies of the required documents shall be submitted via e-mail at **faad_application@sec.gov.ph**. However, please take note that applications containing voluminous documents may be required to submit hard copies even at the pre-processing stage.

Division / Office	Financial Analysis and Audit Department (FAAD)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Corporations duly registered at Securities and Exchange Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
BASIC REQUIREMENTS:	
1. Cover sheet- 2 <i>original copies</i> and 1 <i>electronic copy</i> send to faad_application@sec.gov.ph	Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf
2. Certification under oath by the Corporate Secretary on the board of directors' resolution declaring the property dividend- 1 <i>original copy</i> and 1 <i>photocopy</i> and 1 <i>electronic copy</i> send to faad_application@sec.gov.ph	To be provided by the Company
3. Audited Financial Statements as of the last fiscal year stamped received by SEC and BIR- 2 <i>photocopies</i> and 1 <i>electronic copy</i> send to faad_application@sec.gov.ph	Securities and Exchange Commission- Company's Record

4. List of stockholders with their respective nationalities, subscribed and paid up capital stock as of the date of meeting approving the declaration of property dividend together with the allocation of property dividend certified under oath by the Corporate Secretary- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
5. Detailed schedule of the property account appearing in the audited financial statements- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
6. Certification by the President that the property(ies) for dividend declaration is/are no longer needed in the operation of the company- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
7. Reconciliation of Retained Earnings- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i> <i>For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link:</i> https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf
8. Notarized Secretary's Certificate of the Board Resolution as to the reversal of appropriated retained earnings to unappropriated retained earnings, if applicable- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
9. Notarized Secretary's Certificate on non-existence of intra-corporate dispute- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Download Secretary's Certificate on non-existence of intra-corporate dispute through this link:</i> https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf
If with pending intra-corporate dispute case:	
A. Certification from the President attesting or certifying under	<i>To be provided by the Company</i>

oath the following: i. Case title, docket number, name and address of the court/tribunal/administrative body, and nature of all pending cases; and ii. That the aforementioned cases will not affect the required vote of the board of directors.- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	
10. In case where the property declared is in the form of investment in shares of another corporation, a certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the applicant corporation- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
For Corporations with Primary Licenses:	
A. CRMD Monitoring Clearance- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Compliance Monitoring Division (CMD), Company Registration and Monitoring Department (CRMD)</i>
For Financing and Lending Companies:	
A. Financing and Lending Companies Department (FLCD) Clearance- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Financing and Lending Companies Department (FLCD)</i>
For Listed and Public Companies:	
A. Corporate Governance and Finance Department (CGFD) Clearance- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Corporate Governance and Finance Department (CGFD)</i>
B. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Markets and Securities Regulation Department (MSRD)</i>
For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	

A. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>Bangko Sentral ng Pilipinas (BSP)</i>
For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
A. Insurance Commission (IC) Endorsement/Clearance- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>Insurance Commission (IC)</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the electronic copy of complete requirements for new application at faad_application@sec.gov.ph	1.1 Receives the required documents and check for completeness, then records the application if complete	None	4 hours	SEC Administrative Officer II, Financial Analysis and Audit Department (FAAD)
	1.2 Sends e-mail containing acknowledgement of application and name of the assigned FAAD Specialist		1 hour	SEC Administrative Officer II, Financial Analysis and Audit Department (FAAD)
	1.3 Acknowledges the assigned application for pre-processing		3 hours	Securities Financial Specialist III Securities Financial Specialist IV,

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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.6 Sends the Payment Assessment Form (PAF) to the applicant		1 working day	Financial Analysis and Audit Department (FAAD) Securities Financial Specialist III Securities Financial Specialist IV, Financial Analysis and Audit Department (FAAD)
2. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	2.1 Issues payment confirmation containing the electronic Official Receipt via e-mail.	1. Property Dividend - 1/5 of 1% of the value of the property being distributed as dividend but not less than P1,000.00 2. Legal Research Fee – 1% of the amount computed in item 1 but not less than P10.00 3. Documentary Stamp tax – P30.00	1 working day	Financial Management Department
3. Secure a number through the queuing system and wait to be called to submit the complete application requirements together with the proof of payment (e-Official	3.1 Calls the number through the system and Receives the complete application requirements together with proof of payment and informs the applicant to wait for the	None	2 hours	Assistant Computer Operator, Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Receipt or LBP Oncoll Payment Slip) at CRMD Receiving Unit in SEC Galleria Satellite Office Note: <i>Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)</i>	appointment letter from the Financial Analysis and Audit Department (FAAD) 3.2 Retrieves and prints the source documents and forwards the application to the FAAD Certification Officer. 3.3 Prepares Certificate 3.4 Signs and approves the application 3.4 Forwards the approved application to the Releasing Unit 3.5 Schedules and sends email notification to the		1 working day 2 working days 4 working days 2 hours 1 working day	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD) Securities Specialist I Financial Analysis and Audit Department (FAAD) Assistant Director or Officer-in-Charge, Financial Analysis and Audit Department (FAAD) Securities Specialist I, Financial Analysis and Audit Department (FAAD) Securities Specialist I, Financial Analysis and Audit Department (FAAD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	applicant on date of release of the certificate			
4. Secure a number through the queuing system and wait to be called to present the Official Receipt and Appointment Letter to the Counter Officer at CRMD Releasing Unit in SEC Galleria Satellite Office, then fill up the log book of released applications and receive the Certificates of Approval.	4.1 Calls the number through the system and receives the Official Receipt 4.2 Assist the client in filling up the log book & releases the Certificates of Approval	None	2 hours 2 hours	Assistant Computer Operator, Corporate Filing and Records Division (CFRD) Assistant Computer Operator, Corporate Filing and Records Division (CFRD)
TOTAL		1. Property Dividend- 1/5 of 1% of the value of the property being distributed as dividend but not less than P1,000.00 2. Legal Research Fee – 1% of the amount computed in item 1 but not less than P10.00	40 working days per application (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time,	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		3. Documentary Stamp tax – P30.00	provided that a proper notice to the applicant was given)	

Notes:

- If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned FAAD Specialist's e-mail. The assigned FAAD Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.4.
- If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refile.

15. Quasi-Reorganization

This service details the adopted online procedure and documentary requirements on application for Quasi-Reorganization.

This service is for Domestic Stock Corporations only. For corporations registered under Foreign Investment Act of 1991 and those located in economic zones whose foreign equity exceeded the 40% threshold, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST).

For pre-processing of new applications, scanned copies of the required documents shall be submitted via e-mail at **faad_application@sec.gov.ph**. However, please take note that applications containing voluminous documents may be required to submit hard copies even at the pre-processing stage.

Division / Office	Financial Analysis and Audit Department (FAAD)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Corporations duly registered at Securities and Exchange Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
BASIC REQUIREMENTS:	
1. Cover sheet- 2 original copies and 1 electronic copy send to faad_application@sec.gov.ph	Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf
2. Letter request to undergo quasi-reorganization signed by the Company's Officer- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	To be provided by the Company
3. Certification under oath by the Corporate Secretary on the board resolution approving the quasi reorganization plan- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	To be provided by the Company
4. Appraisal report of the fixed assets (real properties, permanently installed fixed assets and machineries and	To be provided by the Company

equipment directly needed and actually used in the business), if appraisal increment is not yet reflected in the audited financial statements- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	
5. Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC - 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph	<i>To be provided by the Company</i>
6. Schedule showing the details of appraised properties certified by the company accountant- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>To be provided by the Company</i>
7. Analysis of the revaluation increment certified by the company account- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>To be provided by the Company</i>
8. Projected Financial Statements for the next five (5) years certified by the Company Accountant- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>To be provided by the Company</i>
9. Certification by the President that the appraised properties are directly needed and actually used in business- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>To be provided by the Company</i>
10. Notarized Secretary's Certificate on non-existence of intra-corporate dispute- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf</i>
If with pending intra-corporate dispute case:	
A. Certification from the President attesting or certifying under oath the following: i. Case title, docket number, name and address of the court/tribunal/administrative body, and nature of all pending cases; and	<i>To be provided by the Company</i>

ii. That the aforementioned cases will not affect the required vote of the board of directors.- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	
For Corporations with Primary Licenses:	
A. CRMD Monitoring Clearance- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Compliance Monitoring Division (CMD), Company Registration and Monitoring Department (CRMD)</i>
For Financing and Lending Companies:	
A. Financing and Lending Companies Department (FLCD) Clearance- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Financing and Lending Companies Department (FLCD)</i>
For Listed and Public Companies:	
A. Corporate Governance and Finance Department (CGFD) Clearance- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Corporate Governance and Finance Department (CGFD)</i>
B. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Markets and Securities Regulation Department (MSRD)</i>
For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
A. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Bangko Sentral ng Pilipinas (BSP)</i>
For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
A. Insurance Commission (IC) Endorsement/Clearance- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Insurance Commission (IC)</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the electronic copy of complete requirements for new application at faad_application@sec.gov.ph	1.1 Receives the required documents and check for completeness, then records the application if complete	None	4 hours	SEC Administrative Officer II, Financial Analysis and Audit Department (FAAD)
	1.2 Sends e-mail containing acknowledgement of application and name of the assigned FAAD Specialist		1 hour	SEC Administrative Officer II, Financial Analysis and Audit Department (FAAD)
	1.3 Acknowledges the assigned application for pre-processing		3 hours	Securities Specialist I Securities Specialist II Securities Financial Specialist I Securities Financial Specialist II Securities Financial Specialist III Securities Financial Specialist IV, Financial Analysis and Audit Department (FAAD)

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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.6 Sends the Payment Assessment Form (PAF) to the applicant		1 working day	Securities Specialist I Securities Specialist II Securities Financial Specialist I Securities Financial Specialist II Securities Financial Specialist III Securities Financial Specialist IV, Financial Analysis and Audit Department (FAAD)
2. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	2.1 Issues payment confirmation containing the electronic Official Receipt via e-mail.	1. Quasi-Reorganization – P5,000.00 2. Legal Research Fee – 1% of the amount computed in item 1 but not less than P10.00 3. Documentary Stamp tax – P30.00	1 working day	Financial Management Department
3. Secure a number through the queuing system and wait to be called to submit the complete application requirements together with the proof of payment (e-Official	3.1 Calls the number through the system and Receives the complete application requirements together with proof of payment and informs the applicant to wait for the	None	2 hours	Assistant Computer Operator, Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Receipt or LBP Oncoll Payment Slip) at CRMD Receiving Unit in SEC Galleria Satellite Office Note: <i>Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents pre-processed online, except for audited financial statements)</i>	appointment letter from the Financial Analysis and Audit Department (FAAD) 3.2 Retrieves and prints the source documents and forwards the application to the FAAD Certification Officer. 3.3 Prepares Certificate 3.4 Signs and approves the application 3.4 Forwards the approved application to the Releasing Unit		1 working day 2 working days 4 working days 2 hours	SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD) Securities Specialist I Financial Analysis and Audit Department (FAAD) SEC Director III or Officer-in-Charge Company Registration and Monitoring Department (CRMD) Assistant Computer Operator, Office of the Director (OD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.5 Schedules and sends email notification to the applicant on date of release of the certificate		1 working day	Securities Specialist I, Financial Analysis and Audit Department (FAAD)
4. Secure a number through the queuing system and wait to be called to present the Official Receipt and Appointment Letter to the Counter Officer at CRMD Releasing Unit in SEC Galleria Satellite Office, then fill up the log book of released applications and receive the Certificates of Approval.	4.1 Calls the number through the system and receives the Official Receipt	None	2 hours	Assistant Computer Operator, Corporate Filing and Records Division (CFRD)
	4.2 Assist the client in filling up the log book & releases the Certificates of Approval		2 hours	Assistant Computer Operator, Corporate Filing and Records Division (CFRD)
TOTAL		1. Quasi-Reorganization – P5,000.00 2. Legal Research Fee – 1% of the amount computed in item 1 but not less than P10.00 3. Documentary Stamp tax – P30.00	40 working days per application (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			20 working days in processing time, provided that a proper notice to the applicant was given)	

Notes:

- If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned FAAD Specialist's e-mail. The assigned FAAD Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.4.
- If upon evaluation, the application does not meet the requirements of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refiling.

16. Reclassification / Declassification / Conversion of Shares / Change in par value

This service details the adopted online procedure and documentary requirements on application for Reclassification, Declassification, Conversion of Shares, or Change in par value pursuant to Section 6 and 15 of the Revised Corporation Code of the Philippines.

This service is for Domestic Stock Corporations only. For corporations registered under Foreign Investment Act of 1991 and those located in economic zones whose foreign equity exceeded the 40% threshold, please refer to the Citizen's Charter of Foreign Investment Registration Station (FIRST).

For pre-processing of new applications, scanned copies of the required documents shall be submitted via e-mail at **faad_application@sec.gov.ph**. However, please take note that applications containing voluminous documents may be required to submit hard copies even at the pre-processing stage.

Division / Office	Financial Analysis and Audit Department (FAAD)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Corporations duly registered at Securities and Exchange Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
BASIC REQUIREMENTS:	
1. Cover sheet- 2 <i>original copies</i> and 1 <i>electronic copy</i> send to faad_application@sec.gov.ph	Download Cover Sheet through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf
2. Directors' certificate- 1 <i>original copy</i> and 1 <i>photocopy</i> and 1 <i>electronic copy</i> send to faad_application@sec.gov.ph	Download Director's Certificate through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf
3. Amended Articles of Incorporation- 2 <i>photocopies</i> and 1 <i>electronic copy</i> send to faad_application@sec.gov.ph	To be provided by the Company
4. List of stockholders showing the names, nationalities and stockholdings before and after the reclassification/declassification/conversion/change in par	To be provided by the Company

value as certified by the corporate secretary- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	
5. Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Securities and Exchange Commission- Company's Record</i>
6. Secretary's Certificate re: treatment on resulting fractional shares- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
7. Notarized Secretary's Certificate on non-existence of intra-corporate dispute- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Download Secretary's Certificate on non-existence of intra-corporate dispute through this link: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx</i>
If with pending intra-corporate dispute case:	
A. Certification from the President attesting or certifying under oath the following: i. Case title, docket number, name and address of the court/tribunal/administrative body, and nature of all pending cases; and ii. That the aforementioned cases will not affect the required vote of the board of directors and of stockholders representing at least two-thirds (2/3) of the outstanding capital stock.- <i>1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>To be provided by the Company</i>
For Corporations with Primary Licenses:	
A. CRMD Monitoring Clearance- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Compliance Monitoring Division (CMD), Company Registration and Monitoring Department (CRMD)</i>
For Financing and Lending Companies:	
A. Financing and Lending Companies Department (FLCD) Clearance- <i>2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph</i>	<i>Financing and Lending Companies Department (FLCD)</i>

For Listed and Public Companies:	
A. Corporate Governance and Finance Department (CGFD) Clearance- 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph	<i>Corporate Governance and Finance Department (CGFD)</i>
B. Markets and Securities Regulation Department (MSRD) Endorsement/Clearance- 2 photocopies and 1 electronic copy send to faad_application@sec.gov.ph	<i>Markets and Securities Regulation Department (MSRD)</i>
For Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions, Money Changer, Remittance Services and Operator of Designated Payment System:	
A. Bangko Sentral ng Pilipinas (BSP) Endorsement/Clearance- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>Bangko Sentral ng Pilipinas (BSP)</i>
For Insurance Companies, Health Maintenance Organization, Life Insurance Companies, Non-Life Insurance Companies, Pre-Need, Insurance Broker, and Reinsurance Broker:	
A. Insurance Commission (IC) Endorsement/Clearance- 1 original copy and 1 photocopy and 1 electronic copy send to faad_application@sec.gov.ph	<i>Insurance Commission (IC)</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the electronic copy of complete requirements for new application at faad_application@sec.gov.ph	1.1 Receives the required documents and check for completeness, then records the application if complete	None	4 hours	SEC Administrative Officer II, Financial Analysis and Audit Department (FAAD)
	1.2 Sends e-mail containing acknowledgement of application and name of		1 hour	SEC Administrative Officer II, Financial Analysis and Audit Department (FAAD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	the assigned FAAD Specialist 1.3 Acknowledges the assigned application for pre-processing 1.4 Examines online whether the documents submitted are complete in form and in substance, then prepares Final Report and forwards it to the Reviewing Specialist for review if compliant Note: The applicant may, if the application consists of voluminous documents, be advised to present the		3 hours 14 working days	Securities Specialist I Securities Specialist II Securities Financial Specialist I Securities Financial Specialist II Securities Financial Specialist III Securities Financial Specialist IV, Financial Analysis and Audit Department (FAAD) Securities Specialist I Securities Specialist II Securities Financial Specialist I Securities Financial Specialist II Securities Financial Specialist III Securities Financial Specialist IV, Financial Analysis and Audit Department (FAAD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	hard copies thereof.			
	1.5 Reviews the final report, then orders the FAAD Specialist to issue Payment Assessment Form (PAF) if compliant.		14 working days	Securities Financial Specialist II Securities Financial Specialist III Information Officer III Securities Financial Specialist IV, Assistant Director or Officer-in-Charge, Financial Analysis and Audit Department (FAAD)
	1.6 Sends the Payment Assessment Form (PAF) to the applicant		1 working day	Securities Specialist I Securities Specialist II Securities Financial Specialist I Securities Financial Specialist II Securities Financial Specialist III Securities Financial Specialist IV, Financial Analysis and Audit Department (FAAD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	2.1 Issues payment confirmation containing the electronic Official Receipt via e-mail.	1. Amended Articles of Incorporation – P2,000.00 2. Legal Research Fee – 1% of the amount computed in item 1 but not less than P10.00 3. Documentary Stamp tax – P30.00	1 working day	Financial Management Department
3. Secure a number through the queuing system and wait to be called to submit the complete application requirements together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) at CRMD Receiving Unit in SEC Galleria Satellite Office <i>Note: Hard copies of the application requirements must be the same as the documents pre-processed online (at least one set should all be original copies of the documents</i>	3.1 Calls the number through the system and Receives the complete application requirements together with proof of payment and informs the applicant to wait for the appointment letter from the Financial Analysis and Audit Department (FAAD) 3.2 Retrieves and prints the source documents and forwards the application to the FAAD Certification Officer.	None	2 hours 1 working day	Assistant Computer Operator, Corporate Filing and Records Division (CFRD) SEC Administrative Officer IV, Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>pre-processed online, except for audited financial statements)</i>	3.3 Prepares Certificates		2 working days	Assistant Director, Corporate and Partnership Registration Division (CPRD)
	3.4 Signs and approves the application		4 working days	Assistant Director, Corporate Filing and Records Division (CFRD)
	3.4 Records and forwards the approved Amended Articles of Incorporation to the Releasing Unit		2 hours	Assistant Director, Corporate Filing and Records Division (CFRD)
	3.5 Schedules and sends email notification to the applicant on date of release of the certificate		1 working day	Assistant Director, Corporate Filing and Records Division (CFRD)
4. Secure a number through the queuing system and wait to be called to present the Official Receipt and Appointment Letter to the Counter Officer at CRMD Releasing Unit in SEC Galleria Satellite	4.1 Calls the number through the system and receives the Official Receipt	None	2 hours	Assistant Computer Operator, Corporate Filing and Records Division (CFRD)
	4.2 Assist the client in filling up the log book & releases the Certificates of		2 hours	Assistant Computer Operator, Corporate Filing and Records Division (CFRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Office, then fill up the log book of released applications and receive the Certificates of Approval.	Approval			
TOTAL		1. Amended Articles of Incorporation – P2,000.00 2. Legal Research Fee – 1% of the amount computed in item 1 but not less than P10.00 3. Documentary Stamp tax – P30.00	40 working days per application (Pursuant to Section 9, Letter B, Paragraph 3 of R.A. 11032 or The Ease of Doing Business Law- which allows an extension of another 20 working days in processing time, provided that a proper notice to the applicant was given)	

Notes:

- If the application is found to be for compliance or with minor correction during the pre-processing stage or review stage, the FAAD Specialist will prepare a checklist of deficiencies and inform and return it to the applicant via email. For submission of compliance documents, the client will directly send it to the assigned FAAD Specialist's e-mail. The assigned FAAD Specialist will acknowledge the receipt of compliance documents then proceed to Agency Step 1.4.
- If upon evaluation, the application does not meet the requirements of Revised Corporation Code and other applicable Rules and Regulations of the Securities and Exchange Commission or should there be any changes in the application considered to be major, the application will be returned to the applicant corporation and will be notified that the application is deemed terminated without prejudice to refile.



FINANCING AND LENDING COMPANIES DEPARTMENT

Citizen's Charter, FY 2025 | 1st Edition



finlend_queries@sec.gov.ph



8818-5990
0929-626-3095



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7907 Makati Avenue, Salcedo Village,
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1. Receiving of Complaints Filed Against Covered Companies

This service details the procedure for how a citizen can file a complaint against covered companies.

Division / Office	Financing and Lending Companies Division Department
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C)
Type of Service	External Service
Who may avail:	General Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- Accomplished/Notarized Complaint Form - Any one (1) of the valid Government-Issued Identification Card. PhilSys ID (National ID) Passport Driver's License SSS Card UMID Card PRC ID: Postal ID: Voter's ID: Other Government IDs Senior Citizen ID PWD ID: OWWA E-Card: PhilHealth ID:	The prescribed complaint form, available in both English and Tagalog formats, will be provided upon submission of the complaint through the SEC iMessage Portal at https://imessage.sec.gov.ph/ Issuer: Philippine Statistics Authority (PSA) Department of Foreign Affairs (DFA) Land Transportation Office (LTO) Social Security System (SSS) Social Security System (SSS) Professional Regulation Philippine Postal Corporation Commission on Elections (COMELEC) Local Government Unit (LGU) where the senior citizen resides National Council on Disability Affairs (NCDA) Overseas Workers Welfare Administration (OWWA)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. Any one of the following Supporting evidence/documents depending on the nature of the complaints; a. Disclosure statement b. Amortization schedule c. Receipts d. Promissory notes e. Screenshot of the complaint company Uniform Resource Locator(URL) f. Copy of the harassment messages allegedly done by the Company (email or text messages) g. And other relevant documents in connection with your loan transaction that will help us evaluate your complaint.	<i>Philippine Health Insurance Corporation (PhilHealth)</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1) The Complainant must create an account / register with the SEC eSECURE website via https://imessage.sec.gov.ph/ 1.1 After logging into their SEC eSECURE account, the Complainant must file the complaint and a ticket number will be provided.(the ticket number served as reference for follow up and updates) 1.2 Complaint form is provided to the Complainant along with the details of the required documentary requirements/evidences once the SEC responded on the portal. Note: The Complainant is encouraged to communicate first or file a complaint with the concerned Financing Company or Lending Company before submitting a complaint to the SEC. (pursuant to	1. Evaluates/Assesses the completeness of the documents submitted by the Complainant.	None	30 minutes	SEC Credit Regulatory Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
the Financial Products and Services Consumer Protection Act (FCPA)				
2) The Complainant must submit the accomplished/notarized complaint form, along with the required documentary documents/evidences, via https://imessage.sec.gov.ph/	2. Receives and evaluates complaints with supporting documents and prepares a letter to the concerned company 2.1. Reviews and signs the letter 2.2. Reviews and approves the letter 2.3. Issues the letter to the concerned company		1 day and 6 hours 1 hour 30 minutes	SEC Credit Regulatory Officer Assistant Director SEC Credit Regulatory Office
TOTAL		None	2 days	

2. Request for Certification of Status on Certificate of Authority (CA) Monitoring of Financing and Lending Companies and other Government Offices

This service details the procedure on how to request certification of status on Certificate of Authority (CA) monitoring for the duly registered financing companies, lending companies, and online lending platform.

Division / Office	Financing and Lending Companies Department
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B) Government to Government (G2G)
Type of Service	External Service
Who may avail	Financing and Lending Companies, other Government Offices and any transacting public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Electronic Copy of one (1) of each of the following documents; - Written Request for Status of Certificate of Authority (CA) certification for G2B transaction stating the purpose for use. - Notarized certification that information contained in the reports is true and correct (for G2B transaction) - Letter requesting negative certification for G2G transaction	Client Reference: https://www.sec.gov.ph/notices/revised-guidelines-on-the-submission-of-documents-issuance-of-payment-assessment-form-other-requests-and-compliance/ Requesting Department/ Agency

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Emails written to finlend@sec.gov.ph	1.1 Receives the written request		30 minutes	Administrative Assistant II
	1.2 Issues PAF for the G2B transaction. Go to Step 2.		50 minutes	SEC Credit Regulatory Officer
	1.3 Encodes, forwards, prepares Certification and letter reply or Office Memorandum for G2G transaction		6 Hours	Administrative Assistant II SEC Credit Regulatory Officer
	1.4 Reviews and signs the Certification including Office Memorandum or letter reply for G2G transaction		1 day	SEC Credit Regulatory Counsel/SEC Supervising Regulatory Credit Counsel Assistant Director
	1.5 Issues the Status of Certificate of Authority (CA) Certification together with the Office Memorandum or letter reply for G2G transaction. Go to Step 4		30 minutes	Administrative Assistant II
2. Pays the miscellaneous fee at the Landbank or eSPAYSEC	2. Receives payment and issues electronic SEC Official Receipt	Php 530.00 per Certificate	1 day (<i>Subject to the prescribed processing time of the Cashier</i>)	Landbank or eSPAYSEC

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			<i>Treasury Division, FMD)</i>	
3. Submits electronic SEC OR for G2B transaction	3. Receives electronic SEC OR. Go to steps 1.3-1.5 for G2B transaction. 4. Issues Status of Certificate of Authority (CA) Certification together with the letter reply. END		5 minutes 5 minutes	Administrative Assistant II
TOTAL		Php 530.00 per Certificate	3 Days	

3. Request for Clearance for Financing and Lending Companies

This service details the procedure on how a citizen can request monitoring clearance.

Division / Office	Financing and Lending Companies Department
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail	Financing Companies, Lending Companies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>Basic Requirements : (Electronic Copy) one (1) of each document:</u> 1) Certificate of Incorporation 2) Certificate of Authority (CA), for Lending Companies and Financing Companies 3) Latest approved Articles of Incorporation (AI) 4) Latest approved By-Laws (BL) 5) General Information Sheet for the last two (2) years 6) Audited Financial Statements for the last two (2) years 7) Photocopy of the registration page of the Stock and Transfer Book duly registered with the Commission	Client Records/Files; and/or External Auditor
<u>Additional Requirements (Electronic Copy) one (1) of each document:</u> For FCs and LCs: a) Special Form of Financial Statements for the last two (2) years b) Interim Financial Statements for the last two (2) years	Client Records/Files; and/or Prescribed form downloadable in the SEC Website

CHECKLIST OF REQUIREMENTS

WHERE TO SECURE

- c) 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))
- d) AMLA Compliance Form
- e) Sworn Certification stating the company's compliance with the provisions of Section 4 of SEC Memorandum No. 18, Series of 2019 or proof of submission thereof (*Refer to SEC MC no. 2, s. of 2021 for due dates*)
- f) Affidavit of Compliance (SEC Form 1-Existing Online Lending Platforms and/or SEC Form 2-Pro prospective Online Lending Platforms), containing a report of all the company's Online Lending Platforms or proof of submission thereof, if applicable
- g) Business Plan in compliance SEC Memorandum No. 3, Series of 2022 or proof of submission thereof
- h) Impact Evaluation Report in compliance SEC Memorandum No. 3, Series of 2022 or proof of submission thereof
- i) Submission of List of Third-Party Service Providers (TPSPs)
- j) Registration to the Credit Information Corporation
- k) Complaints Handling Details and Mechanism

For FCs only:

- a) 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).

LC:

<https://www.sec.gov.ph/reportorial-requirements/corporations-with-secondary-licenses/lending-companies/#gsc.tab=0>

FC:

<https://www.sec.gov.ph/reportorial-requirements/corporations-with-secondary-licenses/financing-companies/#gsc.tab=0>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
b) Compliance Officer's Certificate on the extent of compliance with the Manual on Corporate Governance for the last two (2) years.	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the complete documentary requirements and accomplish request slip via google forms: https://docs.google.com/forms/d/e/1FAIpQLSeYaCEh_PQ2uq3gq0sS4ppKsbuolUzyTBCQfboQAsHZty-WYA/viewform	1. Evaluates documents and check compliance/ submission of the corporation 1.1. Prepares the Monitoring Sheet (MS)	None	7 days 12 days	SEC Compliance Specialist SEC Credit Regulatory Officer Securities Examiner Assistant Director
2. Receives the Certification Issuance System-Unified Reference Data Base (CIS-URDB) Clearance and MS	2. Generates the Certification Issuance System-Unified Reference Data Base (CIS-URDB) Clearance 2.1. Issues the Certification Issuance System-Unified Reference Data Base (CIS-URDB) Clearance** and MS	None	4 Hours 4 Hours	SEC Compliance Specialist SEC Credit Regulatory Officer Securities Examiner Assistant Director
TOTAL		None	20 days	

****The Certification Issuance System-Unified Reference Data Base (CIS-URDB) Clearance shall only be issued to corporations that have fully complied with the SEC Reportorial and other Compliance Requirements or upon payment of the assessed penalty if any.**

This service details the procedure on how to Request for exemption from the provisions of Sec. 9 of the Implementing Rules and Regulations of the Financing Company Act of 1998, Confidential Treatment (SRC Rule 66.3), or other filing made requiring action by the Department.

Division / Office	Financing and Lending Companies Department
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail	Financing Companies, Lending Companies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Submit Electronic Copy of one (1) of each of the following documents:	
1. For <i>Request for exemption from the provisions of Sec. 9 of the Implementing Rules and Regulations of the Financing Company Act of 1998</i> duly signed letter-request with the following information and justifications: a. The specific rule or order, requirement, or prohibition from which relief is being sought b. the legal basis of justification for the exemption; c. the name, address, and telephone number/s of the applicant; and d. Other supporting documents, as may be necessary	Applicant
2. For <i>Request for Confidential Treatment</i> - Duly signed letter request with the complete statements and justifications as required under SRC Rule 66.3.1, as follows: a. Enumerate or state with particularity, in matrix form, the information or items it wants to be treated as confidential b. State the justification for the request for each information or item and should answer the question "How will the public disclosure of this information adversely affect my interest?"; and c. Indication of the period of effectivity of confidential treatment	Applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
d. A copy of the complete report containing such confidential information prominently labeled "CONFIDENTIAL"; and e. Other supporting documents, as may be necessary	Applicant
3. For <i>Other Filing Made Requiring Action by the Department</i> – Duly signed letter with supporting documents	Applicant
4. Copy of Electronic Official Receipt representing payment of filing fee	Landbank or eSPAYSEC
5. Notarized Certification if the request is filed via electronic email	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The Client accomplishes the request slip via google forms: https://docs.google.com/forms/d/e/1FAIpQLSeYaCEh_PQ2uq3gq0sS4ppKsbuolUzyTBCQfboQAsHZty-WYA/viewform	1. Receives Letter Request or Request Slip and other documents 1.1. If complete, issue PAF 1.2. If incomplete, advise the client to provide additional required information. An electronic copy PAF will be sent by the Financing and Lending Companies Division (cgfd_flcd@sec.gov.ph) to	None	10 minutes 5 minutes 5 minutes	SEC Compliance Specialist

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	the official E-mail account address of the Company as prescribed by MC 28, s. of 2020.			
2. Receives the PAF and pays the filing fees to Landbank or via eSPAYSEC.	2. Receives payment and issues an electronic official receipt is generated which will serve as the official copy of the Client.	<i>Exemptive Relief:</i> PHP 50,000.00 per issue and per company + 1% Legal Research Fee (LRF) <i>Confidential Treatment:</i> PHP 50,000.00 per information and per company + 1% Legal Research Fee (LRF) <i>Other Filing:</i> PHP 2,000.00 + 1% Legal Research Fee (LRF)	5 minutes *Subject to the prescribed processing time of the Landbank or eSPAYSEC.	Landbank eSPAYSEC

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submits the Electronic SEC Official Receipt and and Petition with complete documents may also be sent through email to finlend@sec.gov.ph	3. Receives the electronic SEC Official Receipt 3.1. Processes the request 3.2. Approves or denies request 3.3. Prepares, signs, issues and dispatches advisement letter An electronic copy of the advisement will be sent by the Financing and Lending Companies Division (finlend@sec.gov.ph to the official E-mail account address of the Company as prescribed by MC 28, s. of 2020.	None	5 minutes 17 days 7 days and 30 minutes 2 days	SEC Compliance Specialist SEC Credit Regulatory Officer SEC Regulatory Credit Counsel /SEC Supervising Regulatory Credit Counsel Assistant Director Commission En Banc Administrative Assistant II SEC Regulatory Credit Counsel /SEC Supervising Regulatory Credit Counsel Assistant Director

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		PHP 50,000.00 per issue / information and per company + 1% LRF OR PHP 2,000.00 + 1% LRF	20 days*	

* Excludes waiting time for Client to comply with any comment/s on the Request.

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

This service details the procedure on how a citizen can request a Payment Assessment Form for payment of Annual Fee and Penalties.

Division / Office	Financing and Lending Companies Department
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail	Financing Companies, Lending Companies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. For Annual Fee (AF): 1. Any one (1) of the valid Government-Issued Identification Card. • PhilSys ID (National ID) • Passport • Driver's License • SSS Card • UMID Card • PRC ID: • Postal ID: • Voter's ID: Other Government IDs • Senior Citizen ID • PWD ID: • OWWA E-Card: • PhilHealth ID: B. For Penalties:	Client Records/Files Issuer: <i>Philippine Statistics Authority (PSA)</i> <i>Department of Foreign Affairs (DFA)</i> <i>Land Transportation Office (LTO)</i> <i>Social Security System (SSS)</i> <i>Social Security System (SSS)</i> <i>Professional Regulation</i> <i>Philippine Postal Corporation</i> <i>Commission on Elections (COMELEC)</i> <i>Local Government Unit (LGU) where the senior citizen resides</i> <i>National Council on Disability Affairs (NCDA)</i> <i>Overseas Workers Welfare Administration (OWWA)</i> <i>Philippine Health Insurance Corporation (PhilHealth)</i>

CHECKLIST OF REQUIREMENTS

WHERE TO SECURE

1. Any one (1) of the valid Government-Issued Identification Card

- **PhilSys ID (National ID)**
- **Passport**
- **Driver's License**
- **SSS Card**
- **UMID Card**
- **PRC ID:**
- **Postal ID:**
- **Voter's ID:**

Other Government IDs

- **Senior Citizen ID**
- **PWD ID:**
- **OWWA E-Card:**
- **PhilHealth ID:**

2. Electronic Copy of any one (1) of the Documentary Requirements:

- a. Assessment Letter
- b. Copy of the Monitoring Sheet

Issuer:

Philippine Statistics Authority (PSA)
Department of Foreign Affairs (DFA)
Land Transportation Office (LTO)
Social Security System (SSS)
Social Security System (SSS)
Professional Regulation
Philippine Postal Corporation
Commission on Elections (COMELEC)

Local Government Unit (LGU) where the senior citizen resides
National Council on Disability Affairs (NCDA)
Overseas Workers Welfare Administration (OWWA)
Philippine Health Insurance Corporation (PhilHealth)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish the request slip via Google Forms and submit the complete documentary requirements. The Request Slip can be found on the SEC website > Lending and Financing Department > Request for Monitoring > Request Slip: https://docs.google.com/forms/d/e/1FAIpQLSeYaCEh_PQ2uq3gq0sS4ppKsbuolUzyTBCQfboQAsHZty-WYA/viewform	1. Evaluates/Assesses the request and documents submitted by the Client 1.1. Generates and issues Payment Assessment Form (PAF). Directs client to pay at the Landbank or eSPAYSEC. 1.2. Client to be advised to return and submit the original Payment Assessment Form (PAF) with machine validation and photocopy of the Electronic Official Receipt (eOR).	None	10 minutes 10 minutes 10 minutes	SEC Credit Regulatory Officer SEC Credit Regulatory Officer SEC Credit Regulatory Officer
2. Received the Payment Assessment Form (PAF) and pays the filing fees to Landbank or via eSPAYSEC. SEC website > Online Services > eSPAYSEC. https://espaysec.sec.gov.ph/	2. Receives payment and issues eOR. If paid via SEC Payment Portal, an (eOR is generated which will serve as the official copy of the Client).	<u>Annual Fee:</u> 1/8 of 1% of the required paid-up capital (Head Office and Branches) + 1% Legal Research Fee (LRF)	15 minutes *Subject to the prescribed processing of Landbank and eSPAYSEC	Landbank or eSPAYSEC through the SEC Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submits the Electronic Official Receipt (eOR) to finlend@sec.gov.ph If paid via eSPAYSEC submit a copy of the electronic Official Receipt (eOR).	3. Received original Payment Assessment Form (PAF) and photocopy of the Electronic Official Receipt (eOR) and	None	10 minutes	SEC Credit Regulatory Officer
TOTAL		Annual Fee: 1/8 of 1% of the required paid-up capital (head office and branches) + 1% LRF	55 minutes	

6. Application for Amendment of Business Plan

This service outlines the procedure for processing an application for Amendment of Business Plan.

Division / Office	Financing and Lending Companies Department
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail	Financing Companies, Lending Companies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Comparative matrix of all sections of the existing Business Plan and the new Business Plan highlighting all the changes proposed in the application	Client Records/Files
2. Certification under oath that the comparative matrix of the existing Business Plan on file with the Commission and the proposed changes are true and correct copies.	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the complete documentary requirements to finlend@sec.gov.ph	1. Evaluates/Assesses the request and documents submitted by the Client 2. Generates and issues PAF. Directs client to pay at the Landbank or eSPAYSEC. 2.1. If incomplete, advise the client. 2.2. If complete, process the request.	Php 2,000.00	1 Hour 30 minutes 19 days and 6 hours	SEC Credit Regulatory Officer SEC Credit Regulatory Counsel/SEC Supervising Regulatory Credit Counsel Assistant Director
	3. Issues advisement letter An electronic copy of the advisement will be sent by the Financing and Lending Companies Department (finlend@sec.gov.ph) to the official E-mail account address of the Company as prescribed by MC 28, s. of 2020.	None	30 minutes	SEC Credit Regulatory Office
TOTAL		Php 2,000.00	20 days*	

* Excludes waiting time for Client to comply with any comment/s on the Request.

7. Request for Certification from Interdepartmental of Securities and Exchange Commission as to Certificate of Authority (CA) for Monitoring Only

This service details the procedure on how to request certification of status on Certificate of Authority (CA) monitoring only for the duly registered financing companies, lending companies, and online lending platform.

Division / Office	Financing and Lending Companies Department
Classification	Simple (3 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Service
Who may avail	Interdepartmental of Securities and Exchange Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Office Memorandum/Letter requesting certification as to status of the Certificate of Authority (CA) for monitoring for G2G transaction and reason/purpose.	Requesting Department Reference: https://www.sec.gov.ph/notices/revised-guidelines-on-the-submission-of-documents-issuance-of-payment-assessment-form-other-requests-and-compliance/

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Emails written request or Office Memorandum to finlend@sec.gov.ph	1.1 Receives the written request or Office Memorandum		30 minutes	Administrative Assistant II
	1.2 Issues PAF for the G2B transaction. Go to Step 2.		50 minutes	SEC Credit Regulatory Officer
	1.3 Encodes, forwards, prepares Certification and letter reply or Office Memorandum for G2G transaction		6 hours	Administrative Assistant II SEC Credit Regulatory Officer
	1.4 Reviews and signs the Certification including Office Memorandum or letter reply for G2G transaction		1 day	SEC Credit Regulatory Counsel/SEC Supervising Regulatory Credit Counsel Assistant Director
	1.5 Issues the Status of Certificate of Authority (CA) Certification together with the Office Memorandum or letter reply for G2G transaction. Go to Step 4		30 minutes	Administrative Assistant II
2. Pays the miscellaneous fee at the Landbank or eSPAYSEC for private use channelled through any Securities and Exchange Commission	2.1. Receives payment and issues electronic SEC Official Receipt	Php 530.00 per Certificate	1 day (<i>Subject to the prescribed processing time of the Cashier Treasury Division, FMD</i>)	Landbank or eSPAYSEC

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Interdepartment Office. <i>Note : if for exclusive use of SEC Office and other government entities, no filing fee</i>				
3. Submits electronic SEC OR for G2B transaction	5. Receives r electronic SEC OR. Go to steps 1.3-1.5 for G2B transaction.		5 minutes	Administrative Assistant II
	6. Issues Certificate of Authority (CA) for monitoring Certification together with the letter reply or Office Memorandum . END		5 minutes	Administrative Assistant II
TOTAL		Php 530.00 per Certificate	3 Days	



INFORMATION AND COMMUNICATIONS TECHNOLOGY DEPARTMENT

Citizen's Charter, FY 2025 | 1st Edition



ictdod@sec.gov.ph



8818-7204



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ELECTRONIC RECORDS MANAGEMENT DIVISION

Citizen's Charter, FY 2025 | 1st Edition



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1. Request for digital plain copy of Corporate Documents via eSEARCH facility

This is where the public can secure a digital plain copy of corporate documents filed with the Commission.

Division / Office	Electronic Records Management Division, Information & Communications Technology Department Public Reference Unit
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B)
Type of Service	External Service
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. eSECURE Online Registration Form	https://esecure.sec.gov.ph/register/local-resident/contact-info

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Create an account to eSECURE to access the eSEARCH facility	1.1 Review the enrolled account and send the OTP verification	None	10 minutes	SEC Administrative Officer II Information Systems Development & Management Division
2. Click on the eSEARCH tab on the SEC website and log in using the eSECURE credentials	2.1 Verifies the username and password	None	5 minutes	SEC Information Technology Officer I Information Systems Development & Management Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Search the company, select the document, add it to the cart, and Pay the fee through the espaysec.sec.gov.ph/payment-portal/home <i>Remarks: After payment, client can download in their account the digital copy of the document within the downloadable period of 7 days</i>	3.1 Payment Assessment Form (PAF) sent via email	Php 750.00 (Financial Statement or General Information Sheet)	10 minutes	SEC Administrative Officer II, Electronic Records Management Division
TOTAL		Php 750.00	25 minutes	

2. Request by an enrolled government agency via SCORE facility for digital plain copy/Copies of Corporate Documents

This is where the enrolled government agency can obtain a digital plain copy(es) of corporate records filed with the Commission.

Division / Office	Electronic Records Management Division, Information & Communications Technology Department Public Reference Unit
Classification	Simple (3 days)
Type of Transaction	Government to Government (G2G)
Type of Service	External Service
Who may avail:	Government Agency

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Email Request	email it to: isdmd@sec.gov.ph

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for an account to SEC Swift Corporate and Other Records Exchange Protocol (SCORE)	1.1 Review the account, including the Memorandum of Agreement between the Securities and Exchange Commission	None	5 minutes	SEC Officer I Information Systems Development & Management Division
2. Login using the credentials count, Search the company, and select the requested document	1.1 Login to view the requested documents	None	2 minutes	SEC Information Technology Officer I, Electronic Records Management Division
3. Download the requested document	2.1 Approved the document	None	3 minutes	SEC Information Technology Officer I, Electronic Records Management Division
TOTAL		None	10 minutes	

3. Request for plain and/or authenticated copies of documents

This is where the public can secure a plain or authenticated copy of corporate documents on file with the Commission through delivery services

Division / Office	Electronic Records Management Division, Information & Communications Technology Department Public Reference Unit
Classification	Complex (7 days)
Type of Transaction	Government to Citizen (G2C)Government to Business (G2B)
Type of Service	External Service
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Fill Out Customer Details Online	www.secexpress.ph or Telephone No. 8737-8888

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make an order through a call or by going online	1.1 Receives order and gets required information; emails fee to be paid; or amount of payment is shown on the order form for online request Note: - Services are through SEC Third-party provider - Fees and Charger based on the MC 10, s. of 2023	None	20 Mins	SEC Computer Operator Electronic Records Management Division

CLIENT STEPS	AGENCY ACTIONS	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE												
	Back office Activity: 1.1. Verifies availability of document(s); views and prints requested document/s; forwards printed document/s to Third Party Service Provider <i>Note: No. of documents is unlimited per order.</i> In case of any of the following: • Documents has missing page/s • Document is unreadable • Other findings 1.2. There may be a need to retrieve the Original File from the SEC offsite warehouse.															
2. Pay using online banking, payment counters, or credit card	2.1 Issues Payment Assessment Form (PAF), through email 2.2 Verifies the availability of documents per order, the completeness, clarity, stamps, and initials before forwarding to the signatory	<table><tr><th>Plain Copy:</th><th>Fees</th></tr><tr><td>AI/AAI</td><td>Php 1,500</td></tr><tr><td>BL/ABL</td><td>Php 1,500</td></tr><tr><td>GIS</td><td>Php 1,500</td></tr><tr><td>ICS</td><td>Php 1,500</td></tr><tr><td>Resolution</td><td>Php 1,500</td></tr></table>	Plain Copy:	Fees	AI/AAI	Php 1,500	BL/ABL	Php 1,500	GIS	Php 1,500	ICS	Php 1,500	Resolution	Php 1,500	10 minutes 3 hours	SEC Computer Operator Electronic Records Management Division SEC Computer Operator Electronic Records
Plain Copy:	Fees															
AI/AAI	Php 1,500															
BL/ABL	Php 1,500															
GIS	Php 1,500															
ICS	Php 1,500															
Resolution	Php 1,500															

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE																						
	2.3 Sign authenticated document/s and transmit for delivery Note: The delivery of documents may be delayed because of the following • Documents have missing page/s • Document is unreadable • Other findings • Need to retrieve the Original file from the SEC offsite warehouse on a scheduled basis The delivery date and charges will be determined by the weight of the package and the delivery location. • NCR – 3 days • Outside NCR – 5 days	<table><tr><td>Secretary's Certificate</td><td>Php 1,500</td></tr><tr><td>Board Resolution</td><td>Php 1,500</td></tr><tr><td>RDS</td><td>Php 1,500</td></tr><tr><td>Deed of Assign</td><td>Php 1,500</td></tr><tr><td>Other documents</td><td>Php 50 per page</td></tr></table>	Secretary's Certificate	Php 1,500	Board Resolution	Php 1,500	RDS	Php 1,500	Deed of Assign	Php 1,500	Other documents	Php 50 per page		30 minutes	Management Division SEC Asst Dir and or SEC Administrative Officer IV Electronic Records Management Division												
Secretary's Certificate	Php 1,500																										
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Plain Copy:	Fees																										
AI/AAI	Php 1,500																										

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
		BL/ABL	Php 1,500		
		GIS	Php 1,500		
		ICS	Php 1,500		
		Resolution	Php 1,500		
		Secretary's Certificate	Php 1,500		
		Board Resolution	Php 1,500		
		RDS	Php 1,500		
		Deed of Assign	Php 1,500		
		Other documents	Php 50 per page		
		Authenticated Copy:	Fees		
		AI/AAI	Php 2,000		
		BL/ABL	Php 2,000		
		GIS	Php 2,000		
		ICS	Php 2,000		
		Resolution	Php 2,000		
		Secretary's Certificate	Php 2,000		
		Board Resolution	Php 2,000		
		RDS	Php 2,000		
		Deed of Assign	Php 2,000		
		Other documents	Php 100 per page		

4. Submission, Acceptance of Corporate Reportorial Requirements and issuance of Quick Response (QR) Code

Receiving primary reports submitted through the Electronic Filing and Submission Tool (eFAST) by corporations periodically such as General Information Sheet, Financial Statements, etc.

Division / Office	Electronic Records Management Division, Information & Communications Technology Department Public Reference Unit
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B), Government to Citizen (G2C)
Type of Service	External Service
Who may avail:	Registered Companies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Accomplished General Information Sheets, or Financial Statements, and other Secondary Reports (1 electronic PDF file copy)	https://efast.sec.gov.ph/

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filer log in to their eFAST accounts to upload and submit reports. Select "View" to upload forms and "Submit New Form" and "Form type" to be Uploaded and "Choose File" button to select file. When done, click Upload and submit documents.	1.1. Login to eFAST, and review for compliance with the prescribed format, clarity of images, completeness of pages, presence of signatures, and notarization.	None	15 minutes	SEC Assistant Computer Operator,
	1.2. Accepts reports and issues a quick response (QR) code or		5 minutes	SEC Computer Operator, Electronic Records Management Division
	1.3. Reverts report by indicating the reason/s via email		5 minutes	SEC Assistant Computer Operator, SEC Computer Operator, Electronic Records Management Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receive Quick Response (QR) code	2.1 Accepted reports are uploaded to the SEC database and will be made available to the public through the SEC retrieval facility The extraction process from eFAST to the Online Document Retrieval System (ODRS) is as follows: - Download Images from WinSCP. - Download the Excel file from eFAST. - Counter-check the completeness of the images and indexes. - Compress the size of the images using a PDF compressor. - Assign CD Numbers for 100 documents. And transmit to System Developer Division for uploading <i>Remarks:</i> <i>During the peak period of submission (March – June) an increase in the volume of submitted reports may result in an increase in the numbers of processing time to 7 days</i>	None	2 days , 5 hours and 30 minutes	SEC Administrative Assistant I Electronic Records Management Division
TOTAL		None	2 Days, 5 hours and 55 minutes	

5. Submission, Acceptance of Secondary reports, and issuance of Acknowledgement of email

Receiving secondary reports and other documents that are not included in the Electronic Filing and Submission Tool (eFAST)

Division / Office	Electronic Records Management Division, Information & Communications Technology Department Micrographics Unit
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Registered Companies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Submission of secondary reports (1 PDF File copy)	email to ictdsubmission@sec.gov.ph

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Scan one document and save to a PDF file to submit the documents	1.1 Check the clarity of the images, and ensure completeness. Acknowledgement receipt if compliant or 1.2 Reverts non- compliant report by indicating the reason/s via email	None	2 hours 30 minutes	SEC Information Technology Officer I Electronic Records Management Division
2. Receives acknowledgement receipt.	2.1 Accepted reports are encoded and uploaded to the SEC database and will be made available to the public through the SEC retrieval facility The steps of encoding and uploading to the Online Document Retrieval System are as follows:	None	2 days and 3 hours	SEC Information Technology Officer I Electronic Records Management Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	a. Print the barcode page and batch control sheet. Forwards to scanner Operator. b. Download images from Google Drive and convert PDF to TIFF. c. Insert the Barcode Page into the image d. Encode the total number of pages per report submitted. e. Rename the filename to Doc ID per report. And transmit to the System Developer Division for uploading <i>Remarks:</i> <i>During the peak period of submission (March – June) an increase in the volume of submitted reports may result in an increase in the numbers of processing time to 7 days</i>			
TOTAL		None	2 Days, 5 Hours and 30 Minutes	

6. Receiving Walk-in of correspondence and other documents

This is where the public can submit their written inquiries or government requests

Division / Office	Electronic Records Management Division, Information & Communications Technology Department Receiving Unit
Classification	Simple (3 days)
Type of Transaction	Government to Government (G2G)
Type of Service	External Service
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request for inquiries/comments or a government request (1 Original copy)	1. Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter/ correspondence documents	1.1 Stamped receipt and encode the documents in the Online Document Retrieval System (ODRS), return 1 copy as proof of receipt	None	20 minutes	SSEC Computer Operator Electronic Records Management Division
	1.2 Transmit letters to the concerned department or addressee		40 minutes	SEC Computer Operator Electronic Records Management Division
TOTAL		None	1 Hour	



INFORMATION SYSTEMS DEVELOPMENT AND MANAGEMENT DIVISION

Citizen's Charter, FY 2025 | 1st Edition



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1. Complex Assistance to the various SEC Online Systems

Provide complex support for clients of the Securities and Exchange Commission (SEC) online systems. It includes troubleshooting system technical issues, addressing technical user concerns, and ensuring the efficient operation of the following digital platforms:

- Electronic Securities and Exchange Commission Universal Registration Environment (eSECURE)
- Electronic Application for Modification of Entity Data (eAMEND)
- Application Program Interface (API) Marketplace

Division / Office	Information Systems Development and Management Division, Information & Communications Technology Department
Classification	Complex (7 days)
Type of Transaction	Government to Citizen (G2C)
Type of Service	External Service
Who may Avail	Target SEC Clients/Stakeholders/Customer

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Electronic Securities and Exchange Commission Universal Registration Environment (eSECURE) Account	imessage.sec.gov.ph

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Create and submit ticket thru Securities and Exchange Commission (SEC) iMessage	1. Receives created and submitted tickets. 1.1. Attends to the request based on the details stated in the ISDMD Service Request Form/ fillable 1.2. Responds to the	None	30 minutes 6 days and 7 hours	Unit Head, Information Technology Officer II Information Systems Analyst II Information Systems Analyst I Web Developer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	ticket that the request has been completed thru SEC iMessage 1.3. Sends the Customer Client Satisfaction Survey link			Data Controller Administrative Assistant II Data Controller
2. Submits accomplished Customer Client Satisfaction Survey	2. Receives the Customer Client Satisfaction Survey ratings		30 minutes	Information Systems Analyst I
TOTAL		None	7 days	

2. Complex Request for Listing

We provide the client list of registered corporations together with name of corporation, registration number, date registered and address for thesis and business purposes. Specific listings covered by this service are as follows:

- Registered for more than a year and maximum of five (5) years
- Two (2) to three (3) codes/divisions as per industry classification within a year
- Registered within one (1) or two (2) cities/provinces more than a year and maximum of five (5) years

Division / Office	Information Systems Development & Management Division, Systems Operations Division, Information & Communications Technology Department
Classification	Complex (7 days)
Type of Transaction	Government to Citizen (G2C) Government to Business (G2B), Government to Government (G2G)
Type of Service	External Service
Who may Avail	Target SEC Clients/Stakeholders/Customers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Fully Accomplished Request Form (Digital Copy)	www.sec.gov.ph / imessage.sec.gov.ph

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Create and submit ticket thru Securities and Exchange Commission (SEC) iMessage 1.1 Fill-up request form and submit to ICTD for review and preparation of Payment Assessment Form (PAF) for	1. Review request and prepare Payment Assessment Form (PAF) for the initial payment.	None	30 minutes	Information Systems Analyst I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
the Initial Payment of request.				
2. Make payment for the initial fee using the payment options stated in Payment Assessment Form (PAF) . a. Thru Electronic System for Payment to SEC (eSPAYSEC) at https://espaysec.sec.gov.ph b. Over the Counter Payment at any LandBank branch nationwide Send the proof of payment or the electronic Official Receipt (eOR) to ICTD via email for the generation of the requested data listing.	2. Acknowledge the copy of proof of payment.. 2.1. Generates the requested listings, as follows: -Registered for more than a year and maximum of five (5) years -Two (2) to three (3) codes/divisions as per industry classification within a year -Registered within one (1) or two (2) cities/provinces more than a year and maximum of five (5) years	Initial Payment – PHP 200.00	30 minutes *Subject to the processing of the client's payment 6 days, 6 hours	Information Systems Analyst I Information Technology Officer I
3. Make payment for the final fee using the payment options stated in Payment Assessment Make Form (PAF) . a. Thru eSPAYSEC at https://espaysec.sec.gov.ph	3.Prepare and email Payment Assessment Form (PAF) for the additional/final payment.	Special Program fee for institutional/individual researchers – PHP 1,000.00 Computer Processing charge –PHP 4.00 per minute	30 minutes *Subject to the processing of the client's payment	Information Technology Officer I and Information System Analyst I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
b. Over the Counter Payment at any LandBank branch nationwide		Send thru email provided by the requesting party Based on MC No. 3, series of 2017		
4. Send the proof of payment or the Electronic Official Receipt (eOR) to ICTD via email for the release of the requested data listing.	4. Accept Proof of Payment and release of data requested. Send link for the Customer Client Satisfaction Survey (CCSS)	None	15 minutes	Information System Analyst I
5. Submit accomplished Customer Client Satisfaction Survey (CCSS)	5. Receives the Customer Client Satisfaction Survey ratings		15 minutes	Information System Analyst I
TOTAL		P200.00	7 days	

3. Highly Technical Assistance to the various SEC Online Systems

Provide highly technical support for clients of the Securities and Exchange Commission (SEC) online systems. It includes troubleshooting system technical issues, addressing technical user concerns, and ensuring the efficient operation of the following digital platforms:

- Electronic Securities and Exchange Commission Universal Registration Environment (eSECURE)
- Electronic Application for Modification of Entity Data (eAMEND)
- Application Program Interface (API) Marketplace

Division / Office	Information Systems Development and Management Division, Information & Communications Technology Department
Classification	Highly Technical (20 days)
Type of Transaction	Government to Citizen (G2C)
Type of Service	External Service
Who may Avail	Target SEC Clients/Stakeholders/Customer

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Electronic Securities and Exchange Commission Universal Registration Environment (eSECURE) Account	imessage.sec.gov.ph

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Create and submit ticket thru Securities and Exchange Commission (SEC) iMessage	1. Receives created and submitted tickets. 1.1. Attends to the request based on the details stated in the ISDMD Service Request Form/ fillable 1.2. Responds to the	None	30 minutes 19 days and 7 hours	Unit Head, Information Technology Officer II Information Systems Analyst II Information Systems Analyst I Web Developer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	ticket that the request has been completed thru SEC iMessage 1.3. Sends the Customer Client Satisfaction Survey link			Data Controller Administrative Assistant II Data Controller
2. Submits accomplished Customer Client Satisfaction Survey	2. Receives the Customer Client Satisfaction Survey ratings		30 minutes	Information Systems Analyst I
TOTAL		None	20 days	

4. Highly Technical Request for Listing

We provide the client list of registered corporations together with name of corporation, registration number, date registered and address for thesis and business purposes. Specific listings covered by this service are as follows:

- More than Three (3) codes/divisions industry classification (regardless of period covered)
- Registered within three (3) or more cities or provinces.
- Registered for more than five (5) years.

Division / Office	Information Systems Development & Management Division, Systems Operations Division, Information & Communications Technology Department
Classification	Highly Technical (20 days)
Type of Transaction	Government to Citizen (G2C) Government to Business (G2B), Government to Government (G2G)
Type of Service	External Service
Who may avail:	Target SEC Clients/Stakeholders/Customers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Fully Accomplished Request Form (Digital Copy)	www.sec.gov.ph / imessage.sec.gov.ph

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Create and submit ticket thru Securities and Exchange Commission (SEC) iMessage 1.1 Fill-up request form and submit to ICTD for review and preparation of Payment Assessment Form (PAF) for	1. Review request and prepare Payment Assessment Form (PAF) for the initial payment.	None	30 minutes	Information Systems Analyst I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
the Initial Payment of request.				
2. Make payment for the initial fee using the payment options stated in Payment Assessment Form (PAF). a. Thru Electronic System for Payment to SEC (eSPAYSEC) at https://espaysec.sec.gov.ph b. Over the Counter Payment at any LandBank branch nationwide Send the proof of payment or the electronic Official Receipt (eOR) to ICTD via email for the generation of the requested data listing.	2. Acknowledge the copy of proof of payment. 2.1. Generates the requested listings, as follows: -Registered for more than a year and maximum of five (5) years -Two (2) to three (3) codes/divisions as per industry classification within a year -Registered within one (1) or two (2) cities/provinces more than a year and maximum of five (5) years	Initial Payment – PHP 200.00	30 minutes *Subject to the processing of the client's payment 19 days, 6 hours	Information Systems Analyst I Information Technology Officer I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Make payment for the final fee using the payment options stated in Payment Assessment Make Form (PAF) . a. Thru eSPAYSEC at https://espaysec.sec.gov.ph b. Over the Counter Payment at any LandBank branch nationwide	3. Prepares and email Payment Assessment Form (PAF) for the additional/final payment.	Special Program fee for institutional/individual researchers – PHP 1,000.00 Computer Processing charge –PHP 4.00 per minute Send thru email provided by the requesting party Based on MC No. 3, series of 2017	30 minutes *Subject to the processing of the client's payment	Information Technology Officer I and Information System Analyst I
4. Send the proof of payment or the Electronic Official Receipt (eOR) to ICTD via email for the release of the requested data listing.	4. Accept Proof of Payment and release of data requested. Send link for the Customer Client Satisfaction Survey (CCSS)	None	15 minutes	Information System Analyst I
5. Submit accomplished Customer Client Satisfaction Survey (CCSS)	5. Receives the Customer Client Satisfaction Survey ratings		15 minutes	Information System Analyst I
TOTAL		P200.00	20 days	

5. Simple Assistance to the various SEC Online Systems

Provide simple support for clients of the Securities and Exchange Commission (SEC) online systems. It includes troubleshooting system technical issues, addressing technical user concerns, and ensuring the efficient operation of the following digital platforms:

- Electronic Securities and Exchange Commission Universal Registration Environment (eSECURE)
- Electronic Application for Modification of Entity Data (eAMEND)
- Application Program Interface (API) Marketplace

Division / Office	Information Systems Development and Management Division, Information & Communications Technology Department
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C)
Type of Service	External Service
Who may Avail	Target SEC Clients/Stakeholders/Customer

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Electronic Securities and Exchange Commission Universal Registration Environment (eSECURE) Account	imessage.sec.gov.ph

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Create and submit ticket thru Securities and Exchange Commission (SEC) iMessage	1. Receives created and submitted tickets.	None	30 minutes	Unit Head, Information Technology Officer II
	1.1. Attends to the request based on the details stated in the ISDMD Service Request Form/ fillable 1.2. Responds to the		2 days and 7 hours	Information Systems Analyst II Information Systems Analyst I Web Developer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	ticket that the request has been completed thru SEC iMessage 1.3. Sends the Customer Client Satisfaction Survey link			Data Controller Administrative Assistant II Data Controller
2. Submits accomplished Customer Client Satisfaction Survey	2. Receives the Customer Client Satisfaction Survey ratings		30 minutes	Information Systems Analyst I
TOTAL		None	3 days	

6. Simple Request for Listing

We provide the client list of registered corporations together with name of corporation, registration number, date registered and address for thesis and business purposes. Specific listings covered by this service are as follows:

- Registered for a period of one (1) year
- One (1) code/division as per industry classification within a year

Division / Office	Information Systems Development & Management Division, Systems Operations Division, Information & Communications Technology Department
Classification	Simple Transactions (3 days)
Type of Transaction	Government to Citizen (G2C) Government to Business (G2B), Government to Government (G2G)
Type of Service	External Service
Who may avail:	Target SEC Clients/Stakeholders/Customers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Fully Accomplished Request Form (Digital Copy)	www.sec.gov.ph , imessage.sec.gov.ph

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Create and submit ticket thru Securities and Exchange Commission (SEC) iMessage 1.1 Fill-up request form and submit to ICTD for review and preparation of Payment Assessment Form (PAF) for the Initial Payment of request.	1. Review request and prepare Payment Assessment Form (PAF) for the initial payment.	None	30 minutes	Information Systems Analyst I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Make payment for the initial fee using the payment options stated in Payment Assessment Form (PAF) . a. Thru Electronic System for Payment to SEC (eSPAYSEC) at https://espaysec.sec.gov.ph b. Over the Counter Payment at any LandBank branch nationwide Send the proof of payment or the electronic Official Receipt (eOR) to ICTD via email for the generation of the requested data listing.	2. Acknowledge the copy of proof of payment.. 2.1. Generates the requested listings, as follows: -Registered for more than a year and maximum of five (5) years -Two (2) to three (3) codes/divisions as per industry classification within a year -Registered within one (1) or two (2) cities/provinces more than a year and maximum of five (5) years	Initial Payment – PHP 200.00	30 minutes *Subject to the processing of the client's payment 2 days, 6 hours and 30 minutes	Information Systems Analyst I Information Technology Officer I
3. Make payment for the final fee using the payment options stated in Payment Assessment Make Form (PAF) . a. Thru eSPAYSEC at https://espaysec.sec.gov.ph	3.Prepare and email Payment Assessment Form (PAF) for the additional/final payment.	Special Program fee for institutional/individual researchers – PHP 1,000.00 Computer Processing charge –PHP 4.00 per minute	30 minutes *Subject to the processing of the client's payment	Information Technology Officer I and Information System Analyst I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
b. Over the Counter Payment at any LandBank branch nationwide		Send thru email provided by the requesting party Based on MC No. 3, series of 2017		
4. Send the proof of payment or the Electronic Official Receipt (eOR) to ICTD via email for the release of the requested data listing.	4. Accept Proof of Payment and release of data requested. Send link for the Customer Client Satisfaction Survey (CCSS)	None	15 minutes	Information System Analyst I
5. Submit accomplished Customer Client Satisfaction Survey (CCSS)	5. Receives the Customer Client Satisfaction Survey ratings		15 minutes	Information Systems Analyst I
TOTAL		P200.00	3 days	

7. Change of Signatories

Processing of Requests for Change of Signatories

Division / Office	Information Systems Development & Management Division Information & Communications Technology Department
Classification	Simple (3 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Service
Who may avail:	SEC Operating Department and Special Offices

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Information Systems Development and SEC Intranet	intranet.sec.gov.ph

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Creates and submits ticket thru SEC Intranet	1 Receives request thru SEC Intranet from operating department 2.1. Logs-in to system 2.2. Changes the Signatories 2.3. Sends confirmation that the request has been completed thru SEC Intranet 2.4. Sends the Customer Client Satisfaction Survey link	None	One (1) day	Unit Head, Information Technology Officer II Information Systems Analyst II Information Systems Analyst I Web Developer Data Controller Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Data Controller
2. Submits accomplished Customer Client Satisfaction Survey	Receives the Customer Client Satisfaction Survey rating.		5 minutes	Information System Analyst I
TOTAL		None	1 day and 5 minutes	

8. Company Assignments

Processing of Requests for Company Assignments

Division / Office	Information Systems Development & Management Division Information & Communications Technology Department
Classification	Simple (3 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Service
Who may avail:	SEC Operating Department and Special Offices

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request thru SEC Intranet	intranet.sec.gov.ph

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Creates and submits ticket thru SEC Intranet	1 Receives request thru SEC Intranet from operating department 2.1. Logs-in to system 2.2. Changes the Signatories 2.3. Sends confirmation that the request has been completed thru SEC Intranet 2.4. Sends the Customer Client Satisfaction Survey link	None	One (1) day	Unit Head, Information Technology Officer II Information Systems Analyst II Information Systems Analyst I Web Developer Data Controller Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Data Controller
2. Submits accomplished Customer Client Satisfaction Survey	Receives the Customer Client Satisfaction Survey rating.		5 Minutes	Information Systems Analyst I
TOTAL		None	1 day and 5 minutes	

9. Creation/Modification/Deactivation of User Account

Creation, Modification and Deactivation of User Account

Division / Office	Information Systems Development & Management Division, Information & Communications Technology Department
Classification	Simple (3 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Service
Who may avail:	SEC Operating Departments, Special Offices, and Extension Offices

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
User Access Request form/Service Request Form/SEC Intranet fillable form	intranet.sec.gov.ph

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Creates and submits ticket thru SEC Intranet	1. Receives filled-out User Access Request form/Service/Request form/fillable form thru SEC Intranet from operating department 1.1. Logs-in to system 1.2. Creates/modifies/deactivate user account 1.3. Sends user account	None	1 day	Unit Head, Information Technology Officer II Information Systems Analyst II Information Systems Analyst I Web Developer Data Controller Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	details thru SEC Intranet 1.4. Sends the Customer Client Satisfaction Survey link			Data Controller
2. Submits accomplished Customer Client Satisfaction Survey	2. Receives the Customer Client Satisfaction Survey ratings		5 Minutes	Information Systems Analyst I
TOTAL		None	1 day and 5 minutes	

10. Help desk and Technical Assistance

Helpdesk and technical assistance on SEC Internal System

Division / Office	Information Systems Development & Management Division, Information & Communications Technology Department
Classification	Simple (3 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Service
Who may avail:	SEC Operating Departments, Special Offices, and Extension Offices

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
User Access Request form/Service Request Form/SEC Intranet fillable form	intranet.sec.gov.ph

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Creates and submits ticket thru SEC Intranet	1. Receives the ticket ISDMD Service Request form/fillable form thru SEC Intranet 1.1. Attends to the request based on the details stated in the ISDMD Service Request Form/fillable 1.2. Responds to the ticket that the	None	1 day	Unit Head, Information Technology Officer II Information Systems Analyst II Information Systems Analyst I Web Developer Data Controller Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	request has been completed thru SEC Intranet 1.3. Sends the Customer Client Satisfaction Survey Link			Data Controller
2. Submits accomplished Customer Client Satisfaction Survey	2. Receives the Customer Client Satisfaction Survey ratings		5 Minutes	Information Systems Analyst I
TOTAL		None	1 day and 5 minutes	

11. Posting of Information to SEC Website

Processing of Requests for Posting of information to SEC Website

Division / Office	Information Systems Development & Management Division, Information & Communications Technology Department
Classification	Simple (3 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Service
Who may avail:	SEC Operating Departments, Special Offices, and Extension Offices

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
SEC Intranet Fillable Form	intranet.sec.gov.ph

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Creates and submits ticket thru SEC Intranet	1. Receives the ticket thru SEC Intranet	None	5 minutes	Unit Head, Information Technology Officer II
	1.1 Undertakes/posts the necessary updates in the SEC website.		2 hours	Information Systems Analyst II
	1.2 Performs Quality Assurance (QA) on the posting		5 minutes	Information Systems Analyst I Web Developer Data Controller
	1.3 Responds to the ticket that the request		1 day	Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	has posted/ updated /created thru SEC Intranet 1.3 Sends the Customer Client Satisfaction Survey link		5 minutes	Data Controller Business Analyst
2. Submits accomplished Customer Client Satisfaction Survey	2. Receives the Customer Client Satisfaction Survey ratings		5 Minutes	Information Systems Analyst I
TOTAL		None	1 day, 2 hour and 25 minutes	

12. Updating of Procurement Monitoring and Tracking System (PMTS)

Processing of Requests to upload Annual Procurement Plan (APP)/indicative APP/Supplemental/ Amended in the Procurement Monitoring and Tracking System (PMTS)

Division / Office	Information Systems Development & Management Division, Information & Communications Technology Department
Classification	Complex (7 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Service

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Signed APP, supplemental and amended APP	Intranet.sec.gov.ph

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Creates ticket, attaches the signed System Modification Form and APP/Indicative APP/ Supplemental/Amended and submits thru SEC Intranet	1. Receives the ticket thru SEC Intranet 1.1 Uploads the signed APP / Indicative APP / Supplemental / Amended in the Procurement Monitoring and Tracking System.	None	APP- 5 days Indicative APP – 5 days Amended – 1 day Supplemental – 1 day	Information Technology Officer I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Responds to the ticket that the request has been completed 1.3 Sends the Customer Client Satisfaction Survey link		(Request is not simultaneous) 1 day	
2. Submits accomplished Customer Client Satisfaction Survey	2. Receives the Customer Client Satisfaction Survey ratings		5 Minutes	Information Systems Analyst I
TOTAL		NONE	7 days	



SYSTEMS OPERATIONS DIVISION

Citizen's Charter, FY 2025 | 1st Edition



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1. Review and Verification of Enrolled Account in Electronic Filing and Submission Tool (eFast)

Conduct post review and verification of accounts enrolled in eFast of walk-in applicants.

Division / Office	Systems Operation Division, Information & Communications Technology Department
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G)
Type of Service	External Service
Who may avail:	Target SEC Clients/Stakeholders/Customers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Enrolled account and compliance with MC28 series of 2020 (https://www.sec.gov.ph/mc-2020/mc-no-28-s-2020/#gsc.tab=0) and MC3 series of 2021 (https://www.sec.gov.ph/mc-2021/mc-no-03-s-2021/#gsc.tab=0)	Applicant/Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Enroll an account in eFast portal (https://efast.sec.gov.ph/user/login) both for company and authorized filer.	1.1 Review the enrolled account including the attached document as compliance both in eFast and MC28 portal. 1.2 Verify the account if it complies with the requirements otherwise, there is a reason/s to be indicated in the account as findings/remarks.	None	5 minutes	SOD Assigned Reviewer, ICTD
		None	2 minutes	SOD Assigned Reviewer, ICTD
TOTAL		None	7 minutes	

2. Simple Request for Reverse Search

Generate reverse search results that determine company affiliations of 1 to 50 individuals

Division / Office	Systems Operation Division
Classification	Simple (3 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Service
Who may avail:	All Departments and Extension Offices under the Securities and Exchange Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter Request for Reverse Search through email	Applicant/Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the memo/letter of request through email at hemendoza@sec.gov.ph	1.1 Acknowledge the email with letter of request from the requesting departments/extension offices	None	2 minutes	Information Technology Officer II, ICTD
	1.2 Endorse the request to Data Protection Officer (DPO) and to Compliance Privacy Officer (CPO) through email for clearance/approval based on internal guidelines and Data Privacy Act	None	2 hours, 1 minute	Information Technology Officer II, ICTD
	1.3 Perform reverse search. This includes: 1. Extraction, 2.	None	2 days, 6 hours, 54 minutes	Information Technology Officer I, Information Technology Officer II, ICTD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Consolidation and 3. Preparation of corresponding report. 1.4 Review and transmit the result of reverse search to requesting office/department through email	None	3 minutes	Information Technology Officer II, ICTD
2. Receives and acknowledges the results of reverse search.	2.1 Release the results of the generated company affiliations of individual/s.	None	1 minute	Requesting Department/ Extension Office under the Securities and Exchange Commission
TOTAL		None	2 days, 9 hours, 1 minute	

3. Complex Request for Reverse Search

Generate reverse search results that determine company affiliations of 51 to 100 individuals

Division / Office	Systems Operation Division
Classification	Complex (7 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Service
Who may avail:	All Departments and Extension Offices under the Securities and Exchange Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter Request for Reverse Search through email	Applicant/Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the memo/letter of request through email at hemendoza@sec.gov.ph	1.1 Acknowledge the email with letter of request from the requesting departments/extension offices.	None	2 minutes	Information Technology Officer II, ICTD
	1.2 Endorse the request to Data Protection Officer (DPO) and to Compliance Privacy Officer (CPO) through email for clearance/approval based on internal guidelines and Data Privacy Act	None	2 hours, 1 minute	Information Technology Officer II, ICTD
	1.3 Perform reverse search. This includes: 1. Extraction, 2.	None	5 days, 6 hours, 54 minutes	Information Technology Officer I, Information Technology Officer II, ICTD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Consolidation and 3. Preparation of corresponding report 1.4 Review and transmit the result of reverse search to requesting office/department through email	None	3 minutes	Information Technology Officer II, ICTD
2. Receives and acknowledges the results of reverse search.	2.1 Release the results of the generated company affiliations of individual/s.	None	1 minute	Requesting Department/Extension Office under the Securities and Exchange Commission
TOTAL		None	5 days, 9 hours, 1 minute	

4. Highly Technical Request for Reverse Search

Generate reverse search results that determine company affiliations of more than 100 individuals

Division / Office	Systems Operation Division
Classification	Highly Technical (20 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Service
Who may avail:	All Departments and Extension Offices under the Securities and Exchange Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter Request for Reverse Search through email	Applicant/Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the memo/letter of request through email at hemendoza@sec.gov.ph	1.1 Acknowledge the email with letter of request from the requesting departments/extension offices	None	2 minutes	Information Technology Officer II, ICTD
	1.2 Endorse the request to Data Protection Officer (DPO) and to Compliance Privacy Officer (CPO) through email for clearance/approval based on internal guidelines and Data Privacy Act	None	2 hours, 1 minute	Information Technology Officer II, ICTD
	1.3 Perform reverse search. This includes: 1. Extraction, 2.	None	19 days, 6 hours, 54 minutes	Information Technology Officer I, Information Technology Officer II, ICTD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Consolidation and 3. Preparation of corresponding report. 1.4 Review and transmit the result of reverse search to requesting office/department through email	None	3 minutes	Information Technology Officer II, ICTD
2. Receives and acknowledges the results of reverse search.	2.1 Release the results of the generated company affiliations of individual/s.	None	1 minute	Requesting Department/Extension Offices under the Securities and Exchange Commission
TOTAL		None	19 days, 9 hours, 1 minute	



CYBERSECURITY AND SHARED SERVICES DIVISION

Citizen's Charter, FY 2025 | 1st Edition



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1. Simple Request for Assistance (Cybersecurity Concern)

Rendering assistance relating to simple cybersecurity concerns. This covers requests for assistance pertaining to end user devices, email/link checking and potential phishing.

Division / Office	Cybersecurity and Shared Division (CSSD)
Classification	Simple (3 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Service
Who may avail:	Inter-department, SEC Departments and Extension Offices

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request for Assistance Form (Cybersecurity Concern) (1) Electronic Copy Or (1) Original Copy	Cybersecurity and Shared Division (CSSD) – SEC Intranet Access the Request for Assistance Form (Cybersecurity Concern) through this link: https://intranet.sec.gov.ph

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client accomplishes and submits the CSSD Request for Assistance Form via SEC Intranet or via email.	1.1 Security Operations Center (SOC) receives and acknowledges the accomplished form from the requesting department, office, or employee. SOC determines if the request is cybersecurity-related.	None	20 minutes	SEC Information Technology Officer II, SEC Information Technology Officer I, SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Client waits for confirmation of request while being attended.	2.1 Operations Center collects information and conducts initial assessment.	None	3 hours	SEC Information Technology Officer II, SEC Information Technology Officer I, SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)
	2.2 SOC Team Leader assigns an Analyst to perform technical assistance.		5 minutes	SEC Information Technology Officer II, SEC Information Technology Officer I or SEC Information Systems Analyst II; Cyber Security and Shared Division (CSSD)
	2.4. Perform checking and assessment. Simple requests include the following: (1) Checking of link/website; (2) Checking of device; and/or (3) Potential phishing (Email assistance)		1 day, 6 hours	SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.5. Issue a Cybersecurity Assistance Report (CAR).		6 hours	Controller; Cyber Security and Shared Division (CSSD) SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)
3. Client confirms the assistance provided by the SOC Staff.	3.1 SOC Analyst provides the client a status update regarding the request as well as a copy of the CAR, then closes the ticket.	None	15 minutes	SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)
TOTAL		None	2 days, 7 hours, 40 minutes	

2. Complex Request for Assistance (Cybersecurity Concern)

Rendering assistance relating to complex cybersecurity concerns. This covers requests for assistance pertaining to end user devices, email/link checking and potential phishing.

Division / Office	Cybersecurity and Shared Division (CSSD)
Classification	Complex (7 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Service
Who may avail:	Inter-department, SEC Departments and Extension Offices

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request for Assistance Form (Cybersecurity Concern) (1) Electronic Copy Or (1) Original Copy	Cybersecurity and Shared Division (CSSD) – SEC Intranet Access the Request for Assistance Form (Cybersecurity Concern) through this link: https://intranet.sec.gov.ph

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client accomplishes and submits the CSSD Request for Assistance Form via SEC Intranet or via email.	1.1 Security Operations Center (SOC) receives and acknowledges the accomplished form from the requesting department, office, or employee. SOC determines if the request is cybersecurity-related.	None	20 minutes	SEC Information Technology Officer II, SEC Information Technology Officer I, SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Client waits for confirmation of request while being attended.	2.1 Operations Center collects information and conducts initial assessment.	None	3 hours	SEC Information Technology Officer II, SEC Information Technology Officer I, SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)
	2.3 SOC Team Leader assigns an Analyst to perform technical assistance.		5 minutes	SEC Information Technology Officer II, SEC Information Technology Officer I or SEC Information Systems Analyst II; Cyber Security and Shared Division (CSSD)
	2.4. Perform checking and assessment. Complex requests include the following: (1) Request to monitor and/or assess internal systems or applications; and/or (2) Request to monitor and/or assess SEC end-user devices		5 days, 6 hours	SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.5. Issue a Cybersecurity Assistance Report (CAR).		6 hours	SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)
3. Client confirms the assistance provided by the SOC Staff.	3.1 SOC Analyst provides the client a status update regarding the request as well as a copy of the CAR, then closes the ticket.	None	15 minutes	SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)
TOTAL		None	6 days, 7 hours, 40 minutes	

3. Complex Request to Monitor and/or Assess SEC Internal Systems, Applications and End-User Devices

Processing of complex requests to monitor and/or assess SEC internal systems, applications and end-user devices.

Division / Office	Cybersecurity and Shared Division (CSSD)
Classification	Complex (7 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Service
Who may avail:	Inter-department, SEC Departments and Extension Offices

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request for Assistance Form (Cybersecurity Concern), Email or Letter Request to Monitor and/or Assess (1) Electronic Copy Or (1) Original Copy	Cybersecurity and Shared Division (CSSD) – SEC Intranet Access the Request for Assistance Form (Cybersecurity Concern) through this link: https://intranet.sec.gov.ph Or send the request to: cybersecurity@sec.gov.ph

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The system administrator or application owner requests to monitor and/or assess the internal system or application.	1.1 Security Operations Center (SOC) receives and acknowledges the request to monitor and/or assess.	None	20 minutes	SEC Information Technology Officer II, SEC Information Technology Officer I, SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Client provides the details and facilitates/grants access to the internal system or application that needs to be monitored and/or assessed, then waits for confirmation of request while being attended.	2.1 SOC monitors and/or assesses the internal system using the Security Information and Event Management (SIEM) server and other related tools.	None	1 hour	SEC Information Technology Officer II, SEC Information Technology Officer I, SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)
	2.2 Operations Center collects information and conducts initial assessment.		2 hours	SEC Information Technology Officer II, SEC Information Technology Officer I, SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)
	2.3 SOC Team Leader assigns an Analyst to perform technical assistance.		5 minutes	SEC Information Technology Officer II, SEC Information Technology Officer I

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.4. Monitor and review alerts generated by the SIEM server and other relevant tools.		1 day	or SEC Information Systems Analyst II; Cyber Security and Shared Division (CSSD)
	2.5. Analyze and classify alerts generated by the SIEM server and other relevant tools to determine the severity of the event, the potential impact, and whether the alert is a false positive or not.		2 days	SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)
	2.6 Investigate alerts that are determined to be legitimate security events/incidents.		2 days	SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)
				SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.7 Perform monitoring within a certain period of time.		6 hours	Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)
	2.8 Issue a Cybersecurity Assistance Report (CAR).		6 hours	SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)
				SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Client confirms the assistance provided by the SOC Staff.	3.1 SOC Staff provides the client a status update regarding the request as well as a copy of the CAR, then closes the ticket.	None	15 minutes	SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)
TOTAL		None	6 days, 7 hours, 40 minutes	

4. Complex Request for Cybersecurity Information

Processing of requests for cybersecurity-related information.

Division / Office	Cybersecurity and Shared Division (CSSD)
Classification	Complex (7 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Service
Who may avail:	Inter-department, SEC Departments and Extension Offices

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request for Assistance Form (Cybersecurity Concern), Email or Letter Request (1) Electronic Copy Or (1) Original Copy	Cybersecurity and Shared Division (CSSD) – SEC Intranet Access the Request for Assistance Form (Cybersecurity Concern) through this link: https://intranet.sec.gov.ph Or send the request to: cybersecurity@sec.gov.ph

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client requests a copy of the cybersecurity information pertaining to a specific subject matter, system or application.	1.1 Security Operations Center (SOC) receives and acknowledges the request for a copy of the cybersecurity information.	None	20 minutes	SEC Information Technology Officer II, SEC Information Technology Officer I, SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Client waits for confirmation of request while being attended.	2.1 Operations Center collects information and conducts initial assessment.	None	3 hours	SEC Information Technology Officer II, SEC Information Technology Officer I, SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)
	2.2 SOC Team Leader assigns an Analyst to perform technical assistance.		5 minutes	SEC Information Technology Officer II, SEC Information Technology Officer I or SEC Information Systems Analyst II; Cyber Security and Shared Division (CSSD)
	2.3. Conduct research, gather information, and perform analysis.		4 days	SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.4. Issue a Cybersecurity Assistance Report (CAR) and attach all pertinent information from the previous step.		1 day	and Shared Division (CSSD) SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)
3. Client confirms the assistance provided by the SOC Staff.	3.1 SOC Staff provides the client a status update regarding the request as well as a copy of the CAR, then closes the ticket.	None	15 minutes	SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)
TOTAL		None	5 days, 3 hours, 40 minutes	

5. Highly Technical Request for Assistance Pertaining to Security Event/Incident

Processing of a reported security event/incident.

Division / Office	Cybersecurity and Shared Division (CSSD)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Service
Who may avail:	Inter-department, SEC Departments and Extension Offices

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Report (Security Threat / Event) Form (1) Electronic Copy Or (1) Original Copy	Cybersecurity and Shared Division (CSSD) – SEC Intranet Access the Report (Security Threat / Event) Form through this link: https://intranet.sec.gov.ph Or send the report to: cybersecurity@sec.gov.ph

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client accomplishes and submits the CSSD Report (Security Threat / Event) Form via SEC Intranet or via email.	1.1 Security Operations Center (SOC) receives and acknowledges the accomplished form from the reporting personnel, unit, division, or department.	None	30 minutes	SEC Information Technology Officer II, SEC Information Technology Officer I, SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Client waits for confirmation of request while being attended.	2.1 Check/confirm the security event or incident and perform the necessary actions.	None	1 hour	SEC Information Technology Officer II, SEC Information Technology Officer I, SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)
	2.2 Operations Center collects information and conducts initial assessment using the Initial Assessment Form (IAF1).		2 days	SEC Information Technology Officer II, SEC Information Technology Officer I, SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)
	2.3 Notify relevant personnel including the Computer Emergency Officer (CEO).		2 days Remarks: Within 48 hours upon discovery of the incident	SEC Information Technology Officer II, SEC Information Technology Officer I, SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.4. CEO disseminates the request to the appropriate Division-Level Operations Center (if report was not originally received or coursed through the division responsible for affected system/application). 2.5. Activate the appropriate Computer Emergency Response Team (CERT). 2.6. Open a case number to enter the details in the Incident Management System.		1 hour 1 day Remarks: Within 24 hours after confirmation of the validity of the incident 1 hour	Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD) SEC Information Technology Officer II, SEC Information Technology Officer I, SEC Information Systems Analyst II, or SEC Information Systems Analyst I; Information and Communications Technology Department (ICTD) Securities and Exchange Commission Computer Emergency Response Team SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.7. CERT Team Leader assigns an Analyst to perform technical assistance.		5 minutes	Controller; Cyber Security and Shared Division (CSSD) SEC Information Technology Officer II, SEC Information Technology Officer I, SEC Information Systems Analyst II, SEC Information Systems Analyst I; Information and Communications Technology Department (ICTD)
	2.8. Run tests, then monitor and review alerts generated by the Security Information and Event Management (SIEM) Tool.		2 days	SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)
	2.9. Analyze and classify alerts generated by the SIEM Tool to determine the severity of the event and the potential impact.		3 days	SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.10. Conduct a second assessment and file the Final Assessment Form (FAF1).		6 hours	SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)
	2.11. Perform forensic analysis. Identify the Indicators of Compromise (IOC), if applicable.		3 days	SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)
	2.12. Contain security incidents by taking immediate action to prevent the spread of the incident. The actions taken may include blocking IP addresses, disabling user accounts, or isolating affected systems.		1 day	SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.13. Document all security incidents, including the scope, impact, and remediation steps taken.		1 day	SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)
	2.14. Generate and finalize the Security Incident Report.		6 hours	SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)
3. Client confirms the assistance provided by the SOC Staff.	3.1 SOC Staff provides the client a status update regarding the request as well as a copy of the CAR, then closes the ticket.	None	15 minutes	SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)
TOTAL		None	16 days, 7 hours, 50 minutes	

6. Complex Request to Run a Malware Scan on SEC Internal Systems, Applications and End-User Devices

Processing of complex requests for performing a malware scan on SEC internal systems, applications and end-user devices.

Division / Office	Cybersecurity and Shared Division (CSSD)
Classification	Complex (7 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Service
Who may avail:	Inter-department, SEC Departments and Extension Offices

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request for Malware Scan Form, Email or Letter Request for Malware Scan (1) Electronic Copy Or (1) Original Copy	Cybersecurity and Shared Division (CSSD) – SEC Intranet Access the Request for Malware Scan form through this link: https://intranet.sec.gov.ph Or send the request to: cybersecurity@sec.gov.ph

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client accomplishes and submits the CSSD Request for Malware Form via SEC Intranet or via email.	1.1 Security Operations Center (SOC) receives and acknowledges the accomplished form from the requesting department, office, or employee. SOC determines if the request is cybersecurity related.	None	20 minutes	SEC Information Technology Officer II, SEC Information Technology Officer I, SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Client waits for confirmation of request while being attended.	2.1 Operations Center checks the system or end-user device that needs to be scanned.	None	30 minutes	SEC Information Technology Officer II, SEC Information Technology Officer I, SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)
	2.2 SOC Team Leader assigns an Analyst to perform the malware scan.		5 minutes	SEC Information Technology Officer II, SEC Information Technology Officer I or SEC Information Systems Analyst II; Cyber Security and Shared Division (CSSD)
	2.3 Complex requests include the following: (1) Request to scan internal systems, applications or servers; and/or (2) Request to monitor and/or assess SEC end-user devices		5 days	SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)
			1 day	SEC Information Systems Analyst II, SEC Information

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.4. Perform assessment, analysis and scanning for Indicators of Compromise (IOC). 2.5. Issue a Cybersecurity Assistance Report (CAR) for the result and findings.		6 hours	Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD) SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)
3. Client confirms the assistance provided by the SOC Staff.	3.1 SOC Staff provides the client a status update regarding the request as well as a copy of the CAR, then closes the ticket.	None	15 minutes	SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)
TOTAL		None	6 days, 7 hours, 10 minutes	

7. Highly Technical Request to Perform Vulnerability Assessment and Penetration Testing (VAPT)

Rendering assistance to perform vulnerability assessment and penetration testing on SEC internal systems, applications and/or servers.

Division / Office	Cybersecurity and Shared Division (CSSD)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Service
Who may avail:	Inter-department, SEC Departments and Extension Offices

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request for Assistance Form (Cybersecurity Concern), Email or Letter Request (1) Electronic Copy Or (1) Original Copy	Cybersecurity and Shared Division (CSSD) – SEC Intranet Access the Request for Assistance Form (Cybersecurity Concern) through this link: https://intranet.sec.gov.ph Or send a request email or letter to: cybersecurity@sec.gov.ph

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client accomplishes and submits the CSSD Request for Assistance Form via SEC Intranet or via email.	1.1 Security Operations Center (SOC) receives and acknowledges the accomplished form from the requesting department, office, or employee. SOC determines if the request is cybersecurity related.	None	20 minutes	SEC Information Technology Officer II, SEC Information Technology Officer I, SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Client waits for confirmation of request while being attended.	2.1 Communicate with the requester to assess the VAPT request.	None	1 day	SEC Information Technology Officer II, SEC Information Technology Officer I, SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)
	2.2 SOC Team Leader assigns an Analyst to perform the vulnerability assessment and penetration testing.		10 minutes	SEC Information Technology Officer II, SEC Information Technology Officer I or SEC Information Systems Analyst II; Cyber Security and Shared Division (CSSD)
	2.3 Proceed with planning, scoping and information gathering.		2 days	SEC Information Technology Officer II, SEC Information Technology Officer I, SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist,
	2.4 Perform vulnerability assessment and penetration testing using a comprehensive methodology involving		12 days	SEC Information Technology Officer II, SEC Information Technology Officer I, SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist,

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	automated scanning tools, manual inspection, and analysis of system configurations and network traffic. 2.5. Deliver a comprehensive VAPT report detailing the vulnerabilities identified, the exploitation attempts performed, and recommendations for remediation. Generate and issue a Cybersecurity Assistance Report (CAR) and attach all pertinent information from the previous step. 2.6 Determine if there is no more vulnerability detected after performing the remediation recommended in the VAPT report. Remarks: If yes, inform the requester that additional tests will be conducted for further analysis.		4 days 6 hours	SEC Data Controller; Cyber Security and Shared Division (CSSD) SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD) SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Client confirms the assistance provided by the SOC Analyst.	3.1 SOC Analyst provides the client a status update regarding the request as well as a copy of the CAR and VAPT Report, then closes the ticket.	None	15 minutes	SEC Information Systems Analyst II, SEC Information Systems Analyst I, SEC Computer Maintenance Technologist, SEC Data Controller; Cyber Security and Shared Division (CSSD)
TOTAL		None	19 days, 6 hours, 45 minutes	



MARKETS AND SECURITIES REGULATION DEPARTMENT

Citizen's Charter, FY 2025 | 1st Edition



msrds submission@sec.gov.ph



8818-6080



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INVESTMENT PRODUCTS AND SERVICES DIVISION

Citizen's Charter, FY 2025 | 1st Edition



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1. Application for Over-the-Counter Market/ Central Trade Reporting System/ Association of Securities Brokers and Dealers

This service details the guidelines in the application of registration of Over-the-Counter Market, Central Trade Reporting System and Association of Securities Brokers and Dealers.

Division / Office	Markets and Securities Regulation Department (MSRD) - Investment Products and Services Division (IPSD)
Classification	Highly Technical (covered by R.A. No. 8799, otherwise known as the Securities Regulation Code) (20 days)
Type of Transaction	Government to Business (G2B),
Type of Service	External Service
Who may avail:	Target SEC Clients/Stakeholders/Customers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For OTC: - Cover Sheet - 1 original copy, 1 photocopy and 1 electronic copy send to msrdsubmission@sec.gov.ph - SEC Form 33-SRO - 1 original copy, 1 photocopy and 1 electronic copy send to msrdsubmission@sec.gov.ph - Statements and Exhibits required by SEC Form 33-SRO - 1 original copy, 1 photocopy and 1 electronic copy send to msrdsubmission@sec.gov.ph - Copy of latest GIS - 1 original copy, 1 photocopy and 1 electronic copy send to msrdsubmission@sec.gov.ph - Copy of the license of the CPA - 1 original copy, 1 photocopy and 1 electronic copy send to msrdsubmission@sec.gov.ph - Manual of Corporate Governance - 1 original copy, 1 photocopy and 1 electronic copy send to msrdsubmission@sec.gov.ph - Other requirements required by SEC Memorandum Circular No. 14 series of 2006 For CTRS:	For OTC: - Cover Sheet - Download through SEC website - SEC Form 33-SRO - Download through this link: https://www.sec.gov.ph/forms-and-fees/second-license/#gsc.tab=0 - Statements and Exhibits required by SEC Form 33-SRO - SEC Company Registration and Monitoring Department (CRMD) to be provided by the Client - Copy of latest GIS - SEC Company Registration and Monitoring Department (CRMD) - Copy of the license of the CPA - to be provided by the client - Manual of Corporate Governance - to be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover Sheet - 1 original copy, 1 photocopy and 1 electronic copy send to msrdsubmission@sec.gov.ph 2. Application Form for Central Trade Reporting System - 1 original copy, 1 photocopy and 1 electronic copy send to msrdsubmission@sec.gov.ph 3. Statements and Exhibits required by Section 17 of SEC Memorandum Circular No. 14 Series of 2006 - 1 original copy, 1 photocopy and 1 electronic copy send to msrdsubmission@sec.gov.ph 4. Copy of latest GIS - 1 original copy, 1 photocopy and 1 electronic copy send to msrdsubmission@sec.gov.ph 5. Copy of the license of the CPA - 1 original copy, 1 photocopy and 1 electronic copy send to msrdsubmission@sec.gov.ph 6. Manual of Corporate Governance - 1 original copy, 1 photocopy and 1 electronic copy send to msrdsubmission@sec.gov.ph 7. Other requirements required by SEC Memorandum Circular No. 14 series of 2006 For Association of Securities Broker and Dealers: 1. Cover Sheet - 1 original copy, 1 photocopy and 1 electronic copy send to msrdsubmission@sec.gov.ph 2. SEC Form 39-BD - 1 original copy, 1 photocopy and 1 electronic copy send to msrdsubmission@sec.gov.ph 3. Statements and Exhibits required by SEC Form 39-BD - 1 original copy, 1 photocopy and 1 electronic copy send to msrdsubmission@sec.gov.ph 4. Copy of latest GIS - 1 original copy, 1 photocopy and 1 electronic copy send to msrdsubmission@sec.gov.ph 5. Copy of the license of the CPA - 1 original copy, 1 photocopy and 1 electronic copy send to msrdsubmission@sec.gov.ph	For CTRS: 1. Cover Sheet - Download through SEC website 2. Application Form for Central Trade Reporting System - Download through the SEC Website 3. Statements and Exhibits required by Section 17 of SEC Memorandum Circular No. 14 Series of 2006 - SEC Company Registration and Monitoring Department (CRMD) and to be provided by the Client 4. Copy of latest GIS - SEC Company Registration and Monitoring Department (CRMD) 5. Copy of the license of the CPA - to be provided by the client 6. Manual of Corporate Governance - to be provided by the client For Association of Securities Broker and Dealers: 1. Cover Sheet - Download through SEC website 2. SEC Form 39-BD - Download through SEC website 3. Statements and Exhibits required by Section 17 of SEC Memorandum Circular No. 14 Series of 2006 - SEC Company Registration and Monitoring Department (CRMD) and to be provided by the Client 4. Copy of latest GIS - SEC Company Registration and Monitoring Department (CRMD) 5. Copy of the license of the CPA - to be provided by the client 6. Manual of Corporate Governance - to be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
6. Manual of Corporate Governance - 1 original copy, 1 photocopy and 1 electronic copy send to msrds submission@sec.gov.ph 7. Other requirements under Section 39.1.2 of the 2015 SRC Rules	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to the Markets and Securities Regulation Department (MSRD) for pre-processing by the MSRD Specialist <i>Note:</i> If the required documents were INCOMPLETE, the client will be advised to complete the documents first.	1.1 Receive the required documents and check for completeness 1.2 Issue the Payment Assessment Form (PAF) if all required documents were complete	None	10 minutes 5 minutes	Securities Specialist/ Examiner, Investment Products and Services Division (IPSD) Securities Specialist/ Examiner, Investment Products and Services Division (IPSD)
2. Pay the prescribed fee via: 1. e-SPAYSEC Portal thru espaysec.sec.gov.ph/payment-portal/home and generate the electronic Official Receipt (e-OR) 2. LBP and send the Oncoll Slip to MSRD via	2.1 Monitor payment notice from eSPAYSEC portal or notice via email 2.2 Forward the application to the Assistant Director of IPSD for assignment to Securities Examiner or Specialist	Application fee - PHP 50,000.00 Legal Research Fee (LRF) – PHP 500.00 (1% of the application fee) Total Filing Fee – PHP 50,500.00	10 minutes 5 minutes	Administrative Assistant, IPSD Administrative Assistant, IPSD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
email at msrdsbmission@sec.gov.ph <i>Note: If the application is deficient, request the applicant to correct deficiencies first and submit further compliance documents</i>	2.3 Review and examine documents to check compliance with relevant laws and regulations of the SRC and its IRR 2.4 If application documents are compliant and sufficient, prepare Memorandum for Commission En Banc and forward the same to Chief Counsel and Assistant Director 2.5 Review Memo for En Banc and indicate comments and corrections, if any. 2.6 Finalize Memo for En Banc incorporating comments and corrections and forward to the Assistant Director for final review		80 days 3 days 2 days 1 day	Securities Examiner/ Specialist, IPSD Securities Examiner/ Specialist, IPSD Chief Counsel and Assistant Director Securities Examiner/ Specialist, IPSD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.7 Review revised Memo for En Banc and forward to the Director for review and signature 2.8 Review Memo for En Banc and indicate corrections and comments, if any. 2.9 Finalize Memo for En Banc incorporating corrections and comments and forward the same to the Director for final review and approval 2.10 Endorse signed Memo for En Banc to the Supervising Commissioner for review and approval 2.11 Transmit signed Memo for En Banc to the Chairperson and Commission Secretary for inclusion in the agenda of		1 day 2 days 1 day 10 minutes 10 minutes	Assistant Director, IPSD Director, MSRD Securities Examiner/ Specialist, IPSD Administrative Assistant, IPSD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Note: If the Commission favors instituting proceedings for denial, it will conduct a hearing. If application is denied, a response letter will be sent to the applicant informing the decision.</i>	the Commission En Banc's meeting			Administrative Assistant, IPSD
	2.12 Present Memo for En to the Commission En Banc for consideration/ approval		30 minutes	
	2.13 If the application is approved, prepare a letter of approval and certificate or license of registration.		1 hour	Director, MSRD
	2.14 Send the signed letter to the applicant through email.		5 minutes	Securities Examiner/ Specialist, IPSD
				Administrative Assistant, IPSD
3. Receive the certificate or license of registration.	3.1 Release the certificate or license of registration.		5 minutes	Administrative Assistant, IPSD
TOTAL		Application fee - PHP 50,000.00	90 days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Legal Research Fee (LRF) – PHP 500.00 (1% of the application fee) Total Filing Fee – PHP 50,500.00		

Notes: Application for Over-the-Counter Market/ Central Trade Reporting System/Association of Securities Brokers and Dealers is covered under Section No. 33.4 of R.A. 8799, otherwise known as the Securities Regulation Code.

2. Application for Registration as an Exchange/SRO/Clearing Agency/ Clearing Agency-SRO and Depository

This service details the guidelines in the application of registration of the following:

1. Exchange/Exchange-SRO (SEC Form 33/SEC Form 33-SRO)
2. Clearing Agency/Clearing Agency-SRO (SEC Form 42-CA/SEC Form 42-SRO)
3. Depository (SEC Form 42-CA/SEC Form 42-SRO)

Division / Office	Markets and Securities Regulation Department (MSRD) - <u>Investment Products and Services Division (IPSD)</u>
Classification	Highly Technical (covered by R.A. No. 8799, otherwise known as the Securities Regulation Code) (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	A. As an Exchange/Exchange-SRO Any Stock Corporation, provided; that: 1. No person may beneficially own or control, directly or indirectly, more than five percent {5%} of the voting rights of the Exchange. 2. No industry or business group may beneficially own or control, directly or indirectly, more than twenty percent (20%) of the voting rights of the Exchange. B. As a Clearing Agency/Clearing Agency-SRO/Depository Any entity as may be allowed by the Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
FOR SRO/CLEARING AGENCY/DEPOSITORY - Cover Sheet - 1 original copy, 1 photocopy and 1 electronic copy send to msrds submission@sec.gov.ph - 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 (For Securities Depository) - 1 original copy, 1 photocopy and 1 electronic copy send to msrds submission@sec.gov.ph - Statements and Exhibits required by SEC Form-33/SEC Form 33-SRO; SEC Form 39-SRO; SEC Form 42-CA/SEC Form 42-SRO; SEC Form 42-SD/SEC Form 42-SRO - 1 original copy, 1 photocopy and 1 electronic copy send to msrds submission@sec.gov.ph - Copy of the latest GIS - 1 original copy, 1 photocopy and 1 electronic copy send to msrds submission@sec.gov.ph - Copy of the license of the CPA - 1 original copy, 1 photocopy and 1 electronic copy send to msrds submission@sec.gov.ph - Manual on Corporate Governance - 1 original copy, 1 photocopy and 1 electronic copy send to msrds submission@sec.gov.ph - Other requirements under Section 33.1 and 39.1.1 of the 2015 SRC Rules (for Exchange/Exchange-SRO) - Other requirements under Section 42.1 and 39.1.1 of the 2015 SRC Rules (for Clearing Agency and Securities Depository)	FOR SRO/CLEARING AGENCY/DEPOSITORY - Cover Sheet - Download through SEC website - SEC Form 33-SRO; SEC Form 39-SRO; SEC Form 42-CA/SEC Form 42-SRO; SEC Form 42-SD/SEC Form 42-SRO- Download through this link: https://www.sec.gov.ph/forms-and-fees/second-license/#gsc.tab=0 - Statements and Exhibits required by SEC Form 33-SRO; SEC Form 39-SRO; SEC Form 42-CA/SEC Form 42-SRO; SEC Form 42-SD/SEC Form 42-SRO - SEC Company Registration and Monitoring Department (CRMD) and to be provided by the Client - Copy of latest GIS - SEC Company Registration and Monitoring Department (CRMD) - Copy of the license of the CPA - to be provided by the client - Manual of Corporate Governance - to be provided by the client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to the Markets and Securities Regulation Department (MSRD) for pre-processing by the MSRD Specialist <i>Note: If the required documents were INCOMPLETE, the client will be advised to complete the documents first.</i>	1.1 Receive the required documents and check for completeness 1.2 Issue the Payment Assessment Form (PAF) if all required documents were complete	None	10 minutes 5 minutes	Securities Specialist/ Examiner, Investment Products and Services Division (IPSD) Securities Specialist/ Examiner, Investment Products and Services Division (IPSD)
2. Pay the prescribed fee via: a. e-SPAYSEC Portal thru espaysec.sec.gov.ph/payment-portal/home and generate the electronic Official Receipt (e-OR) b. LBP and send the Oncoll Slip to MSRD via email at msrdsubmission@sec.gov.ph <i>Note: If the application is deficient, request the applicant to correct deficiencies first and submit further compliance documents</i>	2.1 Monitor payment notice from eSPAYSEC portal or notice via email 2.2 Forward the application to the Assistant Director of IPSD for assignment to Securities Examiner or Specialist 2.3 Review and examine documents to check compliance with relevant laws and regulations of the SRC and its IRR 2.4 If application documents are compliant	Application fee - PHP 50,000.00 Legal Research Fee (LRF) – PHP 500.00 (1% of the application fee) Total Filing Fee – PHP 50,500.00	10 minutes 5 minutes 80 days 3 days	Administrative Assistant, IPSD Administrative Assistant, IPSD Securities Examiner/ Specialist, IPSD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	and sufficient, prepare Memorandum for Commission En Banc and forward the same to Chief Counsel and Assistant Director			Securities Examiner/ Specialist, IPSD
	2.5 Review Memo for En Banc and indicate comments and corrections, if any.		2 days	Chief Counsel and Assistant Director
	2.6 Finalize Memo for En Banc incorporating comments and corrections and forward to the Assistant Director for final review		1 day	Securities Examiner/ Specialist, IPSD
	2.7 Review revised Memo for En Banc and forward to the Director for review and signature		1 day	Assistant Director, IPSD
	2.8 Review Memo for En Banc and indicate corrections and comments, if any.		2 days	Director, MSRD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Note: If the Commission favors instituting proceedings for denial, it will conduct a hearing.</i>	2.9 Finalize Memo for En Banc incorporating corrections and comments and forward the same to the Director for final review and approval		1 day	Securities Examiner/ Specialist, IPSD
	2.10 Endorse signed Memo for En Banc to the Supervising Commissioner for review and approval		10 minutes	Administrative Assistant, IPSD
	2.11 Transmit signed Memo for En Banc to the Chairperson and Commission Secretary for inclusion in the agenda of the Commission En Banc's meeting		10 minutes	Administrative Assistant, IPSD
	2.12 Present Memo for En to the Commission En Banc for consideration/ approval		30 minutes	Director, MSRD
	2.13 If the application is approved, prepare a letter		1 hour	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	of approval and certificate or license of registration. 2.14 Send the signed letter to the applicant through email.		5 minutes	Securities Examiner/ Specialist, IPSD Administrative Assistant, IPSD
3. Receive the certificate or license of registration.	3.1 Release the certificate or license of registration.		5 minutes	Administrative Assistant, IPSD
TOTAL		Application fee - PHP 50,000.00 Legal Research Fee (LRF) – PHP 500.00 (1% of the application fee) Total Filing Fee – PHP 50,500.00	90 days	

3. Application for Registration as Operator of Alternative Trading System

This service details the guidelines in the application of registration of an operator of an alternative trading system and the payment of its application fees and annual fees for renewal applications.

Division / Office	Markets and Securities Regulation Department (MSRD) - <u>Investment Products and Services Division (IPSD)</u>
Classification	Highly Technical (covered by R.A. No. 8799, otherwise known as the Securities Regulation Code) (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	C. As an Exchange/Exchange-SRO Any Stock Corporation, provided; that: 3. No person may beneficially own or control, directly or indirectly, more than five percent {5%} of the voting rights of the Exchange. 4. No industry or business group may beneficially own or control, directly or indirectly, more than twenty percent (20%) of the voting rights of the Exchange. D. As a Clearing Agency/Clearing Agency-SRO/Depository Any entity as may be allowed by the Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover Sheet - 1 original copy, 1 photocopy and 1 electronic copy send to msrdsbmission@sec.gov.ph 2. ATS Registration Form (ATS Form 1) - 1 original copy, 1 photocopy and 1 electronic copy send to msrdsbmission@sec.gov.ph 3. Statements and Exhibits required by ATS Form 1 - 1 original copy, 1 photocopy and 1 electronic copy send to msrdsbmission@sec.gov.ph 4. Copy of the latest GIS - 1 original copy, 1 photocopy and 1 electronic copy send to msrdsbmission@sec.gov.ph	1. Cover Sheet - Download through SEC website 2. ATS Registration Form (ATS Form 1) - Download through SEC website 3. Statements and Exhibits required by ATS Form 1 - SEC Company Registration and Monitoring Department (CRMD) and to be provided by the Client 4. Copy of the latest GIS - SEC Company Registration and Monitoring Department (CRMD) 5. Copy of the license of the CPA - to be provided by the client 6. Manual on Corporate Governance - to be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5. Copy of the license of the CPA - 1 original copy, 1 photocopy and 1 electronic copy send to msrdsubmission@sec.gov.ph 6. Manual on Corporate Governance - 1 original copy, 1 photocopy and 1 electronic copy send to msrdsubmission@sec.gov.ph 7. Requirements under Section II of the SEC Rules on Alternative Trading System - 1 original copy, 1 photocopy and 1 electronic copy send to msrdsubmission@sec.gov.ph	7. Requirements under Section II of the SEC Rules on Alternative Trading System - to be provided by the client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to the Markets and Securities Regulation Department (MSRD) for pre-processing by the MSRD Specialist <i>Note:</i> If the required documents were INCOMPLETE, the client will be advised to complete the documents first.	1.1 Receive the required documents and check for completeness 1.2 Issue the Payment Assessment Form (PAF) if all required documents were complete	None	10 minutes 5 minutes	Securities Specialist/ Examiner, Investment Products and Services Division (IPSD) Securities Specialist/ Examiner, Investment Products and Services Division (IPSD)
2. Pay the prescribed fee via: a. e-SPAYSEC Portal thru espaysec.sec.gov/payment-portal/home and generate the electronic Official Receipt (e-OR)	2.1 Monitor payment notice from eSPAYSEC portal or notice via email 2.2 Forward the application to the Assistant Director of IPSD for assignment to	Application fee - PHP 50,000.00 Legal Research Fee (LRF) – PHP 500.00 (1% of the application fee)	10 minutes 5 minutes	Administrative Assistant, IPSD Administrative Assistant, IPSD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
b. LBP and send the Oncoll Slip to MSRD via email at msrdsubmission@sec.gov.ph <i>Note: If the application is deficient, request the applicant to correct deficiencies first and submit further compliance documents</i>	Securities Examiner or Specialist 2.3 Review and examine documents to check compliance with relevant laws and regulations of the SRC and its IRR 2.4 If application documents are compliant and sufficient, prepare Memorandum for Commission En Banc and forward the same to Chief Counsel and Assistant Director 2.5 Review Memo for En Banc and indicate comments and corrections, if any. 2.6 Finalize Memo for En Banc incorporating comments and corrections and forward to the Assistant Director for final review	Total Filing Fee – PHP 50,500.00	80 days 3 days 2 days 1 day	Securities Examiner/ Specialist, IPSD Securities Examiner/ Specialist, IPSD Chief Counsel and Assistant Director Securities Examiner/ Specialist, IPSD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.7 Review revised Memo for En Banc and forward to the Director for review and signature 2.8 Review Memo for En Banc and indicate corrections and comments, if any. 2.9 Finalize Memo for En Banc incorporating corrections and comments and forward the same to the Director for final review and approval 2.10 Endorse signed Memo for En Banc to the Supervising Commissioner for review and approval 2.11 Transmit signed Memo for En Banc to the Chairperson and Commission Secretary for inclusion in the agenda of the Commission En Banc's meeting		1 day 2 days 1 day 10 minutes 10 minutes	Assistant Director, IPSD Director, MSRD Securities Examiner/ Specialist, IPSD Administrative Assistant, IPSD Administrative Assistant, IPSD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Note: If the Commission favors instituting proceedings for denial, it will conduct a hearing.</i>	2.12 Present Memo for En to the Commission En Banc for consideration/ approval		30 minutes	Director, MSRD
	2.13 If the application is approved, prepare a letter of approval and certificate or license of registration.		1 hour	Securities Examiner/ Specialist, IPSD
	2.14 Send the signed letter to the applicant through email.		5 minutes	Administrative Assistant, IPSD
3. Receive the certificate or license of registration.	3.1 Release the certificate or license of registration.		5 minutes	Administrative Assistant, IPSD
TOTAL		Application fee - PHP 50,000.00 Legal Research Fee (LRF) – PHP 500.00 (1% of the application fee) Total Filing Fee – PHP 50,500.00	90 days	

4. Application of Registration as Registrar of Qualified Buyer

This service details the guidelines for the application of registration of a registrar of qualified buyers.

Division / Office	Markets and Securities Regulation Department (MSRD) - <u>Investment Products and Services Division (IPSD)</u>
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Any entity as may be allowed by the Commission (2015 SRC IRR Rule 39.1.4.1).

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- Cover Sheet - 1 electronic copy send to msrdsubmission@sec.gov.ph - SEC Form 39-Registrar and its required attachments - 1 electronic copy send to msrdsubmission@sec.gov.ph - Other requirements under Section 39.1.4 of the 2015 SRC Rules - 1 electronic copy send to msrdsubmission@sec.gov.ph	- Cover Sheet - Download through SEC website - SEC Form 39-Registrar and its required attachments - Download through SEC website - Other requirements under Section 39.1.4 of the 2015 SRC Rules - 1to be provided by the client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Submit the required documents to the Markets and Securities Regulation Department (MSRD) for pre-processing by the MSRD Specialist <i>Note:</i> If the required documents were	1.1 1.1 Receive the required documents and check for completeness	None	10 minutes	Securities Examiner / Specialist, IPSD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
INCOMPLETE, the client will be advised to complete the documents first.	1.1 Review application to check compliance with the requirements of relevant rules and regulations of the SRC		6 days 23 hours	Securities Examiner / Specialist, IPSD
<i>Note: If registration documents are deficient, a letter will be sent to the client indicating the deficiency/s and comment/s noted. Client will need to comply with the deficiencies.</i>	2.1 If registration documents are complete and compliant, prepare an approval letter and forward it to the Assistant Director for review.		30 minutes	Securities Examiner / Specialist, IPSD
	2.2 Review letter and indicate corrections/ comments, if any.		30 minutes	Assistant Director, IPSD
	2.3 Forward the letter to the Director for final review, signature		15 minutes	Assistant Director, IPSD
C. Acknowledge and receive the approval letter.	3.1 Send the signed approval letter to the client		10 minutes	Administrative Assistant, IPSD
TOTAL		None	7 days	

5. Application for Registration as Crowdfunding Intermediary and Funding Portal

This service details the guidelines in the application of registration of Crowdfunding Intermediary and/or Funding Portal

Division / Office	Markets and Securities Regulation Department (MSRD) - <u>Investment Products and Services Division (IPSD)</u>
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Private Entities and Individuals, Government Offices, SEC Department/Offices.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Initial Application: Crowdfunding Intermediary: 1. Statement on Application for Registration as CF Intermediary - 1 original copy, 1 photocopy and 1 electronic copy send to msrds submission@sec.gov.ph 2. Board Resolution attesting to particulars in the application - 1 original copy, 1 photocopy and 1 electronic copy send to msrds submission@sec.gov.ph 3. Copy of Proposed Crowdfunding Intermediary Rules and Operational Framework - 1 original copy, 1 photocopy and 1 electronic copy send to msrds submission@sec.gov.ph 4. Detailed Plan of Operation - 1 original copy, 1 photocopy and 1 electronic copy send to msrds submission@sec.gov.ph 5. Comprehensive Information Technology Plan - 1 original copy, 1 photocopy and 1 electronic copy send to msrds submission@sec.gov.ph	Crowdfunding Intermediary 1. Statement on Application for Registration as CF Intermediary - to be provided by the client 2. Board Resolution attesting to particulars in the application - to be provided by the client 3. Copy of Proposed Crowdfunding Intermediary Rules and Operational Framework - to be provided by the client 4. Detailed Plan of Operation - to be provided by the client 5. Comprehensive Information Technology Plan - to be provided by the client 6. Original signed copy of written declaration by the Crowdfunding Intermediary's internal auditor or lead person - to be provided by the client 7. Business Continuity and Recovery Plan - to be provided by the client 8. Risk Management Manual and Internal Control Procedures - to be provided by the client 9. Complete set of all crowdfunding related forms - to be provided by the client

6. Original signed copy of written declaration by the Crowdfunding Intermediary's internal auditor or lead person - 1 original copy, 1 photocopy and 1 electronic copy send to msrds submission@sec.gov.ph
7. Business Continuity and Recovery Plan - 1 original copy, 1 photocopy and 1 electronic copy send to msrds submission@sec.gov.ph
8. Risk Management Manual and Internal Control Procedures - 1 original copy, 1 photocopy and 1 electronic copy send to msrds submission@sec.gov.ph
9. Complete set of all crowdfunding related forms - 1 original copy, 1 photocopy and 1 electronic copy send to msrds submission@sec.gov.ph
10. Copy of proposed educational materials
11. List and explanation of all dues, fees and charges - 1 original copy, 1 photocopy and 1 electronic copy send to msrds submission@sec.gov.ph
12. Copy of written agreement with the bank that has agreed to hold and direct the funds - 1 original copy, 1 photocopy and 1 electronic copy send to msrds submission@sec.gov.ph
13. Brief description to any material pending legal proceedings - 1 original copy, 1 photocopy and 1 electronic copy send to msrds submission@sec.gov.ph
14. NBI Clearances of Crowdfunding Intermediary President, Board, CEO and any other person responsible for operations - 1 original copy, 1 photocopy and 1 electronic copy send to msrds submission@sec.gov.ph

Funding Portals:

10. Copy of proposed educational materials - to be provided by the client
11. List and explanation of all dues, fees and charges - to be provided by the client
12. Copy of written agreement with the bank that has agreed to hold and direct the funds - to be provided by the client
13. Brief description to any material pending legal proceedings - to be provided by the client
14. NBI Clearances of Crowdfunding Intermediary President, Board, CEO and any other person responsible for operations - to be provided by the client

Funding Portals:

1. Statement on Application for Registration as Funding Portal - to be provided by the client - to be provided by the client
2. Copies of Identity Cards/Passports of Directors
3. Copy of the Articles of Incorporation and By-Laws with all amendments thereto - to be provided by the client
4. Copy of Proposed Funding Portal Business Conduct Rules - to be provided by the client
5. Copy of Proposed Funding Portal Account Opening and Disclosure Rules - to be provided by the client
6. If applicant is nonresident Funding Portal, copy of Information Sharing Agreement between the Philippine Securities and Exchange Commission and relevant competent regulator in jurisdiction - to be provided by the client
7. Original signed copy of IT assurance - to be provided by the client

15. Statement on Application for Registration as Funding Portal - 1 original copy, 1 photocopy and 1 electronic copy send to msrdsubmission@sec.gov.ph
16. Copies of Identity Cards/Passports of Directors - 1 original copy, 1 photocopy and 1 electronic copy send to msrdsubmission@sec.gov.ph
17. Copy of the Articles of Incorporation and By-Laws with all amendments thereto - 1 original copy, 1 photocopy and 1 electronic copy send to msrdsubmission@sec.gov.ph
18. Copy of Proposed Funding Portal Business Conduct Rules - 1 original copy, 1 photocopy and 1 electronic copy send to msrdsubmission@sec.gov.ph
19. Copy of Proposed Funding Portal Account Opening and Disclosure Rules - 1 original copy, 1 photocopy and 1 electronic copy send to msrdsubmission@sec.gov.ph
20. If applicant is nonresident Funding Portal, copy of Information Sharing Agreement between the Philippine Securities and Exchange Commission and relevant competent regulator in jurisdiction - 1 original copy, 1 photocopy and 1 electronic copy send to msrdsubmission@sec.gov.ph
21. Original signed copy of IT assurance - 1 original copy, 1 photocopy and 1 electronic copy send to msrdsubmission@sec.gov.ph

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Submit the required documents to the Markets and Securities	1.1 Pre-process the accomplished form and supporting documents		1 hour	Securities Examiner / Specialist, IPSD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Regulation Department (MSRD) for pre-processing <i>Note: If the required documents were INCOMPLETE, the client will be advised to complete the documents first.</i>	1.2. Issue the Payment Assessment Form (PAF) if all required documents were complete		5 minutes	
B. Pay the prescribed fee via: 3. e-SPAYSEC Portal thru espaysec.sec.gov.ph/payment-portal/home and generate the electronic Official Receipt (e-OR) 4. LBP and send the Oncoll Slip to MSRD via email at msrdsubmission@sec.gov.ph	2.1 Monitor payment notice from eSPAYSEC portal or notice via email 2.2 Forward the application to the Assistant Director of IPSD for assignment to Securities Examiner or Specialist	Application fee – PHP 50,000.00 Legal Research Fee (LRF) – PHP 500.00 (1% of the total filing fee)	10 minutes 5 minutes	Administrative Assistant, IPSD Administrative Assistant, IPSD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.1 Review and examine documents to check compliance with relevant laws and regulations of the SRC and its IRR 3.2 If application documents are compliant and sufficient, prepare Memorandum to Commission En Banc and forward the same to Chief Counsel /Assistant Director for review/ correction/ initial 3.3 Review Memo for En Banc and indicate corrections, if any 3.4 Finalize Memo for En Banc incorporating comments and corrections and forward to the Assistant Director for final review		80 days 3 days 2 days 1 day 1 day	Securities Examiner / Specialist, IPSD Securities Examiner / Specialist, IPSD Assistant Director, IPSD Securities Examiner / Specialist, IPSD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.5 Review revised Memo for En Banc and forward to the Director for review and signature 3.6 Review Memo for En Banc and indicate corrections and comments, if any. 3.7 Finalize Memo for En Banc incorporating corrections and comments and forward the same to the Director for final review and approval 3.8 Endorse signed Memo for En Banc to the Supervising Commissioner for review and approval 3.9 Transmit signed Memo for En Banc to the Chairperson and Commission Secretary for inclusion in the agenda of the Commission En Banc's meeting		2 days 1 day 10 minutes 10 minutes	Assistant Director, IPSD Director, IPSD Securities Examiner / Specialist, IPSD Administrative Assistant, IPSD Administrative Assistant, IPSD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.10 Present Memo for En to the Commission En Banc for consideration/ approval		30 minutes	Director, IPSD
C. Receive license or certificate	4.1 Release license or certificate		5 minutes	Administrative Assistant, IPSD
TOTAL		Application fee – PHP 50,000.00 Legal Research Fee (LRF) – PHP 500.00 (1% of the total filing fee)	90 days	

6. Allocation of International Securities Identification Number (ISIN), Classification of Financial Instruments (CFI), and Financial Instrument Short Name (FISN) Codes to Financial Instruments

This service details the guidelines in the application for the allocation of ISIN, CFI, and FISN Codes to Financial Instruments

Division / Office	Markets and Securities Regulation Department (MSRD) - <u>Investment Products and Services Division (IPSD)</u> and <u>Securities Registration Division (SRD)</u>, Information & Communications Technology Department - <u>Information Systems Development & Management Division</u>
Classification	Simple (1 day)
Type of Transaction	Government to Business (G2B) Government to Government (G2G)
Type of Service	External Service
Who may avail:	Corporations duly registered at Securities and Exchange Commission, Government Agency

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For issuance of securities with Registration Statement (RS) rendered effective by Commission	
1. ISIN, CFI and FISN Application Form	To be provided by the client. For guidance, please refer to Memorandum Circular No. 7 series of 2023 downloadable at SEC website through the following URL: https://www.sec.gov.ph/mc-2023/sec-mc-no-7-s-of-2023/#qsc.tab=0
2. Classification of Financial Instrument (CFI) Form	To be accomplished by the client via google form: https://docs.google.com/forms/d/1NrysdHkK1xgBICeMeLGT2xYKJBIApcXpfV1r_8BhDZq/edit?usp=drive_web
3. Final Prospectus or Final Offer Supplement	To be provided by the client
4. Notice of Completion of Offering as required by SRC IRR Rule 8.1.1.6	To be provided by the client

“A written notification of completion or termination of the offering shall be filed by the Issuer with the Commission within three (3) business days from such completion or termination, and the notice shall state the number of securities sold.”	
For issuance of securities exempt from registration pursuant to Section 9 of the Securities Regulation Code (SRC) and/or transactions exempt from registration pursuant to Section 10 of the SRC	
<i>A. For exempt securities issued by the Bureau of Treasury (BTr)</i> 1. Details of securities for auction which need ISIN and FISN codes	To be provided by the applicant via uploading of the excel file to the National Numbering System (NNS)
<i>B. For exempt securities and exempt transactions by entities other than BTr</i> 1. ISIN, CFI and FISN Application Form 2. Final Pricing Supplement / Final Offer Supplement / Final Information Memorandum 3. Classification of Financial Instrument (CFI) Form	To be provided by the applicant. For guidance, please refer to Memorandum Circular No. 7 series of 2023 downloadable at SEC website through the following URL: https://www.sec.gov.ph/mc-2023/sec-mc-no-7-s-of-2023/#gsc.tab=0 To be provided by the applicant Accomplish via google form: https://docs.google.com/forms/d/1NrystdHkK1xgBICeMeLGT2xYKJBiApcXpfV1r_8BhDZq/edit?usp=drive_web
<i>C. For Corporate Actions resulting to the need of issuance of new ISIN</i> 1. Documentation of corporate action 2. Any other documentation as may be required by the Commission	To be provided by the applicant To be provided by the applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Emails SEC National Numbering Agency (NNA) Team at sec_nna@sec.gov.ph to apply for the securities identifiers (i.e. ISIN, CFI and FISN) allocation, following the prescribed formats as presented in the SEC Memorandum 7, series 2023.	1. Receives the email including its attachments and assesses the application for completeness of documents and accuracy of information. 1.1. If incomplete, identifies and responds to email informing the deficiency in the submitted documents. 1.2. If complete, prepares the Payment Assessment Form (PAF) and advises the client to pay the prescribed fee. <i>Note: Bureau of Treasury's securities can be assigned with securities identifiers without requiring payment.</i>	None	30 minutes	Securities Specialist (ISIN Maker), IPSD
B. Pays the prescribed fee via Electronic System for Payment to SEC (eSPAYSEC) or via OTC	2.1. Monitor payment notice from eSPAYSEC portal or via email.	P 1, 500.00 per set of securities identifiers (i.e. ISIN, FISN, CFI codes)	10 minutes	Securities Specialist (ISIN Maker), IPSD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Landbank of the Philippines. B.1 Email the electronic Official Receipt (eOR) or any proof of payment to: sec_nna@sec.gov.ph				
C. Waits to process the request.	3.1 Input and finalize the necessary information in the National Numbering System (NNS). 3.2 Review and generate the securities identifiers. 3.3 Review the completeness and accuracy of the securities identifiers and the information related to its offering. 3.4 Print the certifications containing the securities identifiers.	None	1 hour 20 minutes 1 hour 10 minutes	Securities Specialist (ISIN Maker), IPSD (If the securities are exempt from registration) Securities Specialist (ISIN Maker), SRD (If the securities have Registration Statement) Securities Specialist (ISIN Maker), IPSD Securities Specialist (ISIN Checker), IPSD Securities Specialist (ISIN Maker), IPSD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.5 Review securities identifiers and endorse the certifications for signature.		10 minutes	Assistant Director, IPSD
	3.6 Sign the certifications containing the securities identifiers.		5 minutes	Director, MSRD
D. Receives certification/s containing the securities identifiers.	4.1 Release the signed certifications containing the securities identifiers.		10 minutes	Securities Specialist (ISIN Maker), IPSD
	4.2 Record the information of the issued securities identifiers to the MSRD's ISIN Database.		10 minutes	Securities Specialist (ISIN Maker), IPSD
	4.3 Collate and upload the issued securities identifiers to ANNA Service Bureau database.		1 hour	ISDMD
TOTAL		P 1, 500.00 per set of securities identifiers (i.e. ISIN, FISN, CFI codes)	4 hours 45 minutes*	

*Excludes waiting time for applicants to comply with any comment/s on the Request.



MARKETS AND INTERMEDIARIES DIVISION

Citizen's Charter, FY 2025 | 1st Edition



msrds submission@sec.gov.ph



8818-5703



17th Floor, The SEC Headquarters, 7907
Makati Avenue, Salcedo Village, Bel-Air,
Makati City 1209

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1. Accreditation/Renewal or Payment of Annual Fee of Surety Companies

This service details the guidelines in the initial and renewal application for accreditation of surety companies.

Division / Office	Markets Intermediaries Division
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All Surety Companies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Initial Application: - Cover Page (1 original copy, 1 photocopy and 1 electronic copy send to msrdsbmission@sec.gov.ph) - SEC Form SCA-001 (1 original copy, 1 photocopy, notarized and 1 electronic copy send to msrdsbmission@sec.gov.ph) - Certified Copy of Articles of Incorporation (AOI) and By-Laws (1 original copy and 1 electronic copy send to msrdsbmission@sec.gov.ph) - Certified Copy of Latest General Information Sheet (GIS) (1 original copy and 1 electronic copy send to msrdsbmission@sec.gov.ph) - Certified Copy of Latest Audited Financial Statements stamped by SEC and BIR (1 original copy and 1 electronic copy send to msrdsbmission@sec.gov.ph) - Secretary's Certificate Showing authorized signatories and specimen signature (1 original copy, 1 photocopy and 1 electronic copy send to msrdsbmission@sec.gov.ph) - Personal Information Sheet of signatories with 2x2 Photo (1 original copy, 1 photocopy and 1 electronic copy send to msrdsbmission@sec.gov.ph)	Download Form 1 and 2 through this link: www.sec.gov.ph Form 3-5 may request SEC documents through this link: https://secexpress.ph/ Form 6-12 To be provided by the Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
8. Certified Copy of Authority coming from Office of the Executive Secretary under Office of the President (<i>1 original copy, 1 photocopy and 1 electronic copy send to msrdsubmission@sec.gov.ph</i> 9. Certified copy of current certificate of Authority from Insurance Commission (<i>1 original copy, 1 photocopy and 1 electronic copy send to msrdsubmission@sec.gov.ph</i> 10. Certified copy of current certificate of Authority from Supreme Court (<i>1 original copy, 1 photocopy and 1 electronic copy to be sent to msrdsubmission@sec.gov.ph</i> 11. Clearance Certificate from various department of Commission (<i>1 original copy, 1 photocopy and 1 electronic copy send to msrdsubmission@sec.gov.ph</i> 12. Pro-Forma of Stockbroker's/Dealer Bond Agreement (<i>1 original copy, 1 photocopy and 1 electronic copy send to msrdsubmission@sec.gov.ph</i> 13. Other Documents that may require by the Commission Renewal Application: 1. SEC Form SCAR-002 (<i>1 original copy, 1 photocopy and 1 electronic copy send to msrdsubmission@sec.gov.ph</i> 2. Previous certificate of accreditation issued by the Commission (<i>1 original copy, 1 photocopy and 1 electronic copy send to msrdsubmission@sec.gov.ph</i> 3. Notarized certification that the firm is compliant with general qualifications. (<i>1 original copy, 1 photocopy and 1 electronic copy send to msrdsubmission@sec.gov.ph</i>	Download Form 1 through this link: www.sec.gov.ph

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Sworn statement of its outstanding obligations with the Commission, signed by the President and Treasurer <i>(1 original copy, 1 photocopy and 1 electronic copy send to msrds submission@sec.gov.ph</i> 5. A verified summary of list of transactions with the Commission of the duration of the previous accreditation. <i>(1 original copy, 1 photocopy and 1 electronic copy send to msrds submission@sec.gov.ph</i>	<i>Form 1-5 To be provided by the Client</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Files the duly notarized application form with supporting documents for pre-processing and receives instruction to complete documents, if needed. Location: (It may have been filed manually at the 17th Floor, SEC Building, 7907 Makati Avenue, Salcedo Village, Barangay Bel-Air, Makati City, 1209, or submitted online via email at msrds submission@sec.gov.ph.)	1.1. Receives and logs application with supporting documents and forwards the same to Examiner/Specialist for pre-processing.	None	15 minute/s	Administrative Assistants; Any of requesting office / division
	1.2. Pre-processes the application, and returns to the client if incomplete.		20 minute/s	Examiner/Specialist; Markets and Intermediaries Division (MID)
	1.3. Accepts the application with COMPLETE supporting documents (manual or online acknowledgement)		10 minute/s	Examiner/Specialist;; Markets and Intermediaries Division (MID)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4. Issues Payment Assessment Form (PAF) to the client. (it can also be sent through email, if filed online)		30 minute/s	Examiner/Specialist; Markets and Intermediaries Division (MID)
2. Pay the prescribed fee via: e-SPAYSEC Portal (https://espaysec.sec.gov.ph) or Over-the-Counter Payments at any LandBank branch After payment, generate the electronic Official Receipt (e-OR) via LBP or send the On-Call Slip to the Markets and Intermediaries Division via email at msrds submission@sec.gov.ph. Location:	2. Monitor payment notice from eSPAYSEC portal or via email.	Possible Fees Breakdown: Application fee (initial): PHP 5000 Application fee (renewal): PHP 5000 Documentary Stamp Tax (DST): PHP 30	15 minute/s	Examiner/Specialist; Markets and Intermediaries Division (MID)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Forward the application documents and proof of payment to the Markets and Intermediaries Division. Location: 17th Floor, SEC Building, 7907 Makati Avenue, Salcedo Village, Barangay Bel-Air, Makati City, 1209. Notes/Instruction: *For Initial or Renewal ** For Annual Fee	3.1. Processes the application with COMPLETE supporting documents, Electronic-Official Receipt (e-OR, PAF, prepares, reviews and finalizes Memorandum for Commission En Banc* (maybe done manually or online)	None	4 day/s, 5 hour/s	Examiner/Specialist; Markets and Intermediaries Division (MID)
	3.2. Reviews, signs and endorses for inclusion in En Banc Agenda and presents for Commission approval.		2 day/s	Director; Markets and Securities Regulation Department (MSRD)
	3.3. Prepares and initials Accreditation/Renewal Certificate* upon approval of the application from the Commission or Prepares and initials for Confirmation of Payment**		1 hour/s	Examiner/Specialist/ Assistant Director; Markets and Intermediaries Division (MID)
	3.4. Signs Accreditation Certificate*/ Confirmation of Payment**		20 minute/s	Director; Markets and Securities Regulation Department (MSRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Receives the Accreditation Certificate or Confirmation of Payment for the Renewal/Annual Fee Location: 17th Floor, SEC Building, 7907 Makati Avenue, Salcedo Village, Barangay Bel-Air, Makati City, 1209 Notes/Instruction: *For Initial or Renewal ** For Annual Fee	4. Records/Transmits/Issue the Accreditation Certificate*/Confirmation of Payment** to the Client	Formula Fees Breakdown: Annual FeeLegal Research Fee (LRF)	10 minute/s	Administrative Assistants; Markets and Intermediaries Division (MID)

2. Application for Real Estate Investment Trust (REIT) Fund Manager and its Compliance Officer

This service details the procedures for processing applications for the Real Estate Investment Trust (REIT) Fund Manager and Compliance Officer.

Division / Office	Markets and Securities Regulation Department (Markets and Intermediaries Division) - Market Intermediaries Division (Markets and Intermediaries Division)
Classification	Highly Technical (45 days) (covered by R.A. No. 9856, otherwise known as the REIT Act)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Target SEC Clients/Stakeholders/Customers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- SEC Form REIT FM (for Fund Manager) and SEC Form REIT-FM CO (for Compliance Officer) <i>(1 original copy, 1 photocopy and 1 electronic copy send to msrdsubmission@sec.gov.ph)</i> - Exhibits to be submitted with the application - All documents required for incorporation or amended articles of incorporation, when applicable; - If registrant is a foreign corporation, all documents required for the applications for a license to do business in the Philippines as a branch office; - Board Resolution attesting to the particulars contained in the application; - Organizational structure; - List of officers, directors and consultant, signed under oath by the corporate secretary; - Notarized bio data of each officer and director, - Copies of identity cards/passports of individual registrants, all directors and persons who control more than 10% of a class of voting securities of the registrant;	<i>Download Form 1 through this link: www.sec.gov.ph</i> <i>Form 2 may request SEC documents through this link: https://secexpress.ph/</i> <i>Others To be provided by the Client</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
h. NBI Clearance of all the officers, directors and consultants; i. Affidavit of all the officers, directors and consultants re: “fit and proper” rule; j. Proof of Compliance with minimum paid-up capital/unimpaired capital of P50M. k. Business plan regarding proposed and/or current operations, including projected volume of business; l. Manual on Corporate Governance, signed by the President and with board resolution of its adoption; m. Manual on internal control procedures, signed by the President and with board resolution of its adoption; n. Manual on Risk Management, signed by the President and with board resolution of its adoption; o. Sworn Certification by the Compliance Officer/Corporate Secretary in compliance with Memorandum Circular No. 29, Series of 2020; p. Fund management/property management agreement with the REIT accompanied by a Secretary’s Certificate attesting to the approval by the board of directors of the REIT of the appropriate resolutions for the: 1. appointment of the Fund Manager, 2. the establishment of the account, and 3. designation of signatories to the account; q. Payment of license fees of Php 15,000.00 (Fund Manager) Php 3,000.00(FM CO), exclusive of 1% Legal Research Fee and documentary Stamp; r. BSP favorable endorsement, when: 1. The registrant is a trust entity; 2. The registrant is a bank or non-bank financial institution with quasi-banking functions, or is a subsidiary/affiliate thereof, s. If an existing corporation;	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Latest required audited financial statements; t. If existing for at least two years, a copy of its annual 1. income tax returns; u. Certification under oath by the President certifying among others, on the following: 1. That the company is applying for registration as a REIT Fund Manager; 2. That the company is not in the process of dissolution or subject of a proceeding leading to the cancellation of its Certificate of Registration; 3. That the company is compliant with all the reportorial requirements as prescribed by the Revised Corporation Code of the Philippines, and other applicable laws, rules and regulations, Circulars and Orders implemented by the Commission; 4. That the company is not a party respondent or subject of any pending case and/or investigation with the Commission's Enforcement and Investigation Department, the Office of the General Counsel, the Commission En Banc or the regular courts for violation of The Real Estate Investment Trust Act of 2009, the Securities Regulation Code, The Revised Corporation Code of the Philippines and other applicable laws, rules and regulations, Circulars and Orders implemented by the Commission;	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5. That the company has no knowledge of any pending case and/or investigation against any of its directors, officers or principal stockholders with any of the Commission's Department, regular courts and other government agencies for violation of The Real Estate Investment Trust Act of 2009, the Securities Regulation Code, The Revised Corporation Code of the Philippines and other applicable laws, rules and regulations, Circulars and Orders implemented by the Commission; v. Evidence of three (3) year track record in fund management, corporate finance, or other relevant finance-related functions; w. Application for at least one Compliance Officer, with all the necessary attachments indicated in SEC Form REIT FM CO. <i>** (1 original copy, 1 photocopy and 1 electronic copy send to msrds submission@sec.gov.ph)</i>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File the duly accomplished application and supporting documents for evaluation to Markets and Intermediaries Division or sent advance copies thru email at: msrds submission@sec.gov.ph Location:	1.1. Reviews and accomplish pre-evaluation checklist and provide copy to the applicant based on the document presented	Possible Fees Breakdown: Application fee (Fund Manager): PHP 15000 Application fee (FM-CO): PHP 3000 Documentary Stamp Tax (DST): PHP 30	1 day/s	Administrative Assistants and Securities Examiner; Markets and Intermediaries Division (MID)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
(It may have been filed manually at the 17th Floor, SEC Building, 7907 Makati Avenue, Salcedo Village, Barangay Bel-Air, Makati City, 1209, or submitted online via email at msrdsubmission@sec.gov.ph.) Notes/Instruction: *Application with COMPLETE supporting documents shall be accompanied by a filing fee.	1.2. If Complete, compute filing fee and Issue Payment Assessment Form (PAF).		15 minute/s	Securities Examiner; Markets and Intermediaries Division (MID)
2. Pay the prescribed fee via: e-SPAYSEC Portal(https://espaysec.sec.gov.ph) or Over the Counter Payments at any LandBank branch and generate the electronic Official Receipt (e-OR) LBP or send the On-Call Slip to Markets and Intermediaries Division via email at: msrdsubmission@sec.gov.ph	2.1. Monitor payment notice from eSPAYSEC portal or via email.	None	10 minute/s	Administrative Assistants/ Securities Examiner; Markets and Intermediaries Division (MID)
	2.2. Receives/ stamps and encodes applications and supporting documents including proof of payment.		15 minute/s	Administrative Assistants/Securities Examiner; Markets and Intermediaries Division (MID)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Location: e-SPAYSEC Portal (https://espaysec.sec.gov.ph) or Over the Counter Payments at any LandBank branch	2.3. Forwards documents to Assistant Director for assignment to Securities Specialist.		30 minute/s	Administrative Assistants/Securities Examiner; Markets and Intermediaries Division (MID)
	2.4. Review documents and issue Comment Letter, if applicable based on findings of Markets and Securities Regulation Department and other departments.		28 day/s, 6 hour/s, 20 minute/s	Securities Examiner; Markets and Intermediaries Division (MID)
	2.5. Refer Independent Directors and officers to Corporate Governance and Finance Department/Enforcement and Investor Protection Department/ Office of General Council		4 hour/s	Securities Examiner; Markets and Intermediaries Division (MID)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Comply with Comment Letter and submit response and supporting documents manually or thru email at: msrdsubmission@sec.gov.ph Location:	3.1. Prepare Draft Memo	None	5 day/s	Securities Examiner; Markets and Intermediaries Division (MID)
	3.2. Review draft Memo, initial and forward the same to the Director for final review/ approval.		2 day/s	Assistant Director; Markets and Intermediaries Division (MID)
	3.3. Review Memo, conduct meetings with the applicant, if needed, and give instructions to revise Memo if necessary.		5 day/s	Director/ Supervising Commissioner; Markets and Securities Regulation Department (MSRD)
	3.4. Forward Memo to Commission Secretary for Agenda in En banc meeting.		4 hour/s	Confidential Assistant; Markets and Securities Regulation Department (MSRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.5. Reviews and approves the document/s for presentation to Commission En Banc and informs Specialist/Counsel of En Banc decision. Prepare, affix initial to the Approval Letter/Denial Letter upon instruction from the Director.		1 day/s	Assistant Director; Markets and Intermediaries Division (MID)
	3.6. Sign the Approval/Denial Letter for release.		1 day/s	Director; Markets and Securities Regulation Department (MSRD)
4. Receives originally signed Approval/Denial letter (Signed letter may be requested through appointment. An advance copy of the same may be issued upon request) Location:	4. Issues signed letter (approval/denial), file the duplicate copy of the same with supporting documents. (An advance copy of the same may be issued via email upon request of the party)	Formula Fees Breakdown: Legal Research Fee (LRF)	30 minute/s	Administrative Assistant/ Securities Examiner; Markets and Intermediaries Division (MID)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
It may be received manually at the 17th Floor, SEC Building, 7907 Makati Avenue, Salcedo Village, Barangay Bel-Air, Makati City, 1209, or via email at msrds submission@sec.gov.ph				
TOTAL		Application fee (Fund Manager)	P15,000.00	45 days
		Application fee (FM-CO)	P3,000.00	
		Legal Research Fee (LRF)	1% of the total filing Fee)	
		Documentary Stamp Tax (DST)	P 30.00	

3. Request for Comment/Recommendation on the Application for Articles of Incorporation/By-Laws/Secondary License and amendments relative thereto that falls within the jurisdiction of the Department

This service provides the guidelines in the Request for Comment/Recommendation on the Application for Articles of Incorporation/By-Laws/Secondary License and amendments relative thereto that falls within the jurisdiction of the Department.

Division / Office	Markets and Intermediaries Division
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Target SEC Clients/Stakeholders/Customers and All Companies and holders of secondary license.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Covering Letter (1 original copy, 1 photocopy and 1 electronic copy send to msrds submission@sec.gov.ph)	To be provided by the client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Files a request for comment/recommendation with supporting documents, through email at: msrds submission@sec.gov.ph Location: Notes/Instruction:	1.1. Receives, logs and forwards the request to the Examiner for processing.	None	10 minute/s	Administrative Assistants; Markets and Intermediaries Division (MID)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
If the request is received through Memo endorsement from CRMD, perform steps 1.1 to 1.3.				
	1.2. Evaluates the request, prepares Comments/ Recommendations, revise if needed, upon review.		40 minute/s	Examiners/Specialists /Chief Counsel; Markets and Intermediaries Division (MID)
	1.4. Reviews, affix initial to the comments/ recommendation letter or memo.		2 day/s	Assistant Director; Markets and Intermediaries Division (MID)
	1.5. Sign the Approval/ Denial Letter/Memo for release.		1 day/s	Sign the Approval/ Denial Letter for release. ; Markets and Securities Regulation Department (MSRD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receives originally signed Comments/ Recommendation (Signed Comment Letter may be available through appointment or sent through email. Location:	2. Issues signed Comments/ Recommendations (copy furnished CRMD), file the duplicate copy of the same with supporting documents. Issuance of signed Comment Letter to be sent through email or pick-up by authorized representative of the requesting company.	None	15 minute/s	Confidential Assistant/Administrative Assistant; Any of requesting office / division
TOTAL		None	7 days	

4. Request for Approval to Use Electronic Format Order Ticket, Confirmation of Customer Order, Customer Account Statement, eKYC and Online Trading Platform/Payment Channel Platform

This service details the guidelines for the request for approval to use electronic format for Order Ticket, Confirmation of Customer Order and Customer Account Statements pursuant to Rules 52.1.7.8, 30.2.2.1 and 52.1.8.2 of the 2015 Implementing Rules and Regulations of the Securities Regulation Code.

Division / Office	Market Intermediaries Division
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Broker Dealers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- Letter of request (1 original copy and 1 electronic copy send to msrds submission@sec.gov.ph) - Presentation on the current process and the proposed process after the adoption of the electronic format for Order ticket, Trade confirmation and Statement of Account (1 original copy and 1 electronic copy send to msrds submission@sec.gov.ph) - Business Continuity Management (BCM) and Disaster Recovery Plan (DRP)(1 original copy and 1 electronic copy send to msrds submission@sec.gov.ph)	To be provided by the Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Updated Written Supervisory Procedures (WSP)(1 original copy and 1 electronic copy send to msrdsubmission@sec.gov.ph)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Files the required request with supporting documents to Markets and Intermediaries Division via email at: msrdsubmission@sec.gov.ph Location: (It may have been filed manually at the 17th Floor, SEC Building, 7907 Makati Avenue, Salcedo Village, Barangay Bel-Air, Makati City, 1209, or submitted online via email at msrdsubmission@sec.gov.ph.)	1.1. Receives the submitted documents via email	None	30 minute/s	Administrative Assistants/ Securities Specialist/Examiner; Markets and Intermediaries Division (MID)
	1.2. If incomplete, returns documents for completion (Identifies and respond to email informing the deficiency in the submitted documents)		15 minute/s	Securities Examiner/ Specialists; Markets and Intermediaries Division (MID)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3. If complete, forward the request and supporting documents to the Handling Specialist for processing (manually or via email).		15 minute/s	Administrative Assistants/ Securities Specialist/Examiner; Markets and Intermediaries Division (MID)
	1.4. Reviews letter of request and supporting documents		6 day/s	Securities Examiner/ Specialists; Markets and Intermediaries Division (MID)
	1.5. Emails the client/applicant for any clarifications and instructs the client to submit additional documents, as necessary.		1 day/s	Securities Examiner/ Specialists; Markets and Intermediaries Division (MID)
	1.6. Instructs the client/applicant to prepare a presentation/demo, as necessary.		1 hour/s	Securities Examiner/ Specialists; Markets and Intermediaries Division (MID)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Set an appointment with the Markets and Intermediaries Division for the schedule of presentation/demo as instructed. 2.1 Receives confirmation on the schedule of presentation/demo. 2.2 Conducts presentation with Markets and Intermediaries Division-Markets and Intermediaries Division (Presentation shall be conducted via Zoom)	2.1. Conducts final review of the request and documents.	None	3 day/s, 3 hour/s	Securities Examiner/ Specialists; Markets and Intermediaries Division (MID)
	2.2. If there are still items for clarification, refer to Step 1.5		1 hour/s	Securities Examiner/ Specialists; Markets and Intermediaries Division (MID)
	2.3. Prepares draft Memo and initial Approval Letter/Denial Letter and forwards the same to Assistant Director for initial review.		7 day/s, 1 hour/s, 30 minute/s	Securities Examiner/ Specialists; Markets and Intermediaries Division (MID)
	2.4. Review draft Memo and Letter, returns to Specialist/Examiner for any revision, or forwards to the Director.		1 day/s	Assistant Director; Markets and Intermediaries Division (MID)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.5. Reviews the request/Memo and letter, returns the Memo for any revisions and/or clarifications or signs the Approval/Denial Letter for release.		1 day/s	Director; Markets and Securities Regulation Department (MSRD)
3. Receives originally signed Approval/Denial letter (Signed letter may be requested through appointment. An advance copy of the same may be issued upon request) Location: (It may receive manually at the 17th Floor, SEC Building, 7907 Makati Avenue, Salcedo Village, Barangay Bel-Air, Makati City, 1209, or via email at msrdsubmission@sec.gov.ph.)	3. Issues signed letter (approval/denial), file the duplicate copy of the same with supporting documents. (An advance copy of the same may be issued via email upon request of the party)	None	30 mins	Administrative Assistant/ Securities Examiner/ Specialist, Markets and Intermediaries Division
TOTAL		None	20 days	

*Excludes waiting time for Client to comply with any comment/s on the Request and the time to pre-evaluate the request.

5. Receiving of complaints filed against the covered/regulated entities

This service details the procedures for the handling of complaints filed by the public.

Division / Office	Market Intermediaries Division
Classification	Complex (7 days)
Type of Transaction	Government to Citizen (G2C)
Type of Service	External Service
Who may avail:	General Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Email request or Memo endorsement from other Departments (1 original copy or 1 electronic copy send to msrdsbmission@sec.gov.ph) 2. Photocopy of evidence/proof to support complaint (2 photocopy copy or 1 electronic copy send to msrdsbmission@sec.gov.ph) 3. Photocopy of valid government-issued ID (2 photocopy copy or 1 electronic copy send to msrdsbmission@sec.gov.ph)	<i>To be provided by the Client</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Files the complaint with supporting documents to Markets and Securities Regulation Department via email at: msrdsubmission@sec.gov.ph Location: (It may have been filed manually at the 17th Floor, SEC Building, 7907 Makati Avenue, Salcedo Village, Barangay Bel-Air, Makati City, 1209, or submitted online via email at msrdsubmission@sec.gov.ph.)	1.1. Receives and record the complaint with supporting documents via email	None	5 minute/s	Administrative Assistant ; Any of requesting office / division
	1.2. Evaluate and assess the completeness of the submitted documents.		15 minute/s	Administrative Assistant ; Any of requesting office / division
	1.3. Forward the complaint and supporting documents to the assigned Specialist/Examiner for proper action.		10 minute/s	Administrative Assistant; Any of requesting office / division
	1.4. Receives and evaluates complaints and supporting documents, then prepares the necessary letter or memorandum.		3 day/s, 6 hour/s	Securities Examiner/ Specialists; Markets and Intermediaries Division (MID)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.5. Reviews and signs the letter to the concerned company		2 day/s	Securities Counsel/ Supervising Securities Specialist; Markets and Intermediaries Division (MID)
	1.6. Reviews, affix initial to the comments/ recommendation letter or memo.		1 day/s	Assistant Director; Markets and Intermediaries Division (MID)
	1.7. Signs the comments/recommendation letter or memorandum for release		1 hour/s	Director; Markets and Securities Regulation Department (MSRD)
2. Receives originally signed Letter to the requesting party Location:	2. Issues signed Letter to the concerned company	None	30 minute/s	Administrative Assistant; Any of requesting office / division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
(It may receive manually at the 17th Floor, SEC Building, 7907 Makati Avenue, Salcedo Village, Barangay Bel-Air, Makati City, 1209, or via email at msrds submission@sec.gov.ph.) Notes/Instruction: (An advance copy of the Certification shall be issued/sent to the requesting party via electronic mail.)				
TOTAL		None	7 days	

6. Request for SEC MSRDC Certification

This service details the procedure on how Private Entities and Individuals, Government Offices, SEC Department/Offices from SEC-Markets and Intermediaries Division.

Division / Office	Market Intermediaries Division
Classification	Complex (7 days)
Type of Transaction	Government to Citizen (G2C)Government to Business (G2B)Government to Government (G2G)
Type of Service	External Service
Who may avail:	Private Entities and Individuals, Government Offices, SEC Department/Offices

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter or memo request for Certification to Markets and Intermediaries Division. (1 electronic copy send to msrdsbmission@sec.gov.ph)	<i>To be provided by the Client/Internal Party</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File the letter or memo request for Certification to Markets and Securities Regulation Department via email at: msrdsbmission@sec.gov.ph Note: 1.1 Letter-requests from private entities and individuals are subject for payment amounting to Php530.00.	1. Receives letter or memo request for certification; and 1.1. Prepares and Issues Payment Assessment Form (PAF) via electronic mail and advises the client to pay the prescribed fee.		5 minutes 10 minutes	Administrative Assistants Markets and Intermediaries Division Administrative Assistants Markets and Intermediaries Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.2 The memo requests from other Department and government agencies are exempt from payment.				
2. Pay the prescribed fee via: 2.1. e-SPAYSEC Portal (https://espaysec.sec.gov.ph) and generate the electronic Official Receipt (e-OR) 2.2 Payment thru LBP with Oncoll Slip <i>Note: No filing fee is required if the request for Certification originates from Internal Party/ies and government agency/ies.</i>	2. Monitor Payment Notice from e-SPAYSEC Portal or via email	PHP 530.00 (with PHP 30.00 Documentary Stamp Tax) SEC Memorandum Circular No. 3 series of 2017 and BIR Memo Order No. 13-2008 (for DST)	5 minutes	Administrative Assistant
3. Send EOR or LBP with Oncoll Slip to Markets and Intermediaries Division via email at: msrdsubmission@sec.gov.ph <i>Note: No filing fee is required if the request for Certification originates from Internal Party/ies and government agency/ies.</i>	3. Receives, stamps, encodes and forwards the letter or memo request to the concerned Division and/or assigned Specialist for verification if holder of a secondary license or not.		30 minutes	Administrative Assistant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.1. Evaluates the letter or memo request to confirm if holder of a secondary license or not. 3.1.1. If the Request for Certification is on whether or not the entity or individual has secondary license as Broker/Dealer, GSEDs, IH, ICA, MFD and market professional, proceed to the following steps: 3.1.1.1. Prepares Memorandum for CRMD Licensing Unit		10 minutes	Securities Specialist, Markets and Intermediaries Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.1.1.2. For wards Memo for review/ signature 3.1.1.3. Rev iews and signs the Memo 3.1.1.4. For wards Memo to CRMD 3.1.1.5. Upo n receipt of the CRMD Memorand um reply, receives, logs and forwards the CRMD Memo to assigned Specialist <i>*Excludes waiting time for CRMD to reply</i>		5 minutes 15 minutes 5 minutes 10 minutes	Administrative Assistant, Markets and Intermediaries Division Director, Markets and Intermediaries Division Administrative Assistant, Markets and Intermediaries Division Administrative Assistant, Markets and Intermediaries Division

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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			10 minutes	Administrative Assistant, Markets and Intermediaries Division
			15 minutes	Director, Markets and Intermediaries Division
3. Receives the Certification. An advance copy of the Certification shall be issued/sent to the requesting party via electronic mail.	4. Transmits or Issues Certification to the requesting party. An advance copy of the Certification shall be issued/sent to the requesting party via electronic mail.		5 minutes	Administrative Assistants
TOTAL		PHP 530.00	7 days	

7. Request for Comment/Recommendation on the Application for Articles of Incorporation/By-Laws/Secondary License and amendments relative thereto that falls within the jurisdiction of the Department

This service provides the guidelines in the Request for Comment/Recommendation on the Application for Articles of Incorporation/By-Laws/Secondary License and amendments relative thereto that falls within the jurisdiction of the Department.

Division / Office	Market Intermediaries Division
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	Internal Service
Who may avail:	Target SEC Clients/Stakeholders/Customers and All Companies and holders of secondary license.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Covering Letter (1 original copy, 1 photocopy and 1 electronic copy send to msrds submission@sec.gov.ph)	To be provided by the client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Files a request for comment/recommendation with supporting documents, through email at: msrds submission@sec.gov.ph	1. Advises and instructs the applicant to file its request through Markets and Intermediaries Division's email address.	None	10 minutes	Administrative Assistants Markets and Intermediaries Division
	1.1. Receives, logs and forwards the request to the Examiner for processing.		40 minutes	Administrative Assistants Markets and Intermediaries Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2. Evaluates the request, prepares Comments/ Recommendations, revise if needed, upon review. 1.2.1. Conference with the client is performed if needed for some clarifications on the application or amendment. 1.3. Reviews, initials, and signs the comments/ recommendation. If the request is received through Memo endorsement from CRMD, perform steps 1.1 to 1.3.		3 days, 6 hours and 55 minutes 2 days	Examiners/Specialists Asst. Director/Chief Counsel Markets and Intermediaries Division Assistant Director, Markets and Intermediaries Division Director, Markets and Intermediaries Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receives originally signed Comments/ Recommendation (Signed Comment Letter may be available through appointment or sent through email.	2. Issues signed Comments/ Recommendations (copy furnished CRMD), file the duplicate copy of the same with supporting documents. Issuance of signed Comment Letter to be sent through email or pick-up by authorized representative of the requesting company.	None	15 minutes	Confidential Assistant Administrative Assistant Markets and Intermediaries Division
Total		None	7 days	

8. Request for SEC MSRD Certification

This service details the procedure on how Private Entities and Individuals, Government Offices, SEC Department/Offices from SEC-Markets and Intermediaries Division.

Division / Office	Market Intermediaries Division
Classification	Complex (7 days)
Type of Transaction	Government to Citizen (G2C)Government to Business (G2B)Government to Government (G2G)
Type of Service	Internal Service
Who may avail:	Private Entities and Individuals, Government Offices, SEC Department/Offices.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter or memo request for Certification to Markets and Intermediaries Division. (1 <i>electronic copy send to msrdsubmission@sec.gov.ph</i>)	<i>To be provided by the Client</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File the letter or memo request for Certification to Markets and Securities Regulation Department via email at: msrdsubmission@sec.gov.ph Note: Letter-requests from private entities and individuals are subject for payment amounting to Php530.00.	2. Receives letter or memo request for certification; and 2.1. Prepares and Issues Payment Assessment Form (PAF) via electronic mail and advises the client to pay the prescribed fee.		5 minutes 10 minutes	Administrative Assistants Markets and Intermediaries Division Administrative Assistants Markets and Intermediaries Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1. The memo requests from other Department and government agencies are exempt from payment.				
2. Pay the prescribed fee via: 2.1. e-SPAYSEC Portal (https://espaysec.sec.gov.ph) and generate the electronic Official Receipt (e-OR) 2.2 LBP and send the Oncoll Slip to Markets and Intermediaries Division via email at: Markets and Intermediaries Division msrds submission@sec.gov.ph	3. Monitor Payment Notice from e-SPAYSEC Portal or via email	PHP 530.00 (with PHP 30.00 Documentary Stamp Tax) SEC Memorandum Circular No. 3 series of 2017 and BIR Memo Order No. 13-2008 (for DST)	5 minutes	thru e-SPAYSEC portal Information and Communication Technology Department (ICTD)
<i>Note: No filing fee is required if the request for Certification originates from Internal Parties and government agencies.</i>	4. Receives, stamps, encodes and forwards the letter or memo request to the concerned Division and/or assigned Specialist for verification if holder of a secondary license or not.		30 minutes	Administrative Assistant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.1. Evaluates the letter or memo request to confirm if holder of a secondary license or not. 4.1.1. If the Request for Certification is on whether or not the entity or individual has secondary license as Broker/Dealer, GSEDs, IH, ICA, MFD and market professional, proceed to the following steps: 4.1.1.1. Prepares Memorandum for CRMD Licensing Unit			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.1.1.2. For wards Memo for review/ signature		10 minutes	Securities Specialist, Markets and Intermediaries Division
	4.1.1.3. Rev iews and signs the Memo		5 minutes	Securities Specialist/ Administrative Assistant, Markets and Intermediaries Division
	4.1.1.4. For wards Memo to CRMD		15 minutes	Administrative Assistant, Markets and Intermediaries Division
	4.1.1.5. Upo n receipt of the CRMD Memorand um reply, receives, logs and forwards the CRMD Memo to assigned Specialist		5 minutes	Director, Markets and Intermediaries Division
			10 minutes	Administrative Assistant, Markets and Intermediaries Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<i>*subject to CRMD's minimum days to reply</i> 4.1.1.6. Eval uates the CRMD memo-reply . 4.1.2. If the Request for Certification is on whether or not the entity is a Registered Issuer of Securities, there is no need for an endorsement to CRMD. 4.2. Prepares Certification 4.3. Forwards Certification to the Director for signature		6 days and 4 hours* 2 hours	Administrative Assistant, Markets and Intermediaries Division Securities Specialist Markets and Intermediaries Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.4. Reviews and signs the Certification.		10 minutes 5 minutes 10 minutes	Securities Specialist Markets and Intermediaries Division Administrative Assistant, Markets and Intermediaries Division Director, Markets and Intermediaries Division
4. Receives the Certification. An advance copy of the Certification shall be issued/sent to the requesting party via electronic mail.	5. Transmits or Issues Certification to the requesting party. An advance copy of the Certification shall be issued/sent to the requesting party via electronic mail.		5 minutes	Administrative Assistants
TOTAL		PHP 530.00	7 days	



SECURITIES REGISTRATION DIVISION

Citizen's Charter, FY 2025 | 1st Edition



msrds submission@sec.gov.ph



8818-2016
8818-6080



17th Floor, The SEC Headquarters, 7907
Makati Avenue, Salcedo Village, Bel-Air,
Makati City 1209

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1. Processing of Application for the Registration of Securities and/or Permit to Offer for Sale or Distribution to the Public

This service details the procedures in processing of application for registration of securities pursuant to Section 8 and 12 of the Securities Regulation Code prior offering for sale or distribution in a public offering to twenty or more persons in the Philippines.

For covered entities, use any of the following type of Registration Statement (RS) Forms and its corresponding Submission Checklist:

1. SEC HOPES - Simplified Registration Statement for Hospital Entrepreneurs
2. SEC FARMS - Simplified Registration Statement for Agribusinesses
3. SEC POWER - Simplified Registration Statement for PowerGenerators and Distribution Utilities
4. SEC RENT - Simplified Registration Statement for Real Estate - Rental Pool Business
5. SEC Form 12-1 for Issuer of Securities, REIT Plan

Division / Office	Securities Registration Division (SRD) , Markets and Securities Regulation Department (MSRD)
Classification	Highly Technical (45 days)
Type of Transaction	Government to Citizen (G2C), Government to Government (G2G)
Type of Service	External Services
Who may avail:	All companies except One Person Corporation (OPC), Selling shareholder(s)
Statute	R.A. 8799 Securities Regulation Code

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirement	
1. Pre-Evaluation Checklist Form: a. SEC HOPES Submission Checklist b. SEC FARMS Submission Checklist c. SEC POWERS Submission Checklist d. SEC RENT Submission Checklist e. SEC Form 12-1 Submission Checklist (1) Digital Copy (1) Original Copy (1) Photocopy Signed by the President	<i>Securities and Exchange Commission</i> a. https://www.sec.gov.ph/wp-content/uploads/2024/03/2024Forms_SEC-HOPES-Submission-Checklist-2024-v1.docx b. https://www.sec.gov.ph/wp-content/uploads/2024/02/2024Forms_SEC-FARMS-Submission-Checklist-2024.docx

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	c. https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_SEC-POWERS-Submission-Checklist-2024-v1-edited.docx d. https://www.sec.gov.ph/wp-content/uploads/2024/07/2024Forms_SEC-RENT-Submission-Checklist-2024-v1-Final.docx e. https://www.sec.gov.ph/wp-content/uploads/2024/02/2024Form_SEC-Form-12-1-Submission-Checklist-2024.docx
2. Registration Statement/Prospectus and/or Offer Circular/Offer Supplement (or REIT Plan for REIT Applications) a. SEC HOPES b. SEC FARMS c. SEC POWERS d. SEC RENT e. SEC Form 12-1/REIT Plan (1) Digital Copy (1) Original Copy (1) Photocopy Signed and Notarized	Securities and Exchange Commission a. https://www.sec.gov.ph/wp-content/uploads/2020/01/2019SECFORM_12-1-SRS-F-or-Hospitals-Final-1.docx b. https://www.sec.gov.ph/wp-content/uploads/2023/07/2023-SEC-FARMS-Registration-Statement-Prospectus.Final_.docx c. https://www.sec.gov.ph/wp-content/uploads/2024/02/2024Forms_SEC-Power-Form-2024.docx d. https://www.sec.gov.ph/wp-content/uploads/2024/10/2024-FORM-SEC-RENTS-Version-1.docx e. https://www.sec.gov.ph/forms-and-fees/second-license/#qsc.tab=0
3. Statement of Management Responsibility on the Financial Statements (1) Digital Copy (1) Original Copy (1) Photocopy Notarized and Signed by the Chairman, Chief Executive Officer and Chief Finance Officer. If provided in the company's by-laws, persons holding equivalent position as that of the aforementioned signatories shall sign the statement. Failure of any of the prescribed signatories to sign the SMR constitutes a material deficiency in the financial statement. In accordance with Revised SRC Rule 68	Client
4. Auditors Opinion of Financial Statements	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
(1) Digital Copy (1) Original Copy (1) Photocopy Signed and Notarized 1. Must be dated, signed by the certifying independent auditor; identifying the financial statement covered by the report; state the signing accountant's License, Tax Identification and PTR numbers and registration number with BOA including its expiration date; complete mailing address of the client and auditor; in the case of an auditing firm, the certifying partner shall sign his own signature and shall indicate that he is signing for the firm, the name of which is printed in the report 2. Indicate the signing auditor/partner's accreditation number, category and expiration of accreditation. In case of an auditing firm, the same information with respect to the accreditation of the firm shall be indicated	
5. Consolidated Audited Financial Statements (1) Digital Copy (1) Original Copy (1) Photocopy If the age of the Audited Financial Statement is more than 180 days an Audited Interim Financial Statement shall also be submitted (SRC Revised Rule 68, Part II, Section 5(A) (vi)) 5.1 Other Documents to be Filed with the Financial Statements: Refer to SRC Revised Rule 68 Part I (5) and Part II (7)	<i>Client</i>
6. Electronic Official Receipt (1) Digital Copy (1) Original (1) Photocopy	<i>Securities and Exchange Commission</i> <i>https://espaysec.sec.gov.ph/eor</i>
7. Affidavit of Publication re: a. Notice of Filing of Registration Statement b. Order of Registration	<i>Client</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Additional Requirements	Where to Secure
1. Publication of Notice re: Filing of Registration Statement (SEC Memorandum Circular No. 1, Series of 2008) (1) Digital Copy (1) Original Copy (1) Photocopy	https://www.sec.gov.ph/wp-content/uploads/2024/10/2024Forms_Annex-A-Notice-of-Filing-of-Registration-Statement.docx

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Additional Requirements	Where to Secure
Draft Copy	
2. Latest Articles of Incorporation and By-laws Certified True Copy (1) Digital Copy (1) Original Copy (1) Photocopy The Articles of Incorporation should already reflect the amendments that may be necessary for the legal issuance of securities covered by the offering	<i>Securities and Exchange Commission</i> <i>Company Registration and Monitoring Department</i> https://www.sec.gov.ph/online-services/sec-express-system/#gsc.tab=0
3. Instrument defining the rights of security holders of common shares being registered e.g. Subscription Agreement, Stock Certificate (if applicable) (1) Digital Copy (1) Original Copy (1) Photocopy Any instrument or document or security granting a right of subscription for shares in the capital of the issuer company	<i>Client</i>
4. Opinion re: Legality (1) Digital Copy (1) Original Copy (1) Photocopy Use the template provided	<i>Securities and Exchange Commission</i> https://www.sec.gov.ph/wp-content/uploads/2024/03/2024Forms_Template-External-Counsel-Opinion.docx
5. Opinion re: Tax Matter (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Securities and Exchange Commission</i> https://www.sec.gov.ph/wp-content/uploads/2024/03/2024Forms_Template-Opinion-on-Tax-Matters.docx
6. Material Contracts (including a list of material contracts and summary sheet of salient terms) (1) Digital Copy (1) Original Copy (1) Photocopy Duly signed contracts entered into with suppliers and/or private contractors not in the ordinary course of business The Commission reserves the right to conduct post audit on the relevant representations therein	<i>Client</i>
7. Audited Financial Statements (1) Digital Copy (1) Original Copy (1) Photocopy Must be in compliance with Revised SRC Rule 68 Stamped received by the Bureau of Internal Revenue	https://www.sec.gov.ph/online-services/sec-express-system/#gsc.tab=0
8. List of Subsidiaries (if applicable)	<i>Client</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Additional Requirements	Where to Secure
(1) Digital Copy (1) Original Copy (1) Photocopy	
9. Consent of Experts and Independent Counsel (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>
10. Notarized Curriculum Vitae and Latest Photographs of Officer and Members of the Board of Directors and Officer of the Issuer, the REIT, Fund Manager, Property Manager, Property Valuer, Distributors and other REIT Participants (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>
11. Authorization re: Issuer's Bank Account (1) Digital Copy (1) Original Copy (1) Photocopy Use the template in the link provided	<i>Securities and Exchange Commission</i> https://www.sec.gov.ph/wp-content/uploads/2024/03/2024Forms_Template-Authority-to-Examine-Bank-Accounts.docx
12. Board Resolution approving securities offering and authorizing the filing of registration statement (1) Digital Copy (1) Original Copy (1) Photocopy Signed by the majority of the board of directors and Notarized	<i>Client</i>
13. Duly verified resolution of the Issuer's Board of Director (1) Digital Copy (1) Original Copy (1) Photocopy Approving the disclosures contained in the registration statement and prospectus and assuming liability for the information contained therein Signed by the majority of the Board	<i>Client</i>
14. Manual on Corporate Governance of the Issuer, REIT Property Manager and the REIT Fund Manager (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>
14.1. Secretary's Certificate as to adoption by the Board of certain corporate governance principles * Adoption of a Fit and Proper Rule for the selection of corporate directors and officers * Undertaking allowing the SEC to resolve conflicting issues regarding the selection of independent directors (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Additional Requirements	Where to Secure
15. Certification that all mandated government permits and licenses are secured and valid (1) Digital Copy (1) Original Copy (1) Photocopy In table format, indicate the type of permit/license, issuing agency, issuance date and expiry date In case of permits which are still under application, the table shall indicate the name of the permit/license, the issuing agency, the date the application was filed and the current status of application The Commission reserves the right to conduct post audit on this representation	<i>Client</i>
16. Certification on legal proceedings filed against and by the issuer, subsidiaries, or affiliates (1) Digital Copy (1) Original Copy (1) Photocopy Signed and Notarized	<i>Client</i>
17. Certification that all Audited Financial Statements of all subsidiaries has been filed with the Commission (if applicable) (1) Digital Copy (1) Original Copy (1) Photocopy Signed and Notarized	<i>Client</i>
18. Certification by any selling shareholders as to the accuracy of any part of the registration statement contributed by such selling shareholder (if applicable) (1) Digital Copy (1) Original Copy (1) Photocopy Signed and Notarized	<i>Client</i>
19. Certification from Project Engineer on the status and percentage of completion of the infrastructure project and its facilities (1) Digital Copy (1) Original Copy (1) Photocopy Signed and Notarized	<i>Client</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Additional Requirements	Where to Secure
20. Tax Compliance Report (a) A report that the Issuer has fully complied with the tax obligation as evidence by tax payment and submission of information to the Bureau of Internal Revenue on time and in the required format (BIR Form 17-02) The tax compliance report should be consistent with the tax treatment covered in the independent tax opinion. (b) Sale of Secondary Shares To establish the chain of ownership of shares to be sold (Secondary Shares) to the public by selling stockholders, the registrant shall provide photocopy of: (i) BIR Form 2000 (Documentary Stamp Tax Return) if subject shares were acquired from the unissued portion of the registrant Authorized Capital Stock; or (ii) BIR Tax Clearance Certificate, if subject shares were acquired from previous stockholder Notarized (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i> <i>Bureau of Internal Revenue District Office</i>
21. Credit Line/Loan Agreement with any Financial Institution (1) Digital Copy (1) Original Copy (1) Photocopy Signed and Notarized Certified True Copy	<i>Client</i>
22. Environment Clearance Certificate (1) Digital Copy (1) Original Copy (1) Photocopy Certified True Copy If the uses of proceeds will be used for any infrastructure for hospital, farm, real estate development, power generation or distribution lines	<i>Department of Environment and Natural Resources Environmental Management Bureau</i>
23. Approved Pre-evaluation Form (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Securities and Exchange Commission Office of the General Accountant</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Additional Requirements	Where to Secure
24. Certificate of Qualification of Independent Directors and Compliance with SEC-Prescribe Website Template (SEC Memorandum Circular No. 2, Series of 2018) (1) Digital Copy (1) Original Copy (1) Photocopy For REIT Applications, submit Certificate of Qualification of All Independent Directors of the Fund Manager	<i>Securities and Exchange Commission Corporate Governance and Finance Department</i>
25. Certificate of Good Standing and/or No due collectible (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Securities and Exchange Commission Company Registration and Monitoring Department – Company Monitoring Division</i>
26. Certificate of no pending case filed or pending case (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Securities and Exchange Commission Enforcement and Investors Protection Department – Office of the Director</i>
27. Certificate of no pending case filed against the company and/or any of its directors and officers (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Securities and Exchange Commission Office of the General Counsel</i>
28. Certification that as of the date of filing, the registrant is not a delinquent or disobedient party in any of the operating departments of the Commission (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>
29. Certification from Parties in the preparation and submission of documents involving registration with the Commission were done and with the full knowledge and consent of the parties, i.e. issuer, counsel of the issuer, underwriters, counsel of the underwriters (1) Digital Copy (1) Original Copy (1) Photocopy Signed and Notarized	<i>Client</i>
30. Copy of Architectural Plan/Blue Print prepared by licensed Architect (if applicable) (1) Digital Copy (1) Original Copy (1) Photocopy Paper size: A4 For any infrastructure project where the use of proceeds will be used/finance with and/or for on-going infrastructure projects Signed	<i>Client</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Additional Requirements	Where to Secure
31. Secretary's Certificate that all corporate actions and approval necessary for the offer are secured and completed (1) Digital Copy (1) Original Copy (1) Photocopy e.g. Increase in Authorized Capital Stock, Amendment of By-laws, Enabling Resolution	<i>Client</i>
32. Credit Rating Report for Commercial Papers/Bond Issues (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>
33. Undertaking to pay the remaining registration fees no later than (30) business days prior to the expiry of the three (3) year period reckoned from the date of effectivity of the RS (for SHELF REGISTRATION) (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>
34. Statement of Eligibility of Trustee, if applicable (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>

Additional Documentary Requirements for SEC HOPES	Where to Secure
1. Feasibility Study prepared by a qualified profession on the capacity of the issuer to provide medical benefits (1) Digital Copy (1) Original Copy (1) Photocopy Signed by the person who conducted the study	<i>Client</i>
2. Memorandum of Agreement with Other Hospitals (if any) (1) Digital Copy (1) Original Copy (1) Photocopy Signed and Notarized	<i>Client</i>
3. Permit to Construct Hospital (1) Digital Copy (1) Original Copy (1) Photocopy Certified True Copy	<i>Department of Health Bureau of Health Facilities and Services</i>
4. Deed of Assignment of receivables from Philhealth (if applicable) (1) Digital Copy (1) Original Copy (1) Photocopy Certified True Copy	<i>Philippine Health Insurance Corporation</i>
5. Undertaking to submit the following documents as soon as available:	<i>Department of Health</i>

<i>Additional Documentary Requirements for SEC HOPES</i>	<i>Where to Secure</i>
(i) License to Operate (ii) Healthcare Waste Management Plan (iii) Memorandum of Agreement with a private provider for Treatment Storage and Disposal of Waste Collection (iv) Local Government Permits and Licenses (1) Digital Copy (1) Original Copy (1) Photocopy Certified True Copy	<i>Local Government Unit Business Permits and Licenses</i>

<i>Additional Documentary Requirements for SEC FARMS</i>	<i>Where to Secure</i>
1. Government Issue Permits and License, Accreditation (1) Digital Copy (1) Original Copy (1) Photocopy Certified True Copy	<i>Department of Agriculture Bureau of Fisheries and Aquatic Resources Bureau of Animal Industry Bureau of Plant Industry Philippine Coconut Industry</i>
2. Farm Operational Manual (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>
3. Regulatory Impact Assessment (RIA) Report (1) Digital Copy (1) Original Copy (1) Photocopy Certified True Copy	<i>Department of Agriculture</i>
4. Approved Farm Design and Building Plan (1) Digital Copy (1) Original Copy (1) Photocopy Certified True Copy	<i>Department of Agriculture</i>
5. Evaluation and Approval of Organic/Non-Organic Agricultural Proposal (if applicable) (1) Digital Copy (1) Original Copy (1) Photocopy Certified True Copy	<i>Department of Agriculture</i>

<i>Additional Documentary Requirements for SEC POWERS</i>	<i>Where to Secure</i>
1. Draft underwriting Agreement (if shares are to be listed in an Exchange) – if applicable (1) Digital Copy (1) Original Copy (1) Photocopy It should contain all provisions except the one reflecting the final price/interest rate/dividend rate/number of shares unit allocation per members of underwriting syndicate	<i>Client</i>

Additional Documentary Requirements for SEC POWERS	Where to Secure
2. Certificate of no derogatory record and/or no objection (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Energy Regulation Commission</i>
2. Copy of Listing application (if applicable) (1) Digital Copy (1) Original Copy (1) Photocopy Stamped receive by the Exchange	<i>The Philippine Stock Exchange</i> https://drive.google.com/file/d/1jDbpZn-3phzb43nFooRqPMS1yWqpF5Jp/view?usp=sharing <i>the Philippines Stock Exchange</i>
3. Request for Confidentiality of Information (if any) (1) Digital Copy (1) Original Copy (1) Photocopy In pursuant to Rule 66.3 of the 2015 SRC Rules	
4. Request for Exemptive Relief (if any) (1) Digital Copy (1) Original Copy (1) Photocopy In pursuant to Rule 72.2 of the 2015 SRC Rules	

Additional Documentary Requirements for SEC RENT	Where to Secure
1. Articles of Incorporation and By-laws of Condominium Corporation (1) Digital Copy (1) Original Copy (1) Photocopy Certified True Copy	<i>Department of Human Settlement and Urban Development Housing and Real Estate Development Regulation Division</i>
2. Profit Sharing and/or Distribution Participation Interest Agreement or Contract (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>
3. Approved Real Estate Blue Print Plan (1) Digital Copy (1) Original Copy (1) Photocopy Certified True Copy	<i>Department of Human Settlement and Urban Development Housing and Real Estate Development Regulation Division</i>
4. Certificate of No Derogatory record and/or letter of no objection (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Department of Human Settlement and Urban Development Environmental, Land, Use and Urban Planning and Development Bureau</i>
5. Certificate of Registration and License to Sell Real Estate Projects (1) Digital Copy (1) Original Copy (1) Photocopy Certified True Copy	<i>Department of Human Settlement and Urban Development Real Estate Development Regulation Division</i>
6. For Condominium Project: Master Deed with Declaration of Registration and Declaration of Restrictions evidenced by the proper annotation thereof in the title (s) of the property and the certified true copy of such titles from the registry of Deeds	<i>Land Registration Authority</i> www.eserbisyo.lra.gov.ph

Additional Documentary Requirements for SEC RENT	Where to Secure
(1) Digital Copy (1) Original Copy (1) Photocopy	
7. Development Permit (if construction is on-going) (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Department of Human Settlement and Urban Development</i>
8. Management Contract Agreement (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>
9. Rental Pool Agreement Form (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>
10. Transfer Certificate Title of the Unit (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Land Registration Authority www.eserbisyo.lra.gov.ph</i>
11. Sample Certificate of Participation in Rental Pool (1) Digital (1) Original (1) Photocopy	<i>Client</i>

Additional Requirements for Listing in an Exchange	Where to Secure
1. Draft underwriting Agreement (if shares are to be listed in an Exchange), if applicable (1) Digital Copy (1) Original Copy (1) Photocopy It should contain all provisions except the one reflecting the final price/interest rate/dividend rate/number of shares unit allocation per members of underwriting syndicate	<i>Client</i>
2. Mandate Letters of Underwriters, if applicable (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>
3. Copy of Listing application (if applicable) (1) Digital Copy (1) Original Copy (1) Photocopy Stamped received by the Exchange	<i>Equity Securities: Philippine Stock Exchange (PSE) Listing Department Debt Securities: Philippines Dealing & Exchange Corporation</i>

Additional Documentary Requirements for REIT	Where to Secure
1. Sworn Corporate Secretary Certificate on the following: a. List of All Real Property and Real-Related Assets b. List of All Related Party Transactions c. That there are no debtor-creditor relationship between the fund manager and the REIT d. That the REIT, Fund Manager, Property Manager, Property	<i>Client</i>

Valuer, distributors and other REIT participants, as well as the directors and principal officers comply with the Fit and Proper Rules e. That the members of the board of directors and/or principal officer of the REIT, Fund Manager, Property Manager, Property Valuer, distributors or other participants, are not subject to disqualification f. That the Property Valuer complies with the requirement of the REIT Act and its IRR g. That the Valuation Report complies with the requirement of the REIT Act h. REIT's compliance with the minimum public ownership requirement and duly certified by the Transfer Agent upon listing with the Exchange i. That all contracts/amendments thereto entered into between the REIT, Related Party, including those involving the acquisition complies with the minimum requirements	
2. External legal counsel's opinion on whether the applicant company complies with the requirements of the REIT Act and its IRR (1) Digital Copy (1) Original Copy (1) Photocopy	Client
3. Audited Financial Statements for the last three (3) fiscal years of the corporation and its subsidiaries or income generating real estate assets (1) Digital Copy (1) Original Copy (1) Photocopy	https://www.sec.gov.ph/online-services/sec-express-system/#gsc.tab=0
4. Audited Interim Financial Statements as of the fiscal quarter immediately preceding the filing of the registration statement, if the age of the Audited Financial Statements as of the most recent year-end is more than 180 days (SRC Revised Rule 68, Part II, Section 5(A) (vi)) (1) Digital Copy (1) Original Copy (1) Photocopy	Client
5. All material contracts defined in the REIT Act and its IRR entered into by the corporation with a Tabular Summary indicating the date, type of contract, parties involved and particulars of the contract regardless of the amount Signed and Notarized	Client

(1) Digital Copy (1) Original Copy (1) Photocopy	
5.1. Related Party Transactions as defined in REIT IRR (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>
5.2. Agreements between the REIT and Fund Manager, REIT and Property Manager Signed and Notarized (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>
5.3. Agreements between and among stockholders relating to the transferability of the shares of stock of REIT, control of the REIT and voting rights over the shares of stock of the REIT, such as but not limited to, voting trust agreements, pooling agreements, joint venture agreements, option agreements, and agreements granting rights of first refusal or conversion rights Signed and Notarized (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>
5.4. Any acquisition or disposition of real estate by the REIT Signed and Notarized (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>
5.5. Contracts relating to investments of the REIT Signed and Notarized (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>
5.6. Any contract creating mortgages, encumbrances, liens or rights of the real estate of the REIT Signed and Notarized (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>
5.7. Contract of any nature that limits the declaration or distribution of dividends by the REIT Signed and Notarized (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>
5.8. Any contract relating to joint venture, spin-off, consolidation or merger, take-over or change in control involving REIT Signed and Notarized (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>

5.9. Any contract that may be expected to materially affect the market activity and/or price of the Investor Securities Signed and Notarized (2) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>
6. Valuation/Property Appraiser Report prepared by an Independent Property Valuer accredited by the Securities and Exchange Commission Signed and Notarized (3) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>
7. Information on the Fund Manager, Property Manager and Property Valuer including but not limited to the following: a. Capital Structure b. Ownership Structure c. Key Officers and Member of the Board of Directors d. Audited Financial Statements for the last 5-years Signed and Notarized (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i> https://www.sec.gov.ph/online-services/sec-express-system/#gsc.tab=0
8. All Transfer Certificate of Title with corresponding table summarizing details on such TCT Certified True Copy (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Land Registration Authority</i> www.eserbisyo.lra.gov.ph
9. Insurance Contracts Signed and Notarized (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>
10. Written Documents relative to Fund Manager: a. Arrangement between REIT and the Fund Manager b. Sworn Corporate Secretary's Certificate attesting to the approval by the REIT board of directors of the appropriate resolutions for (i) appointment of the Fund Manager; (ii) the establishment of the account; (iii) designation of signatories to the account Signed and Notarized (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>
11. Agreement between the REIT and the Property Manager pursuant to the REIT Act Signed and Notarized	<i>Client</i>

(1) Digital Copy (1) Original Copy (1) Photocopy	
12. Sworn Corporate Secretary's Certificate attesting to the approval by the REIT's board of directors of the appropriate resolutions for the appointment of the property manager (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>
13. Transfer Agent's Certification that the shares of the REIT are traceable to the names of the shareholders/unit holders and for their own benefit and not for the benefit of any non-public shareholders (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>
14. Fund Manager's Written Policies and Procedures on Confidentiality of Information relating to the funds and properties of the REIT (Rule 6-Sec. 9 of REIT IRR) and Property Manager's Written Policies and Procedures on Confidentiality of Information relating to the funds and properties of the REIT (Rule 7- Sec. 8 of REIT IRR) Signed and Notarized (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>
15. Fairness Opinion by Independent Appraiser in accordance with the valuation methodology prescribed by the Commission , in case of an acquisition or disposition of real estate assets and property or share swaps or similar transactions Signed and Notarized (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i> https://www.sec.gov.ph/mc-2019/mc-no-10-s-2019-rules-on-material-related-party-transactions-for-publicly-listed-companies/#gsc.tab=0
16. Undertaking to submit Material Related Party Transaction Policy in accordance with SEC Memorandum Circular No. 10, Series of 2019 within six (6) months from listing date Signed and Notarized (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>
17. Project Development/Construction Agreement with any licensed contractors Signed and Notarized (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>
18. Lease Contract Agreement (if property is under Lease) Signed and Notarized	<i>Client</i>

(1) Digital Copy (1) Original Copy (1) Photocopy	
19. Independent Market Research Report Signed and Notarized (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>
20. Draft Underwriting and Sub-underwriting Agreement and Mandate Letters of the Underwriters (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>
21. Listing Application Stamped received by the PSE Listing Department (1) Digital Copy (1) Original Copy (1) Photocopy	<i>The Philippine Stock Exchange chrome-extension://efaidnbmnnnibpcajpcgclefindmkaj/https://www.pse.com.ph/wp-content/uploads/s</i>
22. Reinvestment Plan Signed and Notarized (1) Digital Copy (1) Original Copy (1) Photocopy Must be compliant with the REIT Act and IRR and PSE Listing Rules	<i>Client</i>
23. Dividend Distribution Plan originally signed by an authorized representative of the REIT (2) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Email electronic copy (pdf/word format) to msrdsbmission@sec.gov.ph for pre-evaluation review <i>Note: Incomplete documents will be returned until fully complied with.</i>	1.1 Acknowledge receipt and inform Assistant Director of the application for assignment to SRD Team composed of Accountant, Specialist/Examiner and Counsel 1.2 Prepares the Payment Assessment Form (PAF) using the New SEC Cashiering System 1.3 Send copy of the PAF to applicant or any of its authorized representative via email	None	10 minutes 30 minutes	Administrative Assistant Securities Specialist/Examiner Securities Registration Division (SRD) Information and Communication Technology Department
2. Acknowledge receipt of the Payment Assessment Form 2.1 Pays the fee through the espaysec.sec.gov.ph/payment-portal/home or at any branch of the Landbank of the Philippines (LBP) 2.3 Print electronic copy of the Official receipt using espaysec.sec.gov.ph/print-eOR 2.4 Email copy of any proof of payment made to	2. Acknowledge receipt of the Electronic Official Receipt ("eOR") 2.1 Update the submitted Draft copy of the Notice of Filing 2.2 Review copy of the draft Notice of Filing and return to Specialist 2.3 Finalized copy of the Notice of Filing and email copy to the Office of the Director 2.4 Forward copy to the Director for review and approval	Maximum Aggregate Price of Securities to be Offered Not more than P500M – 0.10% of the maximum aggregate price of the securities to be offered More than P500 M but not more	10 minutes 20 minutes 10 minutes 10 minutes	Specialist/Examiner Assistant Director Specialist/Examiner

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
msrdsbmission@sec.gov.ph cc: ogasubmission@sec.gov.ph to initiate the review of the application	2.5 Review and approve for release copy of the Notice of Filing 2.6 Affix e-signature and email copy to specialist 2.6 Email copy of the signed Notice of Filing to the or its authorized representative	than P750M – P500,000 plus 0.075% of the excess over P500M More than P750 M but not more than P1.0 B – P687,500 plus 0.05% of the excess over P750M More than P1.0 B – P812,500 plus 0.025% of the excess over P1.0B Note: The computation of filing fee excludes negotiated shares Securities to be registered which are not part of the offering, shall be based on Par Value in the case of options	10 minutes	Confidential Assistant Director Confidential Assistant Specialist/Examiner

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		or warrants which have no issue value; Minimum of P50,000.00 in addition to the diminishing fee due on the underlying shares Shelf Registration: <i>a. Upon filing of the Registration Statement – based on the value of the 1st Tranche Offering</i> <i>b. Filing Fee for subsequent tranches – payable within seven (7) business days prior to commencement of the offer/sale</i> Short Term Commercial Papers:		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Not more than P250M – 0.10% of the maximum aggregate price of the securities to be offered More than P250 M but not more than P500M – P250,000 plus 0.075% of the excess over P250M More than P500 M but not more than P750M – P437,500 plus 0.05% of the excess over P500M More than P750M – P562,500 plus 0.025% of the excess over P750M A Legal Research		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Fee (LRF) equivalent to 1% of the Filing Fee but not less than Ten Pesos shall be paid at the time of filing of application for Registration and P30.00 Documentary Stamp Tax		
3. Upon receipt of the signed Notice of Filing of the Registration Statement, publish the notice at its own expense, in two (2) newspapers of general circulation once a week for two (2) consecutive weeks and post the said notice and updated prospectus in its website. 3.1 Submit the Affidavit of Publication with a copy of the Notice that was published with the attestation that the publication has been or will be immediately undertaken	3. Review application and issue comment letter based on deficiencies in the disclosures and/or compliance with the documentary requirements. 3.1 Conduct Ocular Inspection for IPO (if allowed) or endorse to the nearest Extension Office for inspection 3.2 Forward copy the consolidated comment to Assistant Director for review and approval 3.2 Return to Specialist for updating (if necessary) 3.3 Forward to the Office of the Director for review and signature	None	15 days	Securities Specialist/Examiner Accountant Legal Counsel

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Comply with the Comment letter and submit documents to msrds submission@sec.gov.ph within 20-days from receipt of the comment letter	4. Present before the Commission en banc the registrant's application for its consideration based on the available information, compliance and submission 4.1 Immediately informs specialist/counsel of En banc decision 4.2 Prepare pre-effective or rejection letter	None	Not later than the 45th day	MSRD Director Securities Specialist Examiner Securities Registration Division
5. Comply with the conditions set in the pre-effective letter and change wording in the red-herring in the Prospectus	5. Review Final Prospectus on the compliance with the conditions set by the Commission in the pre-effective letter 5.2 Prepare Certificate of Permit to Sell Securities using the National Number System Portal and/or the Order of Registration 5.3 Review and affix initials 5.4. Review and affix signature 5.5 Email scan copy of the Order of Registration and/or Certificate of Permit to Offer Securities		3 hours 30 minutes 30 minutes 10 minutes	Specialist/Examiner Counsel Assistant Director Director Specialist
6. Acknowledge receipt of the Order of Registration and/or Certificate of Permit to Offer		None	10 minutes	Administrative Assistant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Securities and/or letter of rejection 6.1 Publish in two (2) newspapers of general circulation the Order of Registration for rendering effective the registration statement and upload in its website within two (2) business days from issuance. 6.2. Submit copy of Affidavit of Publication 6.3 Submit Notice of Completion or Termination of the Offering indicating therein the number of securities sold				
TOTAL		Maximum Aggregate Price of Securities to be Offered Not more than P500M – 0.10% of the maximum aggregate price of the securities to be offered More than P500 M	45 days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		but not more than P750M – P500,000 plus 0.075% of the excess over P500M More than P750 M but not more than P1.0 B – P687,500 plus 0.05% of the excess over P750M More than P1.0 B – P812,500 plus 0.025% of the excess over P1.0B Note: The computation of filing fee excludes negotiated shares Securities to be registered which are not part of the offering, shall be		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		based on Par Value in the case of options or warrants which have no issue value; Minimum of P50,000.00 in addition to the diminishing fee due on the underlying shares Shelf Registration: a. Upon filing of the Registration Statement – based on the value of the 1st Tranche Offering b. Filing Fee for subsequent tranches – payable within seven (7) business days prior to commencement of the offer/sale Short Term Commercial		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Papers: Not more than P250M – 0.10% of the maximum aggregate price of the securities to be offered More than P250 M but not more than P500M – P250,000 plus 0.075% of the excess over P250M More than P500 M but not more than P750M – P437,500 plus 0.05% of the excess over P500M More than P750M – P562,500 plus 0.025% of the excess over P750M		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		A Legal Research Fee (LRF) equivalent to 1% of the Filing Fee but not less than Ten Pesos shall be paid at the time of filing of application for Registration and P30.00 Documentary Stamp Tax		

Notes:

Securities are (a) Shares of stock, bonds, government securities, commercial papers, debentures, notes, evidences of indebtedness, asset-backed securities; (b) Investment Contracts, certificate of interest or participation in a profit sharing agreements, certificates of deposit for future subscription; (c) Fractional undivided interest in oil, gas or other mineral rights; (d) Derivatives like option and warrants; (e) Certificates of assignments, certificates of participation, trust certificates, voting trust certificates or similar instruments, (f) Real Estate Investment Trust (REIT) and (g) Other instruments as may in the future be determined by the Commission.

Debt Securities/instruments include any evidence of indebtedness such as bonds, notes, debentures, commercial papers, treasury bills, treasury bonds, and other similar instruments as may be determined by the Commission

Issuer is the originator, maker obligator or creator of the security.

Within forty-five (45) days after the date of filing of the registration statement, or by such other date to which the issuer has consented, the Commission shall declare the registration statement effective or rejected, unless the applicant is allowed to amend the registration statement.

Refer to Rule 12.5 (b) Publication and Posting of Notice of Filing of Registration Statement.

Rule 54.3 Enforcement of Administrative Sanctions. In enforcing the provisions of Section 54 of the Securities Regulation Code and the payment of other dues collectible under the SRC, the following shall be observed:

54.3.1 No application for registration, licensing or amendment thereto or request for exemptive relief or for reconsideration or other similar request filed by a non-paying delinquent or disobedient party shall be accepted by the Commission or any of its Operating Departments until a Decision, Order or Resolution being enforced is fully complied with.

A delinquent or disobedient party refers to a natural or juridical person who fails or refuse to comply with a Decision, Order or Resolution of the Commission or any court that is being enforced or executed.

SRC Rule 68. The Commission shall have the authority to make, amend, and rescind such accounting rules and regulations as may be necessary to carry out the provisions of the Code, including rules and regulations governing registration statement and prospectus for various classes of securities and issuers, and defining accounting, technical and terms used in this Code. Among other things, the Commission may prescribe the form or forms in which required information shall be set forth, the items or details to be shown in the balance sheet and income statement, and the methods to be following in the preparation of accounts, appraisal or valuation of assets and liabilities, determination of depreciation and depletion, differentiation of recurring and non-recurring income, differentiation of investment and operating income, and the preparation, where the Commission deems it necessary or desirable, of consolidated balance sheet or income accounts of any person directly or indirectly controlling or controlled by the issuer, or any person under direct or indirect common control with the issuer.

Sec. 72.1 To effect the provisions and purposes of the Code, the Commission may issue, amend and rescind such rules and regulations and orders necessary or appropriate, including rules and regulations defining *accounting, technical and trade terms* used in the Code, and *prescribe different requirements for different classes of persons, securities or matter*, and by rule or order, conditionally or unconditionally exempt any person, security, transaction or class of classes of persons, securities or transactions, from all or all provisions of the Code.

2. Application for the Confirmation of Exempt Transaction

This service details the procedures in securing a Letter of Confirmation of Exempt Transaction under Section 10.1 of the Securities Regulation Code in any of the following exempt transactions:

1. All unregistered outstanding shares of listed companies, or companies that plan to list at the Philippine Stock Exchange (PSE);
2. The sale of securities by an issuer to fewer than twenty (20) persons in the Philippines during any twelve-month period;
3. Debt Instruments issued by companies without quasi-banking licenses in excess of One Hundred Million Pesos (₱150,000,000.00) or such higher amount as the Commission may prescribe;
4. Issuer that wants a confirmation of exemption prior issuance or distribution of securities to non-qualified buyers under Section 10.1 of the Code.

Division / Office	Markets and Securities Regulation Department (MSRD)
Classification	Highly Technical (covered by Section 10.1 of R.A. No. 8799, otherwise known as the Securities Regulation Code) (20 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B),
Type of Service	External Services
Who may avail:	All companies except One Person Corporation (OPC), Selling shareholder(s)
Statute	R.A. 8799 Securities Regulation Code

1. CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard Requirement	
1. SEC Form 10.1 Application for Commission's confirmation of availability of exemption Signed by the President (1) Digital Copy (1) Original Copy (1) Photocopy Notarized	SEC Form 10-1: https://www.sec.gov.ph/wp-content/uploads/2019/11/2016SECFom10.1.pdf
2. Written Disclosure letter Signed by the Corporate Secretary	<i>Client</i>

1. CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
(1) Digital Copy (1) Original Copy (1) Photocopy The written disclosure shall be provided to any party to whom it offers or sell securities in reliance on such exemption under Section 10.1 of the Code containing the following information: 1. The specific provision of Section 10.1 of the Code which the exemption from registration is claimed; and 2. The following statement in bold face: THE SECURITIES BEING OFFERED OR SOLD HEREIN HAVE NOT BEEN REGISTERED WITH THE SECURITIES AND EXCHANGE COMMISSION UNDER THE SECURITIES REGULATION CODE. ANY FUTURE OFFER OR SALE OF THE SECURITIES IS SUBJECT TO THE REGISTRATION REQUIREMENTS UNDER THE CODE UNLESS SUCH OFFER OR SALE QUALIFIES AS AN EXEMPT TRANSACTION.	
3. Notice to Stockholders Signed by the Corporate Secretary (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>
4. List of Stockholders (before and after the subscription) Signed by the Corporate Secretary (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>
5. Latest Audited Financial Statement (1) Digital Copy (1) Original Copy (1) Photocopy	Securities and Exchange Commission https://secexpress.ph/application form
6. Latest Articles of Incorporation Certified True Copy (1) Digital Copy (1) Original Copy (1) Photocopy	Securities and Exchange Commission https://www/sec.gov.ph/online-services/sec-express-system/#gsc tab=0

1. CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
7. Monitoring Clearance (if applicable, with PAF & OR) (1) Digital Copy (1) Original Copy (1) Photocopy Email request for monitory to crmd_monitoring@sec.gov.ph	<i>Securities and Exchange Commission Company Registration and Monitoring Department – Company Monitoring Division</i> <i>Electronic Official Receipt (eOR) or any proof of payment made Securities and Exchange Commission https://espaysec.sec.gov.ph/eor</i>
8. Notarized Certificate of No Intra Corporate Dispute Signed by the Corporate Secretary (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>
9. Waiver of Pre-emptive Rights (if applicable) Signed by the Corporate Secretary or Stockholder/s (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>

1. CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Additional Requirements for Listed Companies	
11. Mandate letter from Underwriters Signed and Notarized (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>
12. Underwriting Agreement Signed and Notarized (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>
13. Certification of No Remuneration/Compensation Signed by Corporate Secretary Notarized (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>
14. Prospectus or Offer Circular Signed by the President (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>
15. Board of Directors' approval on the proposed issuance	<i>Client</i>

1. CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
(1) Digital Copy (1) Original Copy (1) Photocopy	
16. Secretary Certificate re: Stockholders Resolution on the Proposed Issuance Signed by the Corporate Secretary (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>
17. Undertaking of the Majority Stockholders on the remaining unsubscribed shares (certification from the bank of the sufficient fund) (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>
18. Listing application (1) Digital Copy (1) Original Copy (1) Photocopy Stamped received by the listing department	<i>Philippine Stock Exchange Listing Department</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. Email the duly accomplished SEC Form 10.1 and supporting documents for pre-processing msrdsbmission@sec.gov.ph)	1.1 Acknowledge receipt and inform Assistant Director of the application for assignment to the Securities Specialist. 1.2 Forward the application to the Specialist and pre-assess the accomplished form and supporting documents. 1.3 Pre-process the accomplished form and supporting documents. 1.4 Compute confirmation fee and Prepare the Payment Assessment Form (PAF) using the New SEC Cashiering System. 1.3 Send copy of the PAF to applicant or any of its authorized representative via email.		30 minutes 30 minutes 3 days	Administrative Assistant: Securities Registration Division Securities Specialist, Securities Registration Division (SRD) http://150.150.150.157/payment-assessment-form/index
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2. Acknowledge receipt of the Payment Assessment Form 2.1 Pays the fee through the espaysec.sec.gov.ph/payment-portal/home or at any branch of the Landbank of the Philippines (LBP) 2.2 Print electronic copy of the Official receipt using espayssec.sec.gov/print eOR 2.3 Email copy of any proof of payment made to msrds submission@sec.gov.ph to initiate the review of the application. (1) Digital Copy (1) Original Copy (1) Photocopy Non-payment of exemption fee, processing will be held in abeyance until fully paid	2.1. Acknowledge receipt and furnish copy of the electronic Official Receipt (eOR) to the handling Specialist and verify payment via eSPAYSEC portal.	1/10 of 1% of the aggregate value of securities to be sold or issued but in no case less than P1,000.00 Plus: UP Legal Research Fee of 1% of the exemption fee Commercial Papers Issuances <u>over P150 Million:</u> 1/10 of 1% of the aggregate value of securities to be sold or issued but in no case less than P50,000.00 Plus: UP Legal Research Fee of 1% of the exemption fee	1 day	Administrative Assistant
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3. Submits the original hard copy of the application and supporting documents, eOR and PAF to the department Markets and Securities Regulation Department 17th Floor, The SEC Headquarters, Makati Avenue, Salcedo Village, Bel-Air, Makati City	3.1 Receives, encodes and forwards application for confirmation to the handling Specialist/Examiner. 3.2 Makes an evaluation of the request, validate the documents submitted in the email and the submitted original hard copy. 3.3 Review the compliance of the application documents with the prescribed requirements. 3.3.1. If there are comments/findings on the application, send the noted comments/findings through email to the applicant. 3.3.2. If no comments/findings, prepare the draft confirmation letter for the application. Proceed with Step 4.2.	None	1 day 5 days 1 day	Administrative Assistant: Securities Registration Division Securities Specialist, Securities Registration Division (SRD)
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4. Comply with the comments and submit additional documents, if applicable. msrds submission@sec.gov.ph Note: None compliance with the disclosure and documentary requirements based on the noted deficiencies, processing will be held in abeyance until fully complied with.	4.1. Review the applicant's compliance with the comments. 4.1.1. If there are no additional comments, prepare the draft confirmation letter. 4.1.2. If there are additional comments, send the remaining comments to the applicant through email. 4.2. Reviews and makes additional inputs, if necessary. 4.3. Reviews and signs the confirmation letter.	None	3 days 2 days 2 days	Securities Specialist, Securities Registration Division (SRD) Assistant Director: Securities Registration Division Director: Markets and Securities Regulation Department
5. Receives the Confirmation Letter from the department 5.1 Pick up hard copy of the Confirmation Letter Markets and Securities Regulation Department 17th Floor, The SEC Headquarters, Makati Avenue, Salcedo Village, Bel-Air, Makati City	5. E-mail/release the Confirmation Letter to the applicant. 5.1 Forward the Confirmation Letter and supporting documents to ICTD for microfilming.	None	1 day	Administrative Assistant: Securities Registration Division

TOTAL	1/10 of 1% of the Aggregate Total Value of the Shares / Securities being offered plus 1% LRF	26 days 2 hours	
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Note:

Rule 54.3 Enforcement of Administrative Sanctions. In enforcing the provisions of Section 54 of the Securities Regulation Code and the payment of other dues collectible under the SRC, the following shall be observed:

54.3.1 No application for registration, licensing or amendment thereto or request for exemptive relief or for reconsideration or other similar request filed by a non-paying delinquent or disobedient party shall be accepted by the Commission or any of its Operating Departments until a Decision, Order or Resolution being enforced is fully complied with.

A delinquent or disobedient party refers to a natural person who fails or refuse to comply with a Decision, Order or Resolution of the Commission or any court that is being enforced or executed.

SRC Rule 68. The Commission shall have the authority to make, amend, and rescind such accounting rules and regulations as may be necessary to carry out the provisions of the Code, including rules and regulations governing registration statement and prospectus for various classes of securities and issuers, and defining accounting, technical and terms used in this Code. Among other things, the Commission may prescribe the form or forms in which required information shall be set forth, the items or details to be shown in the balance sheet and income statement, and the methods to be following in the preparation of accounts, appraisal or valuation of assets and liabilities, determination of depreciation and depletion, differentiation of recurring and non-recurring income, differentiation of investment and operating income, and the preparation, where the Commission deems it necessary or desirable of consolidated balance sheet or income accounts of any person directly or indirectly controlling or controlled by the issuer, or any other person under direct or indirect common control with the issuer.

Sec. 72.1 To effect the provisions and purposes of the Code, the Commission may issue, amend and rescind such rules and regulations and orders necessary or appropriate, including rules and regulations defining *accounting, technical and trade terms* used in the Code, and *prescribe*

different requirements for different classes of persons, securities or matter, and by rule or order, conditionally or unconditionally exempt any person, security, transaction or class or classes of persons, securities or transactions, from all or all provisions of the Code.

If the application for Confirmation is DENIED, the confirmation fee is forfeited in favor of the government.

3. Application for Exemption from Registration of Securities under SRC Rule 10.2. Stock Option Plan

This service details the procedures in granting exemption of other transaction from registration under the Code is not necessary in the public interest or for the protection of investors such as by reason of the small amount involved or the limited character of the public offering.

Division / Office	Markets and Securities Regulation Department (MSRD) - Securities Registration Division (SRD)
Classification	Highly Technical (covered by SRC Rule 10.2) (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All companies that intend to offer/sell securities pursuant to an employee stock option plan (ESOP) within the Philippines and/or limited in character of the public offering
Statute	R.A. 8799 Securities Regulation Code

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. SEC Form 10.2 (Notarized) (1) Digital Copy (1) Original Copy (1) Photo Copy	https://www.sec.gov.ph/wp-content/uploads/2023/12/2023_UpdatedForm10.2andChecklist.docx
2. Letter-request Containing the following information: a. Registered name of the applicant; b. Primary purpose of the applicant; c. Number of option shares to be issued; d. Corresponding position of the optionees or persons to whom the offer shall be made; e. If applicable, the names and addresses of the applicant's subsidiaries and affiliate companies and their dates of registration with the Commission; issue price (in PHP) or exchange rate, including its source or basis, of the option shares at the time of filing; and last quoted price of the option shares and such other relevant features, terms and conditions of the plan. (1) Digital Copy (1) Original Copy (1) Photocopy Signed by the President or any authorized representative	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. Notarized Certificate of the Corporate Secretary of the applicant Issuer attesting to the following: 1. Approval by the applicant's Board of Directors and required stockholders' approval of the stock offering plan ("the Plan"); 2. Genuineness and due execution of the Plan, a copy of which shall be attached to the certificate (shall also include the procedure or guidelines of the Stock Option Plan on the sale, assignment, transfer of disposition of the shares acquired by the Optionees); 3. Statement whether or not the offering will be underwritten; 4. If applicable, a breakdown of the number of shares earlier exempted from registration (citing SEC Resolution/Order and date of approval), the shares subscribed by the optionees, and the remaining unissued shares computed on a year-to-year basis, and an explanation on why the applicant has renewed its application in spite of the availability of unissued shares; 5. If the applicant is a foreign corporation, it should state whether the terms and conditions of the Plan in the Philippines are the same as that in other jurisdictions; 6. An undertaking: a. to provide continuous access of the optionees-employees on the key performance indicators of the Issuer-company until the termination of the Plan; and b. to pay additional filing fee should there be an increase in price of the securities from the date of filing of this application for exemption until the date the options were granted to the optionees-employees.	https://www.sec.gov.ph/wp-content/uploads/2023/12/2023UpdatedForm10.2andChecklist.docx
4. A Certification of the Human Resource Head or any position of equivalent nature that: 1. A listing of persons and their corresponding position(s) in whose favor such grant or issuance of options is to be made, indicating the number of shares to be given to each, or if this could not yet be ascertained, the formula to be used in determining such number of shares, and issue price;	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
2. The Independent Directors (ID) of the participating companies' subsidiary/affiliate will be granted options/ shares. (to include the name of the ID. No. of options/ shares and their corresponding percentage of ownership after the grant vis-a vis the outstanding capital stock of the issuer and the participating corporation) 3. the Optionees of the said Stock Option Plan were informed about its terms and conditions, including the attendant risk, to enable them to make a reasonable judgment on its advantages and disadvantages to them; 4. the optionee - employees were given a copy of the Plan to enable them to make an intelligent judgment on the advantages and disadvantages of the Plan; and 5. reading materials, pamphlets, brochures and other materials were disseminated in relation to the Plan.	https://www.sec.gov.ph/wp-content/uploads/2023/12/2023UpdatedForm10.2andChecklist.docx
5. Electronic Official Receipt or Proof of payment of the prescribed filing fees (1) Digital Copy (1) Original Copy (1) Photocopy Machine validated Oncoll Deposit Slip issued by the Land Bank of the Philippines	Securities and Exchange Commission https://espaysec.sec.gov.ph/eor
<i>Documentary Requirements</i>	
1. Stock Option Plan (1) Digital Copy (1) Original Copy (1) Photocopy	Client
2. Board Resolution approving the Plan (1) Digital Copy (1) Original Copy (1) Photocopy Signed by majority of the Board and Notarized	Client
3. Stockholder's Approval of the Plan (1) Digital Copy (1) Original Copy (1) Photocopy	Client
4. Latest Audited Financial Statement of the Issuer	Securities and Exchange Commission https://secexpress.ph/application-form
5. Articles of Incorporation or Association	Securities and Exchange Commission Company Registration and Monitoring Department

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For foreign company - Article of Association All documents executed abroad shall be in English and authenticated by the Philippine Embassy or Consulate where the documents were executed	https://www.sec.gov.ph/online-services/sec-express-system/#gs.c.tab=0
6. Copy of SEC Order or Resolution received for previously exempted securities under Section 10.2 of the SRC (if applicable)	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents the duly accomplished SEC Form 10.2 and supporting documents for pre-processing msrdsbmission@sec.gov.ph)	1.1 Acknowledge receipt and inform the Assistant Director for assignment to Specialist. 1.2 Forward the email application to the assigned Specialist. 1.3 Pre-assess the submitted accomplished form and supporting documents. Prepare the Payment Assessment Form (PAF), send it to the client and advise them to pay the prescribed fee.	None	1 day 3 days 30 minutes	Administrative Assistant:Securities Registration Division Securities Specialist:Securities Registration Division SEC Cashiering Portal: Informational and Communication Technology Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay the prescribed exemption fee via e-SPAYSEC or any branch office of the Land Bank of the Philippines (LBP) and email proof of payment made http://espaysec.sec.gov.ph) Machine validated Oncoll Deposit Slip issued by the LBP msrdsbmission@sec.gov.ph Failure to pay the exemption fee, the processing of application will be held in abeyance until fully paid.	2.1 Monitor payment notice from eSPAYSEC portal or via email.	1/10 of 1% of the Aggregate Total Value of the Shares / Securities being offered + 1% LRF + DST - P30.00		https://espaysec.sec.gov.ph/eor Information and Communication Technology Department (ICTD) Securities Specialist: Securities Registration Division
3. Submit 2 sets of hard copy of the complete application documents, PAF, and eOR to MSRD. 17th Floor, The SEC Headquarters, Makati Avenue, Salcedo Village, Bel-Air, Makati City	3.1. Stamped receive, log, and forward the application documents to the assigned Specialist. 3.2. Review the compliance of the application documents with the prescribed requirements. 3.2.1. If there are comments/findings on the application, send the noted comments/findings through email to the applicant. 3.2.2. If no comments/findings, prepare the draft Memorandum for the application.	None	30 minutes 3 days	Administrative Assistant: Securities Registration Division Securities Specialist: Securities Registration Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Comply with the comments and submit additional documents, if applicable. msrds submission@sec.gov.ph	4.1. Review the applicant's compliance with the comments. 4.1.1. If there are no additional comments, proceed with Step 4.2. 4.1.2. If there are additional comments, send the remaining comments to the applicant through email.	None	1 day	Securities Specialist: Securities Registration Division
	4.2. Prepare the draft Memorandum.		4 days	Securities Specialist
	4.3. Review the draft Memorandum.		2 days	Assistant Director
	4.4. Review and sign the Memorandum. Present the application to the Commission en banc for approval ¹ , if applicable.		2 days	MSRD Director
	4.5. Prepare the draft Order or Resolution once approved by the Director or the Commission en banc as the case may be.		1 day	Securities Specialist
	4.6. Review the draft Order or Resolution ² .		1 day	Assistant Director
	4.7. Review and sign the Order or Resolution.		1 day	MSRD Director
	4.8. Email/release Order or Resolution to applicant		30 minutes	

¹ The Commission in its meeting dated 22 December 2020 delegated to the MSRD the issuance of confirmation of exemption of Employee Stock Option Plan under 10.2 of the SRC upon the request of any corporation, domestic or foreign, except publicly listed companies, companies with MSRD registered securities and if the nature of the application requires approval of the Commission En Banc.

² Resolution is prepared if the issuance of confirmation of exemption is approved by the Commission en Banc and an Order if the approval is within the MSRD Level.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Administrative Assistant: Securities Registration Division
5. Receive digital copy of the Resolution or Order from MSRD 5.1 Pick up hard copy of the Order or Resolution from MSRD 17th Floor, The SEC Headquarters, Makati Avenue, Salcedo Village, Bel-Air, Makati City	5.1. Log and reproduce a copy of the Order or Resolution for filing. 5.1. 2. Forward the records to ICTD for microfilming.	None	1 day	Administrative Assistant: Securities Registration Division
TOTAL		1/10 of 1% of the Aggregate Total Value of the Shares / Securities being offered + 1% LRF + DST	20 days	

Note: The Commission in its meeting dated 22 December 2020 delegated to the Market and Securities Regulation Department (MSRD) the issuance of confirmation of exemption of Employees Stock Option Plan (ESOP) upon the request of any corporation, domestic or foreign, except publicly listed companies, companies with MSRD registered securities and if the nature of the application requires approval of the Commission En Banc.

If application for exemption is DENIED, the exemption fee is forfeited in favor of the government.

4. Request for Confidential Treatment of Information filed with the Commission

This service details the procedures for requesting the removal of any confidential information pertaining to trade secrets and processes, commercial or financial information that has been prepared by analyst within or outside a company for strategic purposes, and similar information in any application, report or document filed with the Commission under *Section 8 (Registration Statement) and 17 (Reportorial Requirements) of the Code*

Division / Office	Markets and Securities Regulation Department (MSRD) - Securities Registration Division (SRD)
Classification	Highly Technical (covered by Section 66.3 of SRC) (15 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Registered Issuer and Issuer Applicant
Statute	R.A. 8799 Securities Regulation Code

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter-request Letter request which shall contain the following information in matrix form: • Information of items to be treated as confidential • Justification for such request for each information or item • Period of effectivity of confidential treatment (1) Digital Copy (1) Original Copy (1) Photocopy Signed by the President or any authorized representative of the company	<i>Client</i>
2. Electronic Official Receipt (eOR) or any proof of payment made (1) Digital Copy (1) Original Copy (1) Photocopy Machine validated Oncoll Payment Deposit Slip issued by the Land Bank of the Philippines	<i>Securities and Exchange Commission</i> https://espaysec.sec.gov.ph/eor
3. Supplemental/Amended Report (if Applicable) (1) Digital Copy (1) Original Copy (1) Photocopy	<i>Client</i>

The MSRD shall evaluate the application for confidential treatment and present to the Commission En Banc its recommendation on whether or not to grant said request.

If it is determined by the MSRD that confidential treatment is not warranted with respect to all or part of the information in question, the person requesting confidential treatment of the information will be notified and is given ten (10) days from receipt of notification, to request for reconsideration of the Commission En Banc reconsideration such determination.

The Commission En Banc may reconsider such determination only once and its administrative decision shall not be subject to judicial review. If the Commission En Banc makes a determination that any or all of the information in the supplemental report is not entitled to confidential treatment, the person who submitted the request shall promptly make an amended filing with the Commission containing such information.

If request is DENIED, the confidential treatment fee is forfeited in favor of the government.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Email request and all documents msrds submission@sec.gov.ph	1.1 Forward the letter request and supporting documents to Legal Counsel	None	30 minutes	Administrative Assistant: Securities Registration Division
	1.2 Prepare the Payment Assessment Form (PAF) 1.3 Email to applicant copy of the PAF	None	30 minutes	Legal Counsel: Securities Registration Division SEC New Cashiering System: Securities Registration Division
2. Pay the confidential treatment fee indicated in the Payment Assessment Form	2.1 Acknowledge receipt and forward request and documents to assigned counsel	P50,000.00 per issue per company	30 minutes	Administrative Assistant: Securities Registration Division Confidential Assistant: Markets

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2.1 Submit copy of Electronic Official Receipt (eOR) or any proof of payment made https://espaysec.sec.gov.ph Any branch office of the Land Bank of the Philippines (LBP) Machine validated Oncoll Payment Deposit Slip from LBP				and Securities Regulation Department
	2.2 Verify payment from eSPAYSEC or thru the SEC new cashiering system	None	4 days 3 hours	Legal Counsel
	2.3 Call the applicant for clarificatory questioning (if necessary)			
	2.3.1 Review and prepare draft memo to en banc and forward the same to Assistant Director (via electronic mail)			
	2.4 Review draft memo and/or return to counsel for any revision (via electronic mail)	None	2 days	Assistant Director: Securities Registration Division
	2.5 Update memo and forward to Director for final review and approval	None	1 Day	Legal Counsel: Securities Registration Division
	2.6 Conducts final review of the memo, returns the memo for any revision or approves the memo (if applicable)	None	1 Day	Director: Markets and Securities Regulation Department
	2.7 Endorses memo to supervising Commissioner for clearance	None	30 minutes	Confidential Assistant: Markets and Securities Regulation Department
	2.8 Forwards memo to Commission Secretary for inclusion in the Agenda	None	30 mins	Confidential Assistant: Markets and Securities Regulation Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.9 Present to Commission En Banc 2.9.1 Informs Assistant Director/Legal Counsel of En Banc decision	None	1 Day	Director: Markets and Securities Regulation Department
	2.10 Prepare letter informing applicant of the denial and/ or approval of the request by the Commission en banc and/or any additional instructions/guidance from the Commission	None	1 Day	Legal Counsel: Securities Registration Division
3. Acknowledge receipt of advisement letter	3.1 Email the advisement letter to the applicant requesting confidential treatment	None	30 minutes	Administrative assistant: Markets and Securities Registration Department
4. Submit hard copies of the documents without redaction to the department. 17th Floor, The SEC Headquarters, Makati Avenue, Salcedo Village, Bel-Air, Makati City Sealed envelope labeled "Confidential"	4.1 Receives the sealed envelope containing the confidential document 4.1.1 Forward sealed envelope to the Office of the Commission Secretary for safekeeping until the expiration date of confidential treatment	None		
TOTAL		P50,000 per issue per company	10 days	

Note: The Commission shall maintain the confidentiality of the information contained in the supplemental/amended report, pending a determination by the Commission as to the validity of the request for confidential treatment.

If request is DENIED, the confidential treatment fee is forfeited in favor of the government

5. Request for Exemptive Relief under Section 72.1 of the Code

This service details the procedures for relief from any provision of the Code and the rules adopted thereunder.

Division / Office	Markets and Securities Regulation Department (MSRD) - Securities Registration Division (SRD)
Classification	Highly Technical (covered by Section 72.1 of SRC) (10 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All
Statute	R.A. 8799 Securities Regulation Code

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter-request Letter request shall state the following: • Specific rule or order, requirement or prohibition from which relief is being sought • the legal basis or justification for the exemption • the name, address, and telephone number/s of the applicant (1) Digital Copy (1) Original Copy (1) Photocopy The letter request shall be filed with the appropriate Operating Department which has jurisdiction over the issue subject request Signed by President or any authorized representative of the company msrdsbmission@sec.gov.ph	<i>Client</i>
2. Proof of payment and/or Official Receipt (1) Digital Copy (1) Original Copy (1) Photocopy	Securities and Exchange Commission https://espaysec.sec.gov.ph/eor

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Email letter request msrdsbmission@sec.gov.ph	1.1 Forward the letter request to the Legal Counsel	None	30 minutes	Administrative Assistant Securities Registration Division
	1.2 Review and prepare Payment Assessment For	None	30 minutes	Legal Counsel Securities Registration Division SEC New Cashing System: Information and Communication Technology Department
	1.3 Email copy of the Payment Assessment Form to applicant	None	30 minutes	Legal Counsel: Securities Registration Division
2. Pay the exemptive relief fee indicated in the Payment Assessment Form 2.1 Submit any proof of payment made https://espaysec.sec.gov.ph/payment-portal	2.1 Acknowledge receipt and forward request and documents to assigned counsel	P50,000.00 per issuer per company	30 minutes	Administrative Assistant Confidential Assistant
	2.2 Verify payment from eSPAYSEC or cashiering system	None	30 minutes	Legal Counsel Securities Registration Division
	2.3 Call the applicant for conference for clarificatory questioning (if necessary) 2.3.1 Review and draft memorandum	None	4 days	Legal Counsel: Securities Registration Division
	2.4 Review the draft memo, return to counsel for any revision	None	1 hour	Assistant Director: Securities Registration Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.5 Update memo and forward to Director for final review	None	1 hour	Legal Counsel
	2.6 Conducts final review of the memo, returns the memo for any revision or approves the memo	None	1 hour	Director
	2.7 Endorses memo to supervising Commissioner for clearance	None	1 hour	Legal Counsel
	2.8 Forwards memo to Commission Secretary for inclusion in the Agenda	None	10 mins	Confidential Assistant
	2.9 Present to Commission En Banc 2.9.1 Informs Assistant Director/Legal Counsel of En Banc decision	None	30 mins	Director
	2.10 Prepare letter informing applicant of the denial or approval of the request by the Commission en banc and/or any additional instructions/guidance from the Commission	None	1 day	Legal Counsel
3. Acknowledge receipt of advisement letter 3.1 Comply with the condition set by the Commission (if applicable) msrdsbmission@sec.gov.ph	3.0 Forwards the advisement to the client via electronic mail 3.1 Collate and forward all documents submitted to Electronic Record Management Division	None	30 minutes	Administrative assistant
TOTAL		P50,000 per issue per company	10 days	

6. Petition for Voluntary Revocation of Order of Registration and Permit to Offer Securities for Sale

This service details the procedures for the processing of application for revocation of secondary license of Issuer companies under the jurisdiction of the Markets and Securities Regulation Department

Division / Office	Markets and Securities Regulation Department (MSRD) - Securities Registration Division (SRD)
Classification	Highly Technical (covered by Section 13. of SRC) (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Registered Issuers and Publicly Listed Companies under the jurisdiction of the Markets and Securities Regulation Department
Statute	R.A. 8799 Securities Regulation Code

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Verified Petition for Revocation of Registration (1) Digital Copy (1) Original Copy (1) Photocopy Signed by President or any authorized representative of the company	<i>Client</i>
2. Board Resolution approving the revocation (1) Digital Copy (1) Original Copy (1) Photocopy Certified under oath by the corporate secretary and attested to by the President or anyone performing similar function	<i>Client</i>
3. List of Stockholders Digital Copy (1) Original Copy (1) Photocopy Indicate in the list the respective shareholdings of stockholders as of the latest applicable date	<i>Client</i>
4. All relevant books and papers of the Issuer (1) Digital Copy (1) Original Copy (1) Photocopy Remarks: 1. Copy of the Stock and Transfer Book 2. Latest Statement of Cashflow 3. Latest General Information Sheet	<i>Client</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Sworn Certification by the External Auditor 5. Secretary's Certificate of No Intra Corporate Controversy 5. Notice of Filing of Petition for Voluntary Revocation of Registration of Securities (Draft Copy) (1) Digital Copy (1) Original Copy (1) Photocopy Remarks: Recite the facts supporting said Petition which shall be subject to the approval of the Commission	Client
6. Electronic Official Receipt (eOR) or any Proof of Payment Made (1) Digital Copy (1) Original Copy (1) Photocopy https://espaysec.sec.gov.ph/payment-portal Machine Validated LBP Oncoll Deposit Slip	Securities and Exchange Commission https://espaysec.sec.gov.ph/eor
7. Affidavit of Publication re: a. Notice of Filing of Petition for Voluntary Revocation b. Order of Revocation (1) Digital Copy (1) Original Copy (1) Photocopy Note: Immediately published by the Issuer at its own expense, once in a national paper of general circulation	Client

Failure to pay the r

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents required for voluntary revocation msrdsubmission@sec.gov.ph	31. Forward the application to Legal Counsel and pre-assess the application and supporting documents.	None	30 minutes	Administrative Assistant Securities Registration Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Prepare the Payment Assessment Form (PAF)	None	30 minutes	Legal Counsel Securities Registration Division SEC Cashing System Information and Communication Technology Department
	1.3 Email to applicant copy of the PAF to pay the revocation fee		30 minutes	Legal Counsel Securities Registration Division
2. Pay the Revocation fee indicated in the Payment Assessment Form 3. 2.1 Submit copy of Electronic Official Receipt (eOR) or any Proof of payment made https://espaysec.sec.gov.ph/payment-portal	2.1 Acknowledge receipt and forward petition for voluntary revocation and all required documents to assigned counsel	Certificate of Revocation of Securities Registration P10,000.00 UP Legal Research Fee P100.00 Documentary Stamp Tax: P30.00 Total P10,130.00	1 day	Administrative Assistant Confidential Assistant
	2.2 Verify payment from eSPAYSEC or cashiering system 2.3 Review and prepare draft comment letter, notice and forward the same to Assistant Director (via electronic mail)	None		Legal Counsel Securities Registration Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.4 Review and draft comment letter, notice, return to counsel for any revision (via electronic mail)	None	1 day	Assistant Director Securities Registration Division
	2.5 Update comment letter, notice of revocation for final review and approval of the Director	None	1 day	Legal Counsel Securities Registration Division
	2.6 Conducts final review of the comment letter, notice of revocation, returns for any revision or approves the comment and notice	None	1 day	Director Markets and Securities Regulation Department
3. Acknowledge receipt and ensure compliance with notification requirement Note: SEC Memorandum Circular No.1, Series of 2008: The following considerations should be taken into account by the corporations concerned in the selection of newspapers. 1. The notice about the action is likely to be read by the persons who may be interested in or whose interest would be affected by the action;	3. Forwards the comment, notice to the Issuer via electronic mail	None	30 minutes	Administrative assistant Securities Registration Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. The newspaper has a bona list of paying subscribers and is published at regular intervals, preferable, five times a week; and 3. The newspaper must not be devoted to the interest or published for entertainment of a particular class, profession, trade, calling, race or religious denomination The burden of proof showing satisfactory compliance with the publication requirement shall rest with the corporation The Commission may order a re-publication of the notice, if, in its judgement, the objective of the publication was not accomplished.				
4. Submit compliance with the comment letter and Affidavit of Publication re: Notice of Revocation msrdsbmission@sec.gov.ph	4.1 If after 15 days from the publication of Notice of Filing of Revocation of Securities Registration finds that the petition together with all other papers and documents attached to it, is on its face complete and no party stands to suffer any damage from the revocation, prepare an order revoking the registration	None	15 days	Legal Counsel Securities Registration Division
	4.2 Draft Order of Revocation of Securities Registration	None	1 day	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Published by the Issuer at its own expense, once in a national newspaper of general circulation	4.3 Review draft Order of Revocation	None	1 day	Assistant Director Securities Registration Division
	4.4 Review and sign the Order of Revocation	None	1 day	Director Markets and Securities Regulation Department
	4.5 Forward the Order of Revocation of Securities Registration to applicant and request uploading to Commission's website	None	1 day	Administrative Assistant Securities Registration Division Website Administrator Information and Communication Technology Department
5. Publish Order of Revocation of Securities 5.1 Submit Affidavit of Publication of the Order msrds submission@sec.gov.ph	5. Collate and forward documents submitted to electronic record management	None	1 day	Administrative Assistant Securities Registration Division Records Specialist Electronic Records Management Division
TOTAL		10,130.00	24 days 3 hours 29 minutes	

7. Request for Clearance before Distribution of Information Statement

This service details the procedures for the processing of application for clearance on the distribution of Definitive Information Statement to stockholders prior annual meeting

Division / Office	Markets and Securities Regulation Department (MSRD) - Securities Registration Division (SRD)
Classification	Highly Technical (covered by Section 20 of SRC) (10 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Registered Issuers and Publicly Listed Companies
Statute	R.A. 8799 Securities Regulation Code

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Preliminary/Definitive Information Statement Signed by the corporate secretary (1) Digital Copy	<i>Securities and Exchange Commission</i> www.sec.gov.ph/wp-content/uploads/2019/11/SEC-Form-20-IS.doc
2. Notice of Annual Stockholders Meeting and Agenda, Proxy Form Signed by the corporate secretary (1) Digital Copy (1) Original Copy (1) Photocopy Note: When attendance, participation, and voting are allowed by remote communication or in absentia, the requirements and procedures to be followed when a stockholder elects either option; and when the meeting is for the election of directors the requirements and procedures for nomination and election shall be disclosed.	<i>Client</i>
3. Management Report (1) Digital Copy (1) Original Copy (1) Photocopy 1. Consolidated Audited and interim unaudited financial statements (if applicable) as required by Revised SRC Rule 68; 2. Information concerning disagreements with accountants and financial disclosures	<i>Client</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. Management Discussion and Analysis or Plan of Operation 4. Brief description of the general nature and scope of the business of the Issuer and its subsidiaries 5. Identity of each of the Issuer's directors and executive officers, including principal occupation or employment, name and principal business of any organization in which such persons are employed 6. Market price of and dividends on Issuer's common shares 7. Discussion on compliance with leading practices on corporate governance 8. Undertaking to provide without charge to each person solicited, upon written request of any such person, a copy of the Issuer's annual report on SEC Form 17-A and the name and address of the person to whom such written request is to be directed	
A. Minutes of the most recent regular meeting which shall include among others: 1. A description of the voting and vote tabulation procedures used in the previous meeting 2. A description of the opportunity given to stockholders to ask questions and a record of the questions asked and answers given; 3. The matters discussed and resolution reached; 4. A record of the voting results for each given agenda items; 5. A list of the directors, officers and stockholders who attended the meeting; 6. Such other items that the Commission may require in the interest of good corporate governance and the protection of the minority stockholders. B. Material information on the current stockholders, and their voting rights; C. A detailed, descriptive, balanced and comprehensive assessment of the corporation's performance, which shall include information on any material change in corporation's business, strategy, and other affairs. D. A financial report for the preceding year, which shall include financial statements duly signed and certified in accordance with the Revised Corporation Code ("RCC") and the rules the Commission may prescribed, a statement on the adequacy of the corporation's internal controls or risk	<i>Client</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
management systems, and a statement of all external audit and non-audit fees; E. An explanation of the dividend policy and the fact of payments of dividends or the reasons for the nonpayment thereof; F. Director profile for which shall include, among others, their qualifications and relevant experience, length of service in the corporation, trainings and continuing education attended, and their board representations in other corporations G. A director attendance report, indicating the attendance of each director and its committees and in regular or special stockholders meeting H. Appraisal and performance report for the board and the criteria and protocol for assessment I. A director compensation report (1) Digital Copy (1) Original Copy (1) Photocopy	
6. Electronic Official Receipt (eOR) (1) Digital Copy (1) Original Copy (1) Photocopy	Securities and Exchange Commission https://espaysec.sec.gov.ph/eor
7. Certificate of Qualification of Independent Director (1) Digital Copy (1) Original Copy (1) Photocopy	Client
Additional Documentary Requirements under the RCC	
a. Minutes of the most recent regular meeting which shall include, among others: ☐ A description of the voting and vote tabulation procedures used in the previous meeting; ☐ A description of the opportunity given to stockholders or members to ask questions and a record of the questions asked and answers given; ☐ The matters discussed and resolutions reached; ☐ A record of the voting results for each agenda item; ☐ A list of directors or trustees, officers and stockholders who attended the meeting; (1) Digital Copy (1) Original Copy (1) Photocopy	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
b. Material information on the current stockholders and their voting rights	<i>Client</i>
c. A detailed, descriptive, balanced and comprehensible assessment of the corporation's performance, which shall include information on any material change in the corporation's business, strategy and other affairs	<i>Client</i>
d. A financial report for the preceding year, which shall include financial statements duly signed and certified in accordance with the Revised Corporation Code and the rules the Commission may prescribe, a statement on the adequacy of the corporation's internal controls or risk management systems, and a statement that all external audit and non-audit fees;	<i>Client</i>
e. An explanation on the dividend policy and the fact of payment of dividends or the reasons for non-payment thereof;	<i>Client</i>
f. Director profiles which shall include, among others their qualifications and relevant experience, length of service in the corporation, trainings and continuing education attended, and their board representations in other corporations;	<i>Client</i>
g. A director attendance report, indicating the attendance of each director at each of the meetings of the board and its committees and in regular or special stockholder meetings;	<i>Client</i>
h. Appraisals and performance reports for the board and the criteria and procedure for assessment;	<i>Client</i>
i. A director compensation report prepared in accordance with the Revised Corporation Code and the rules the Commission may prescribe;	<i>Client</i>
j. Director disclosures on self-dealings and related party transactions; and/or	<i>Client</i>
k. The profiles of directors nominated or seeking election or re-election.	<i>Client</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Email copy of the Preliminary Information Statement to msrdsubmission@sec.gov.ph	1. Forward the Preliminary Information Statement and other documents to handling Securities Specialist or Examiners	None	30 minutes	Administrative Assistant
	1.2 Prepare the Payment Assessment Form (PAF) using the New Cashiering System	None	5 minutes	Securities Specialist or Examiner Securities Registration Division New Cashiering System Information and Communication Technology Department
	1.3 Email to applicant copy of the Payment Assessment Form		30 minutes	Securities Specialist or Examiner Securities Registration Division
2. Pay the filing fee indicated in the Payment Assessment Form issued 2.1 Submit copy of Electronic Official Receipt (eOR)	2.1 Acknowledge receipt and forward to handling Securities Specialist or Examiner	Issuer: P7,500.00 Plus: 75.00 UP Legal Research Fee (UPLRF) Other than the Issuer: 2,500 plus 25.00 UP LRF	30 minutes	Administrative Assistant Securities Registration Division Confidential Assistant Markets and Securities Regulation Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Verify payment from eSPAYSEC or cashiering system 2.2.1 Review and prepare draft comment letter		30 minutes 4 hours	Securities Specialist Examiner Securities Registration Division
	2.3 Review and draft comment letter, return to specialist/examiner for any revision (via electronic mail)		2 Days	Assistant Director Securities Registration Division
	2.4 Update comment letter and forward to Director for final review		2 Days	Securities Specialist or Examiner Securities Registration Division
	2.5 Conducts final review of the comment letter returns for any revision or approves the comment, notice		2 Days	Director
	2.6 Forwards the comment to the Issuer or other than registrant via electronic mail		1 Day	Securities Specialist or Examiner Securities Registration Division
3. Acknowledge receipt of comment letter and comply with the noted deficiencies in the submitted Preliminary Information Statement 3.1 Submit the hard Definitive Information Statement incorporating therein deficiencies in the comment letter	3.1 Review and approve for distribution copy of the Definitive Information Statement and all required attachments		1 Day	Securities Specialist or Examiner Securities Registration Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2 Complete Sets of Hard Copies 17th Flr. Markets and Securities Regulation Department The SEC Headquarters, Makati Avenue, Salcedo Village, Bel-Air, Makati City				
TOTAL		P7,575.00 or P2,525.00**	8 Days, 5 Hours, 35 minutes	

** Other than the Issuer



ECONOMIC RESEARCH AND TRAINING DEPARTMENT

Citizen's Charter, FY 2025 | 1st Edition



ERTD@sec.gov.ph



8818-6219



**10th Floor, The SEC Headquarters, 7907
Makati Avenue, Salcedo Village, Bel-
Air, Makati City 1209**



COMPANY ANALYTICS AND STATISTICS DIVISION

Citizen's Charter, FY 2025 | 1st Edition



8818-6117



10th Floor, The SEC Headquarters, 7907 Makati
Avenue, Salcedo Village, Bel-Air, Makati City 1209

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1. Certification of Rank in the Philippines Top 1000 Corporations

This presents the process flow for requesting a certification of a corporation's rank in the Top Philippine Corporations in a given fiscal year, which is prepared by and in the custody of the Economic Research and Training Department (ERTD). Any of the company's duly authorized representatives may request a Certification for whatever legal purpose it may serve (e.g., securing of employment or travel visas, proof of qualification for public bidding, client prospecting activities).

Division / Office	Company Analytics and Statistics Division (CASD)
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Corporations included in the Annual Ranking

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- Letter of request signed by the company head or authorized officer containing the following information: - Information about the company (i.e., Name, Address, Contact Number, Email Address); - Purpose of the request; and - Fiscal Year covered - If requesting a hard copy of the certificate, the following additional requirements must be provided and presented upon claiming it: - Provide 1 original copy of signed authorization letter indicating the name of the person who will claim the certificate; and - Present 1 valid government issued I.D. of the person who will claim. Acceptable I.D.: - Philippine National I.D. - Philippine Passport - Driver's License - Unified Multi-Purpose ID (UMID)	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- Social Security System (SSS) ID - Professional Regulation Commission (PRC) ID - Taxpayer Identification Number (TIN) ID - Voter's ID - Company ID	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter through the Company Analytics and Statistics Division's official email address: casd@sec.gov.ph Notes/Instruction: The letter of request should contain the complete information enumerated in the Checklist of Requirements.	1.1 Acknowledge receipt of the request through email and coordinate with the client by email or telephone to clarify and confirm the details. 1.2 Issue the Payment Assessment Form and advise client via email regarding the payment procedures and release date of the certificate.	None	1 hour 1 hour	Company Analytics and Statistics Division SEC Information Officer III SEC Information Officer III
2. Pay the processing fee indicated in the Payment Assessment Form through the Electronic System for Payment to SEC (eSPAYSEC): espaysec.sec.gov.ph/payment-portal/home Notes/Instructions:	2.1 Prepare the Certification of Rank in the Top Philippine Corporation upon validation of payment and endorse the same for review by the Supervising Statistical Specialist and Division Assistant Director.	PhP 330 per certificate (See SEC MC No. 3 Series of 2017)	2 hours	Company Analytics and Statistics Division SEC Information Officer III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
- The processing time, which includes only business days, will stop upon issuance of the Payment Assessment Form and will resume upon client's payment of the assessed fee. - The assessed processing fee excludes the service fees charged by payment channels (e.g., PayMaya, GCASH, credit card company). - The Electronic System for Payment to SEC will issue an electronic Official Receipt to the client, copied to the processor who issued the Payment Assessment Form.	2.2 Review the completeness of the document and affix initial below the Department Director's signature portion of the Certificate.		2 hours	SEC Assistant Director, SEC Supervising Statistical Specialist
	2.3 Approve and sign the certificate.		1 hour	SEC Director III
	2.4 Release the digital certificate via email or the hard copy by appointment.		1 hour	SEC Information Officer III
TOTAL		PhP 330 per certificate	1 day	

2. Complex Request for SEC Statistics, Reports, and Data (SRD)

This presents the process flow of acquiring Statistics, Reports, and Data (e.g., compiled data, official statistics, other data/reports on registered and regulated entities), which can be generated by the Securities and Exchange Commission (SEC) and may be provided to institutional and individual researchers, subject to further inputs and processing by the SEC Department/Office concerned.

Division / Office	Company Analytics and Statistics Division (CASD)
Classification	Complex (7 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B), Government to Government (G2G)
Type of Service	External Service
Who may avail:	• Government Agencies • Private Institution • Academe • Student

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Email request containing the following information: • Information about the client (i.e., Name, Contact Number, Email Address); • Purpose of the request; and • Details of requested Statistics, Report or Data (e.g. period covered, industry classification, geographical location, specific data elements).	To be provided by the client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the email request through the Company Analytics and Statistics Division's official email address: casd@sec.gov.ph Notes/Instruction: <i>The email request should contain the complete information enumerated in the Checklist of Requirements.</i>	1.1 Acknowledge receipt of the email request and coordinate with the client by email or telephone to clarify and confirm the details. 1.2 Issue the Payment Assessment Form and advise client via email regarding the payment	None	1 day 2 hours	Company Analytics and Statistics Division SEC Information Officer III SEC Information Officer III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	procedures and release date of the requested Statistics, Reports or Data.			
2. Pay the processing fee indicated in the Payment Assessment Form through the Electronic System for Payment to SEC (eSPAYSEC): espaysec.sec.gov.ph/payment-portal/home Notes/Instruction: - The processing time, which includes only business days, will stop upon issuance of the Payment Assessment Form and will resume upon client's payment of the assessed fee. - The assessed processing fee excludes the service fees charged by payment channels (e.g., PayMaya, GCASH, credit card company). - The Electronic System for Payment to SEC will issue an electronic Official Receipt to the client, copied to the processor who issued the Payment Assessment Form.	2.1 Generate the requested Statistics, Report, or Data upon payment validation, based on the client's confirmed details and specifications. 2.2 Review and approve the prepared Statistics, Report or Data and endorse the same for release. 2.3 Release the requested Statistics, Reports or Data to the client via email.	Special Program Fee: PhP 1,000.00 Computer Processing Charge: PhP 4.00 per minute (See SEC MC No. 3 Series of 2017)	3 days 5 hours 1 hour	Company Analytics and Statistics Division Securities Financial Specialist III, SEC Information Systems Analyst II, SEC Statistician, SEC Financial Analyst SEC Assistant Director, SEC Supervising Statistical Specialist SEC Information Officer III
TOTAL		PhP 1,000.00 + PhP 4.00 per	5 days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		minute		

3. Highly Technical Request for SEC Statistics, Reports, and Data (SRD)

This presents the process flow of acquiring Statistics, Reports, and Data (e.g., compiled data, official statistics, other data/reports on registered and regulated entities), which can be generated by the Securities and Exchange Commission (SEC) and may be provided to institutional and individual researchers, subject to further inputs and processing by the SEC Department/Office concerned, and/or approval by higher-level authorities concerned.

Division / Office	Company Analytics and Statistics Division (CASD)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B), Government to Government (G2G)
Type of Service	External Service
Who may avail:	• Government Agencies • Private Institution • Academe • Student

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Email request containing the following information: • Information about the client (i.e., Name, Contact Number, Email Address); • Purpose of the request; and • Details of requested Statistics, Report or Data (e.g. period covered, industry classification, geographical location, specific data elements).	To be provided by the client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the email request through the Company Analytics and Statistics Division's official				Company Analytics and Statistics Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
email address: casd@sec.gov.ph Notes/Instruction: The email request should contain the complete information enumerated in the Checklist of Requirements.	1.1 Acknowledge receipt of the email request and coordinate with the client by email or telephone to clarify and confirm the details. 1.2 Issue the Payment Assessment Form and advise client via email regarding the payment procedures and release date of the requested Statistics, Report or Data.	None	5 hours 2 hours	SEC Information Officer III SEC Information Officer III
2. Pay the processing fee indicated in the Payment Assessment Form through the Electronic System for Payment to SEC (eSPAYSEC): espaysec.sec.gov.ph/payment-portal/home Notes/Instruction: - The processing time, which includes only business days, will stop upon issuance of the Payment Assessment Form and will resume upon client's payment of the assessed fee. - The assessed processing fee excludes the service fees	2.1 Generate the requested Statistics, Report or Data upon payment validation, based on the client's confirmed details and specifications. 2.2 Review and approve the prepared Statistics, Report or Data and endorse the same for release. 2.3 Release the requested Statistics, Report, or Data to the client via email.	Special Program Fee: PhP 1,000.00 Computer Processing Charge: PhP 4.00 per minute (See SEC MC No. 3 Series of 2017)	12 days 2 days 1 hour	Company Analytics and Statistics Division Securities Financial Specialist III, SEC Information Systems Analyst II, SEC Statistician, SEC Economist III, SEC Financial Analyst II, SEC Data Controller SEC Assistant Director, SEC Supervising Statistical Specialist SEC Information Officer III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>charged by payment channels (e.g., PayMaya, GCASH, credit card company).</i> <i>The Electronic System for Payment to SEC will issue an electronic Official Receipt to the client, copied to the processor who issued the Payment Assessment Form.</i>				
TOTAL		PhP 1,000.00 + PhP 4.00 per minute	15 days	

4. Provision of Copy of the Philippines Top 1000 Corporations

This presents the process flow for requesting a copy of the latest available Annual Ranking of Top Philippine Corporations, which is produced by and in custody of the Economic Research and Training Department (ERTD) and may be requested by and provided to institutional and individual researchers.

Division / Office	Company Analytics and Statistics Division (CASD)
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B), Government to Government (G2G)
Type of Service	External Service
Who may avail:	• Government Agencies • Private Institution • Academe • Student

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Email request containing the following information: • Information about the client (i.e., Name, Contact Number, Email Address); • Purpose of the request; and • Details of the requested document (e.g. period covered, industry classification, geographical location, specific data elements).	To be provided by the client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the email request through the Company Analytics and Statistics Division's official email address: casd@sec.gov.ph	1.1 Acknowledge receipt of the email request and coordinate	None	2 hours	Company Analytics and Statistics Division SEC Information Officer III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Notes/Instruction: The email request should contain the complete information enumerated in the Checklist of Requirements.	with the client by email or telephone to clarify and confirm the details. 1.2 Issue the Payment Assessment Form and advise client via email regarding the payment procedures and release date of the publication.		1 hour	SEC Information Officer III
2. Pay the processing fee indicated in the Payment Assessment Form through the Electronic System for Payment to SEC (eSPAYSEC): espaysec.sec.gov.ph/payment-portal/home Notes/Instruction: - The processing time, which includes only business days, will stop upon issuance of the Payment Assessment Form and will resume upon client's payment of the assessed fee. - The assessed processing fee excludes the service fees charged by payment channels (e.g., PayMaya, GCASH, credit card company).	2.4 Retrieve the requested document upon payment validation, based on the client's confirmed details and specifications. 2.5 Review the completeness of the requested document and endorse the same for release. 2.1 Release the requested document to the client via email.	Main Report 1. Narrative (in PDF format): PhP 3,000.00 2. Schedules (in Excel format): Ranging from PhP 1,000.00 to PhP 4,000.00 per schedule Directory 1. In PDF format: PhP 5,000.00 2. In Excel format: PhP 10,000.00 (See Resolution No.	2 hours 2 hours 1 hour	Company Analytics and Statistics Division Securities Financial Specialist III, SEC Financial Analyst II SEC Assistant Director, SEC Supervising Statistical Specialist SEC Information Officer III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
The Electronic System for Payment to SEC will issue an electronic Official Receipt to the client, copied to the processor who issued the Payment Assessment Form.		442, series of 2017)		
TOTAL		Main Report PhP 3,000 Schedules PhP 1,000 - PhP 4,000 per schedule Directory PhP 5,000 or PhP 10,000	1 day	

5. Simple Request for SEC Statistics, Reports, and Data (SRD)

This presents the process flow of acquiring readily available Statistics, Reports, and Data (e.g. SEC compiled data, official statistics, other data/reports on registered and regulated entities) which are produced by and in the custody of the Economic Research and Training Department (ERTD) and may be requested by and provided to institutional and individual researchers.

Division / Office	Company Analytics and Statistics Division (CASD)
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B), Government to Government (G2G)
Type of Service	External Service
Who may avail:	• Government Agencies • Private Institution • Academe • Student

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Email request containing the following information: • Information about the client (i.e., Name, Contact Number, Email Address); • Purpose of the request; and • Details of requested Statistics, Report or Data (e.g. period covered, industry classification, geographical location, specific data elements).	To be provided by the client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the email request through the Company Analytics and Statistics Division's official email address: casd@sec.gov.ph Notes/Instruction: <i>The email request should contain the complete information enumerated in the Checklist of Requirements.</i>	1.1 Acknowledge receipt of the email request and coordinate with the client by email or telephone to clarify and confirm the details.	None	2 hours	Company Analytics and Statistics Division SEC Information Officer III
	1.2 Retrieve the requested Statistics, Reports, or Data based on the client's confirmed details and specifications.		4 hours	SEC Information Officer III, SEC Statistician
	1.3 Review the completeness of the requested Statistics, Reports, or Data and endorse the same for release.		1 hour	SEC Supervising Statistical Specialist
	1.4 Release the requested Statistics, Reports, or Data to the client via email.		1 hour	SEC Information Officer III
TOTAL		None	1 day	

6. Complex Request for SEC Statistics, Reports, and Data (SRD)

This presents the process flow of acquiring Statistics, Reports, and Data (e.g., compiled data, official statistics, other data/reports on registered and regulated entities), which can be generated by the Securities and Exchange Commission (SEC) and may be provided to SEC Departments or Offices including Extension Offices, subject to further inputs and processing by the SEC Department/Office concerned.

Division / Office	Company Analytics and Statistics Division (CASD)
Classification	Complex (7 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Service
Who may avail:	SEC Departments, Offices or Units including Extension Offices

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Email request containing the following information: • Information about the client (i.e., Name, Contact Number, Email Address); • Purpose of the request; and • Details of requested Statistics, Report or Data (e.g. period covered, industry classification, geographical location, specific data elements).	To be provided by the client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the email request through the Company Analytics and Statistics Division's official email address: casd@sec.gov.ph Notes/Instruction:	1.1 Acknowledge receipt of the email request and coordinate with the client by email or telephone to clarify and confirm the details.	None	1 day	Company Analytics and Statistics Division SEC Information Officer III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>The email request should contain the complete information enumerated in the Checklist of Requirements.</i>	1.2 Generate the requested Statistics, Report or Data based on the client's confirmed details and specifications.		3 days	Securities Financial Specialist III, SEC Information Systems Analyst II, SEC Statistician, SEC Financial Analyst II
	1.3 Review and approve the prepared Statistics, Report or Data and endorse the same for release.		7 hours	SEC Assistant Director, SEC Supervising Statistical Specialist
	1.4 Release the Statistics, Report or Data to the client via email.		1 hour	SEC Information Officer III
TOTAL		None	5 days	

7. Highly Technical Request for SEC Statistics, Reports, and Data (SRD)

This presents the process flow of acquiring Statistics, Reports, and Data (e.g., compiled data, official statistics, other data/reports on registered and regulated entities), which can be generated by the Securities and Exchange Commission (SEC) and may be provided to SEC Departments or Offices including Extension Offices, subject to further inputs and processing by the SEC Department/Office concerned, and/or approval by higher-level authorities concerned.

Division / Office	Company Analytics and Statistics Division (CASD)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Service
Who may avail:	SEC Departments, Offices or Units including Extension Offices

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Email request containing the following information: - Information about the client (i.e., Name, Contact Number, Email Address); - Purpose of the request; and - Details of requested Statistics, Report or Data (e.g. period covered, industry classification, geographical location, specific data elements).	To be provided by the client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the email request through the Company Analytics and Statistics Division's official email address: casd@sec.gov.ph Notes/Instruction:	1.1 Acknowledge receipt of the email request and coordinate with the client by email or telephone to clarify and confirm the details.	None	7 hours	Company Analytics and Statistics Division SEC Information Officer III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>The email request should contain the complete information enumerated in the Checklist of Requirements.</i>	1.2 Generate the requested Statistics, Report or Data based on the client's confirmed details and specifications.		12 days	Securities Financial Specialist III, SEC Information Systems Analyst II, SEC Statistician, SEC Economist III, SEC Financial Analyst II, SEC Data Controller
	1.3 Review and approve the prepared Statistics, Report or Data and endorse the same for release.		2 days	SEC Assistant Director, SEC Supervising Statistical Specialist
	1.4 Release the Statistics, Report or Data to the client via email.		1 hour	SEC Information Officer III
TOTAL		None	15 days	

8. Provision of Copy of the Philippines Top 1000 Corporations

This presents the process flow for requesting a copy of the latest available Annual Ranking of Top Philippine Corporations, which is produced by and in custody of the Economic Research and Training Department (ERTD) and may be provided to SEC Departments or Offices including Extension Offices.

Division / Office	Company Analytics and Statistics Division (CASD)
Classification	Simple (3 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Service
Who may avail:	SEC Departments, Offices or Units including Extension Offices

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Email request containing the following information: - Information about the client (i.e., Name, Contact Number, Email Address); - Purpose of the request; and - Details of the requested document (e.g. period covered, industry classification, geographical location, specific data elements).	To be provided by the client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the email request through the Company Analytics and Statistics Division's official email address: casd@sec.gov.ph Notes/Instruction: <i>The email request should contain the complete information</i>	1.1 Acknowledge receipt of the email request and coordinate with the client by email or telephone to clarify and confirm the details.	None	1 hour	Company Analytics and Statistics Division SEC Information Officer III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>enumerated in the Checklist of Requirements.</i>	1.2 Retrieve the requested document based on the client's confirmed details and specifications.		4 hours	Securities Financial Specialist III, SEC Financial Analyst II
	1.3 Review the completeness of the requested document and endorse the same for release.		2 hours	SEC Assistant Director, SEC Supervising Statistical Specialist
	1.4 Release the requested document to the client via email.		1 hour	SEC Information Officer III
TOTAL		None	1 day	



MARKET PROFESSIONALS DEVELOPMENT DIVISION

Citizen's Charter, FY 2025 | 1st Edition



8818-7256



10th Floor, The SEC Headquarters, 7907 Makati
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1. Application for the SEC Certification Examination for Prospective Capital Market Professionals

The Securities and Exchange Commission (SEC) established the Certification Program, which includes Certification Webinars and Examinations, for prospective capital market professionals. This program, as mandated by Section 28 of the Securities Regulation Code and Rule 5.7.1(c) of the Implementing Rules and Regulations of the Investment Company Act (RA 2629), requires prospective market professionals to pass the examinations as a requirement before their registration.

The SEC Certification Program is designed to ensure that capital market professionals possess a comprehensive understanding of best practices, as well as the laws and regulations governing the Philippine capital market.

The SEC Certification Examination consists of two phases. Phase 1 covers six general topics that apply to all market professionals:

1. Fundamentals of Securities
2. Economic Principles and Market Theories
3. Fundamentals of Securities Regulation
4. Corporate Governance
5. Risk Management
6. Anti-Money Laundering

Phase 2 is the industry-specific examination and is composed of five sub-modules:

- Phase 2-7A: Certified Investment Solicitors (CIS)
- Phase 2-7B: Equities Securities Salesmen (ESS)
- Phase 2-7C: Fixed Income Market Salesmen (FIMS)
- Phase 2-7D: Compliance Officers/Associated Persons (CO/AP) for Broker Dealers in the Equities Market

All prospective CIS, ESS, FIMS, and CO/AP applicants must successfully pass both phases of the SEC Certification Examinations before applying for registration. However, applicants for Phase 2-7B ESS and Phase 2-7D CO/AP are required to attend a mandatory certification webinar conducted by the SEC before they can apply for their Phase 2 examination.

The latest schedule and online application procedure may be viewed through the following:

Headquarters: <https://bit.ly/SECCertExamHQ>

Provincial: <https://bit.ly/SECCertExamProvincial>

or under Services of the SEC Home page (www.sec.gov.ph), click Certification Examinations under the Capital Market Professionals.

Division / Office	Market Professionals Development Division (MPDD)
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B), Government to Government (G2G)
Type of Service	External Service
Who may avail:	ALL

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. One (1) scanned copy of any of the following valid ID cards. • Alien Certificate of Registration Identity Card • Bureau of Internal Revenue ID/Taxpayer's ID • Commission on Election Voter's ID • Company/Office ID • Civil Service Commission Eligibility Card • Driver's License • Latest School/University ID • National Bureau of Investigation Clearance • Philippine Passport • Philippine Health Insurance Corporation ID • PhilID • Philippine National Police Clearance • Philippine Postal ID • Professional Regulation Commission License • PWD ID • Senior Citizen ID • Solo Parent ID • Social Security System ID • Universal Multipurpose ID 2. One (1) Duly accomplished electronic application form.	1. Valid IDs may be obtained from any of the following: • Bureau of Immigration Philippines • Bureau of Internal Revenue • Commission on Elections • Company/Office ID • Civil Service Commission • Land Transportation Office • School/University • National Bureau of Investigation • Department of Foreign Affairs • Philippine Health Insurance Corporation • Philippine Statistics Authority • Philippine National Police • Philippine Postal Corporation • Professional Regulation Commission • Local Government Unit (LGU) • LGU • LGU • Social Security System (SSS) • Government Service Insurance System/SSS 2. The application forms can be downloaded through the following: • Phase 1 Application Form: https://bit.ly/Phase1ApplicationForm

Remarks: Attach two (2) identical photos on the designated space in the application form with the following specifications:

- Name tag and signature
- Size 1 1/2" x 2" (passport size)
- Corporate attire (no wearing of sleeveless)
- Colored with white background
- Taken within the last 6 months
- In full-face view directly facing the camera

- Phase 2 Application Form:
<https://bit.ly/Phase2ApplicationForm>

or under Services of the SEC Home page (www.sec.gov.ph), click Certification Examinations under the Capital Market Professionals.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application requirements to the Market Professionals Development Division (MPDD) through certification@sec.gov.ph. Notes: Email requirements containing the following information: Subject line: [Examination applied for] Exam Application: [Applicant's Complete Name] • Body/Content of email: • Complete name of applicant • Preferred examination dates and sessions	1.1 Check the requirements and issue Payment Assessment Form (PAF) through email.	None	15 minutes	Market Professionals Development Division SEC Training Officer III or SEC Information Officer II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
(applicants must ensure their availability) - Examination applied for - Contact numbers of applicant If the application is company-sponsored, indicate the payor and address that should be reflected in the electronic official receipt (e-OR). Example: <i>Phase 1 Exam Application: Juan C. Dela Cruz</i>				
2. Pay the corresponding fee through the Electronic System Payment to SEC (eSPAYSEC) at https://espaysec.sec.gov.ph/payment-portal/home, and reply to the same email thread with the electronic receipt (e-OR) to the Market Professionals Development Division (MPDD).	2.1 Verify the payment and include the applicant's name in the list of examinees. 2.2 Email the confirmation of schedule and Application Receipt to the applicant.	Headquarters: PhP 500.00 per applicant Provincial: PhP 1,500.00 Notes/Instruction: Service fee from partner payment channels is not included in the total fees.	5 minutes 10 minutes	SEC Training Officer III or SEC Information Officer II SEC Training Officer III or SEC Information Officer II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Notes/Instruction: Once the payment is made, the system accepts the online payment and issues an electronic Official Receipt (e-OR) through email.				
TOTAL		HQ: PhP 500 per applicant Provincial: PhP 1,500.00 per applicant	30 minutes	

Notes: Processing time covers only the agency actions and not the client steps. Hence, processing time will stop upon issuance of PAF and resume only upon submission of the e-OR by the client.

2. Registration for the SEC Certification Webinars for Prospective Capital Market Professionals

The Securities and Exchange Commission (SEC) established the Certification Program, which includes Certification Webinars and Examinations, for prospective capital market professionals. This program, as mandated by Section 28 of the Securities Regulation Code and Rule 5.7.2(c) of the Implementing Rules and Regulations of the Investment Company Act (RA 2629), requires prospective market professionals to pass the examinations as a requirement before their registration.

The SEC Certification Program is designed to ensure that capital market professionals possess a comprehensive understanding of best practices, as well as the laws and regulations governing the Philippine capital market.

To help the examinees prepare for the examinations, the SEC conducts Certification Webinars for Prospective Capital Market Professionals, as follows:

- SEC Certification Webinar for Phase 1 of the SEC Certification Examinations
- SEC Certification Webinar for prospective Equities Securities Salesmen (ESS)
- SEC Certification Webinar for prospective Compliance Officers/Associated Persons (CO/AP) in the Equities Market

The latest webinar schedules may be viewed through this link: <https://www.sec.gov.ph/capital-market-professionals/certification-seminars/> or under Services of the SEC Home page (www.sec.gov.ph), click Certification Webinars under the Capital Market Professionals.

The SEC shall issue an e-certificate of attendance to participants who have registered, attended the webinar, and accomplished the evaluation form within the announced deadline.

Division / Office	Market Professionals Development Division
Classification	Simple
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B), Government to Government (G2G)
Type of Service	External Service
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Registration form to be filled out online.	1. Online registration form may be accessed through this link: https://www.sec.gov.ph/capital-market-professionals/certification-semi

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	nars/ or under Services of the SEC Home page (www.sec.gov.ph), click Certification Webinars under the Capital Market Professionals.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit the online registration form to Market Professionals Development Division (MPDD) through the online registration form.	1.1 Verify the submitted registration form and issue Payment Assessment Form (PAF) through email.	NONE	15 minutes	Market Professionals Development Division SEC Training Officer III or SEC Information Officer II
2. Pay the corresponding fee through the Electronic System for Payment to SEC (eSPAYSEC) at https://espaysec.sec.gov.ph/payment-portal/home , and reply to the same email thread with the electronic receipt (e-OR) to the Market Professionals Development Division (MPDD). Notes/Instruction: Once the payment is made, the system accepts the online payment and issues an electronic Official	2.1 Verify the payment and include the registrant's name in the final list of webinar participants. 2.2 Email the slot confirmation and other webinar details to the participant.	PhP 7,000.00 per registrant Notes/Instruction: Service fee from partner payment channels is not included in the total fees.	5 minutes 10 minutes	SEC Training Officer III or SEC Information Officer II SEC Training Officer III or SEC Information Officer II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Receipt (e-OR) through email.				
TOTAL		PhP 7,000.00 per registrant	30 minutes	

Notes: Processing time covers only the agency actions and not the client steps. Hence, processing time will stop upon issuance of PAF and resume only upon submission of the e-OR by the client.



EXTERNAL AFFAIRS DEPARTMENT

Citizen's Charter, FY 2025 | 1st Edition



ead@sec.gov.ph



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8818-6047



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Bel-Air, Makati City 1209



INTERNATIONAL AFFAIRS AND PROTOCOL DIVISION

Citizen's Charter, FY 2025 | 1st Edition



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1. Request for Travel Authority (Non training Related)

Request of Travel Authority (non-training related) for SEC Top management, officials, and employees

Division / Office	International Affairs and Protocol Division
Classification	Highly Technical (20 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Service
Who may avail:	SEC Top management, Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- Memorandum to External Affairs Department (includes travel computation) 1 e-copy - Letter Invitation 1 e-copy - Program Agenda (if available) 1 e-copy	<i>To be provided by the requesting department/office</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents to iapd@sec.gov.ph	1.1 Receives and acknowledges the required documents and check for completeness	None	5 minutes	Administrative Assistant II or the assigned personnel, International Affairs and Protocol Division
	1.2 Endorses the email to the International Affairs and		1 minute	Administrative Assistant II or the assigned personnel, International Affairs and Protocol Division

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Protocol Division's Assistant Director		2 minutes	Assistant Director, International Affairs and Protocol Division
	1.3 Assigns the request to personnel			
	1.4 Prepares Memorandum to the En Banc requesting for the approval of travel and Memorandum requesting Certification of Availability of Funds		1 day	Protocol Officer II or Assigned Personnel, International Affairs and Protocol Division
	1.5 Document review by the Assistant Director		1 Hour	Assistant Director, International Affairs and Protocol Division
	1.5 Submission of Memorandum to the En Banc to the Director requesting inclusion as an agenda item in the Commission En Banc Meeting		5 minutes	Assistant Director, External Affairs Department
			1 day	Protocol Officer II or Assigned Personnel, International Affairs Protocol Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.6 Review of Memorandum to the En Banc 1.7 Request for clearance from Supervising Commissioner for inclusion of Memorandum to the En Banc in the Agenda of the Commission En Banc Meeting 1.8 Once Memorandum to the En Banc is signed by the Supervising Commissioner, email Request for Certificate of Availability of Funds to the FMD. 1.9 Receive Certificate of Availability of Funds 1.9 Presentation of the Memorandum to the En Banc during the Commission En Banc Meeting		1 day	Protocol Officer II or Assigned Personnel, International Affairs Protocol Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.9 Director informs division of approval of agenda item 1.10 Prepare supporting documents using checklist a. Commission En Banc Resolution b. Certificate of Availability of Funds c. Memo to En Banc d. Letter Invitation e. Program Agenda 1.7 Prepare travel request documents a. Request for travel authority b. Memorandum to Secretary of Finance (add justification paragraph if the request is submitted less than 10 days to the Department of Finance)			

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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Travel documents are reviewed and cleared 2.3 Email Documents to the Chairperson or Officer-in-Charge for approval and signature 2.4 Documents are signed by the Chairperson • Memorandum to Secretary of Finance • Request for Travel Authority Form • SEC Office Travel Order • SEC Officer Officer-in-Charge (if needed) <i>Note: Attachments are Commission En Banc Resolution, Certificate of Availability of Funds, Letter Invitation and Program Agenda</i>		2 minutes 1 hour 5 minutes	Assistant Director, International Affairs Protocol Division Protocol Officer II or Assigned Personnel, International Affairs Protocol Division Chairperson or Officer-in-Charge

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.5 Print and compile copies 2.6 SEC Office Order Numbering and Certified True Copy of SEC Office Order and Commission En Banc Resolution 2.7 Documents are signed by Budget Division and Accounting Division Assistant Directors of Financial Management Department 2.8 Encode details, upload the documents and submit to the Central Electronic Travel Authorization System (CETAS) of Department of Finance 2.9 File the documents (1 original and 1 photocopy) to the Central Records Receiving of the Department of Finance		30 minutes 30 minutes 30 minutes 5 minutes	Protocol Officer II or Assigned Personnel, International Affairs Protocol Division Office of the Commission Secretary Staff Budget Division Assistant Director and Accounting Assistant Director, Financial management Department Protocol Officer II or Assigned Personnel, International Affairs Protocol Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.10 Department of Finance Travel Authority processing 2.11 Receive the Travel Authority and 1st indorsement 2.12 Release the document to the client		minimum of 10 working days 10 minutes 5 minutes	Protocol Officer II or Assigned Personnel, International Affairs Protocol Division Department of Finance Liaison Officer, International Affairs and Protocol Division
Total		NONE	20 days	



STRATEGIC PARTNERSHIP AND ADVOCACY DIVISION

Citizen's Charter, FY 2025 | 1st Edition



prcruz@sec.gov.ph



15th Floor, The SEC Headquarters, 7907 Makati Avenue,
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INTERNAL SERVICES:

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1. Request to Conduct Orientation on SEC's Functions, Mandates, and other related topics.

This outlines the requirements to request or arrange an orientation to provide in-depth information on the mandate, functions, and other related regulatory topics of the Securities and Exchange Commission (SEC). The aim is to ensure that the target audience gains a clear understanding of the SEC's role and responsibilities, stays updated on recent developments, and adopts best practices for compliance.

Division / Office	Strategic Partnership and Advocacy Division (SPAD)
Classification	Complex (7 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B), Government to Government (G2G)
Type of Service	External Service
Who may avail:	Authorized representative from the requesting organization, association, company/agency

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of Request, 1 electronic copy	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the letter of request. Location : spad@sec.gov.ph <i>Note:</i> The request letter must be addressed to the External Affairs Department Director and signed by the requesting institution's/organization's authorized official, indicating the following: Desired date and time of	1.1 Receive and acknowledge the letter of request. 1.2 Approval of the Assistant Director and Director of the Strategic Partnership and Advocacy Division—External Affairs Department.	None	30 minutes 4 Hours 4 Hours	<i>SEC Administrative Assistant II, Strategic Partnership and Advocacy Division</i> <i>SEC Assistant Director and SEC Director, Strategic Partnership and Advocacy Division - External Affairs Department</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
orientation; •Requested/Proposed topics; •Names and total number of participants; and •Contact information of the focal person.	1.3 Confirm the availability of the venue and other logistical requirements from the General Services Division of the Management Services Department.		1 Day	SEC Advocacy Officer I, Strategic Partnership and Advocacy Division
	1.4 Coordinate with the concerned department for the resource person based on the requested topic of the organization.		2 hours	SEC Advocacy Officer I, Strategic Partnership and Advocacy Division
	1.5 Prepare the SEC Office order of the resource person and support staff from other departments.		2 Days	SEC Advocacy Officer I, Strategic Partnership and Advocacy Division
	1.6 Review and Approval of the SEC Office Order from the Office of the External Affairs Director, Office of Supervising Commissioner, and Office of the Chairperson.		1 Day	SEC Director, External Affairs Department SEC Supervising Commissioner SEC Chairperson and CEO
	1.7 Preparation of the Program and			SEC Advocacy Officer I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Presentations for the Activity 1.8 Review and Approval of the Program and Presentations from the Office of Commission Secretary 1.9 Send the program and confirmation of their approved request.		1 Day 30 Minutes	<i>SEC Advocacy Officer II</i> Strategic Partnership and Advocacy Division <i>SEC Assistant Director or Officer-in-Charge</i> Office of the Commission Secretary - CCD <i>SEC Administrative Assistant II</i> Strategic Partnership and Advocacy Division
TOTAL		NONE	6 Days and 3 Hours	

2. Request for a Resource Person for External Activities

This outlines the requirements to request a resource person to conduct an educational session. The aim is to educate the current and potential partners of the SEC regarding recent regulatory updates, compliance requirements, investor protection initiatives, and the SEC's role in promoting market integrity.

Division / Office	Strategic Partnership and Advocacy Division (SPAD)
Classification	Complex (7 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B), Government to Government (G2G)
Type of Service	External Service
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of Request (1 electronic copy)	Client
Copy of program (1 electronic copy)	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter and copy of the program to spad@sec.gov.ph .	1.1 Receive and acknowledge the letter of request.	None	30 minutes	<i>SEC Administrative Assistant II,</i> Strategic Partnership and Advocacy Division
<i>Note:</i> The request letter must be addressed to the SEC Chairperson and External Affairs Department Director, signed by the requesting institution's/organization's authorized representative, indicating the following:	1.2 Approval of the Assistant Director and Director on the date and time.		4 Hours	<i>SEC Director and SEC Assistant</i> External Affairs Department and Strategic Partnership and Advocacy Division
			1 Day	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
• Venue, Date, and Time of the event • Topic and Theme of the Event; • Number of participants; and • Contact information of the focal person.	1.3 Endorse the request letter to the concerned department for approval and to provide appropriate personnel to represent the Commission.			<i>SEC Advocacy Officer I, Strategic Partnership and Advocacy Division</i>
	1.4 Preparation of the SEC Office Order for the resource person/s.		2 Hours	<i>SEC Advocacy Officer I Strategic Partnership and Advocacy Division</i>
	1.5 Review and approval of the SEC Office Order from the Office of the Director, Office of the Commissioner, and Office of the Chairperson.		1 Day	<i>SEC Director, External Affairs Department SEC Supervising Commissioner SEC Chairperson and CEO</i>
	1.6 Coordinate with the Management Service Department and request a service vehicle for the resource person.		1 Hour	<i>SEC Advocacy Officer I Strategic Partnership and Advocacy Division</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.7 Send a confirmation email to the requesting party regarding the details and credentials of the resource person that will represent the SEC.		30 Minutes	SEC Administrative Assistant I, Strategic Partnership and Advocacy Division
TOTAL		None	3 days	

3. Request for Webinar Assistance

This outlines the requirements to request assistance during webinar activities. The aim is to provide assistance to the departments, including logistics, conceptualization of presentation, and participation as a speaker, and prevent overload of work on the employees.

Division / Office	Strategic Partnership and Advocacy Division (SPAD)
Classification	Simple (3 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Service
Who may avail:	All the departments within SEC Headquarters

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Email Request	Client
Activity Program (1 electronic copy)	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter and copy of the program indicating the needs of the webinar: - logistics - presentation - speaker	1.1 Receive and acknowledge the request.	None	1 Hour	<i>SEC Administrative Assistant II,</i> Strategic Partnership and Advocacy Division
	1.2 Approval of the Division's Assistant Director to the request		1 Hour	<i>SEC Advocacy Officer I,</i> Strategic Partnership and Advocacy Division
	1.3 Prepare all the logistical requirements and		2 Days	<i>SEC Advocacy Officer I,</i> Strategic Partnership and Advocacy Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	documents indicated in the request. 1.4 Coordinate with the requesting department that their request has been catered to.		30 Minutes	<i>SEC Advocacy Officer I, Strategic Partnership and Advocacy Division</i>
2. For specific type of requested assistance				
2.A Send an email request indicating the logistics need of the department.	2.A.1 Coordinate with the Management Service Department for the provision of logistics needed for the webinar.	None	3 hours	<i>SEC Administrative Assistant II, Strategic Partnership and Advocacy Division</i>
	2.A.2 Coordinate with the Information communication department regarding the ICT needs of the webinar.		3 hours	<i>SEC Administrative Assistant II, Strategic Partnership and Advocacy Division</i>
	2.A.3 Prepare all the logistical requirements 1 day before the event.		1 Day	<i>SEC Advocacy Officer I, SEC Advocacy Officer II, Strategic Partnership and Advocacy Division</i>

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2.B Send an email request indicating the topic that needs to be discussed by the department.	2.B.1 Receive and acknowledge the request.		1 Hour	<i>SEC Administrative Assistant II, Strategic Partnership and Advocacy Division</i>
	2.B.2. Coordinate with the SPAD Assistant Director to designate personnel as a resource person appropriate to the topic of the webinar.		1 Day	<i>SEC Advocacy Officer I, Strategic Partnership and Advocacy Division</i>
	2.B.3 Send the details of the selected resource person to the requesting party		30 minutes	<i>SEC Administrative Assistant II, Strategic Partnership and Advocacy Division</i>
2.C Send an email request indicating the presentation needed with the concept note of the event.	2.C.1 Prepare the presentation according to the needs of the webinar.		1 day	<i>SEC Advocacy Officer II, Strategic Partnership and Advocacy Division</i>
	2.C.2. Coordinate with the Office of the Commission Secretary(OCS) - Corporate Communication Division(CCD). for their review and approval of the draft presentation.		1 day	<i>SEC Advocacy Officer II, Strategic Partnership and Advocacy Division</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.C.3 Send the approved presentation to the requesting party.		1 Hour	<i>Administrative Assistant II, Strategic Partnership and Advocacy Division</i>
TOTAL		None	2 days 2 hrs 30 mins	



FINANCIAL MANAGEMENT DEPARTMENT

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ACCOUNTING DIVISION

Citizen's Charter, FY 2025 | 1st Edition



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8818-6058



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Avenue, Salcedo Village, Bel-Air, Makati City 1209

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1. Request for the Issuance of BIR Form 2307

These are requests by specific recipients (Creditors/Vendors, Consultants and Contractuals) upon their issuance of Official Receipt. The said BIR forms will be issued and released for their compliance to BIR requirement. In compliance with Revenue Circular No. 36, s. of 2021, the government or any of its subdivisions, instrumentalities or agencies, including GOCCs who are required to withhold creditable VAT shall issue the Certificate of Creditable Tax Withheld at Source (BIR Form 2307). For the convenience of the transacting public and the implementation of SEC's Zero Face to Face Transaction, this service is also available by sending an email request to accounting@sec.gov.ph, the official email address of Accounting Division, Financial Management Department. The cut-off time for purposes of reckoning the date of receipt of emails on a particular day shall be at 3:00 PM. Emails received beyond the cut-off time will be considered received on the next business day.

Division / Office	Accounting Division, Financial Management Department (FMD)
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B), Government to Government
Type of Service	External Service
Who may avail:	All SEC Contract of Service Personnel, Consultants and Creditors

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Online Request Form through QR code from the Accounting Division or an email request sent to accounting@sec.gov.ph	Accounting Division, FMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client requests for the Certificate of Creditable Tax Withheld at Source (BIR Form 2307) online by scanning the QR code for the Request	1.1 Accounting Division staff receive the accomplished online Request Form for processing or acknowledge the email	None	2 minutes	SEC Administrative Assistant II Accounting Division, FMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Form provided by the Accounting Division or send an email request to accounting@sec.gov.ph.	request sent.		25 minutes	SEC Accounting Specialist III Accounting Division
	1.1.1 Verifies the records and prepares the document and routes the same to the Assistant Director/ Officer-in Charge 1.1.2 Reviews and approves/signs the BIR 2307		10 minutes	Authorized Signatory of Accounting Division
2. Client receives the BIR Form 2307	2.1 Accounting Division staff releases the BIR Form 2307 or email the scan copy to the client.	None	3 minutes	SEC Administrative Assistant II SEC Accounting Specialist III Accounting Division
TOTAL		None	40 minutes	

2. Request for the Issuance of Certified True Copy of BIR Form 2316

These are requests of SEC employees for Certified True Copy (CTC) of Income Tax Return (BIR Form No. 2316) for purposes specified such as travel application and loan purposes. The BIR Form No. 2316 serves as a proof that the employee earned an income and taxes are withheld from the said income from the previous year. For SEC Employees from the Extension Offices, they may request the same from their respective personnel in charge of Tax remittances.

For the convenience of the transacting public and the implementation of SEC's Zero Face to Face Transaction, this service is available by sending an email request to accounting@sec.gov.ph.

The cut-off time for purposes of reckoning the date of receipt of emails in a particular day shall be at 3:00 PM. Emails received beyond the cut-off time will be considered received on the next business day.

Division / Office	Accounting Division, Financial Management Department (FMD)
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C)
Type of Service	Internal Service
Who may avail:	SEC Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Online Request Form through QR code from the Accounting Division or an email request sent to accounting@sec.gov.ph	Accounting Division, FMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client requests for the Certified True Copy of the Income Tax Return (BIR	1.1 Accounting Division staff receive the accomplished online	None	3 minutes	SEC Administrative Assistant II Accounting Division, FMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Form 2316) online by scanning the QR code for the Request Form provided by the Accounting Division or send an email request to accounting@sec.gov.ph.	Request Form for processing or acknowledge the email request sent	None	15 minutes	SEC Accounting Specialist III Accounting Division
	1.1.1 Prepares the document and routes the same to the Assistant Director or Officer-in-Charge 1.1.2 Reviews and approves/signs the BIR 2316	None	5 minutes	Authorized Signatory of Accounting Division
2. Client receives the requested CTC of BIR Form 2316.	2.1 Accounting Division staff releases the CTC of Income Tax Return or BIR Form No. 2316.	None	2 minutes	SEC Administrative Assistant II SEC Accounting Specialist III Accounting Division
TOTAL		None	25 minutes	



TREASURY DIVISION

Citizen's Charter, FY 2025 | 1st Edition



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8818-5825



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1. Request for Certified True Copy (CTC) of Official Receipt (Complex)

This process is for requests on authentication of official receipts issued from 2010 to 2014, with hard copies stored at the SEC Building, EDSA Greenhills, Mandaluyong City.

For the convenience of the transacting public and in line with the implementation of the SEC's Zero Face-to-Face Transaction, all requests must be sent via email addressed to the Financial Management Department Director, Dondie Q. Esguerra at dquesguerra@sec.gov.ph.

Respective of the reckoning of receipt of emails for a particular day, the cut-off time shall be at 3:00 PM. All emails received beyond the cut-off time for a particular date shall be considered received on the next business day

Division / Office	Office of the Director, Financial Management Department (FMD), Treasury Division, FMD and LandBank of the Philippines (LBP), SEC Payment Partners
Classification	Complex (7 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B), Government to Government (G2G)
Type of Service	External Service
Who may avail:	Target SEC Clients/Stakeholders/Customers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request Letter from concerned payor /incorporator indicating the official receipt number, date issued and the purpose, addressed to the Director of FMD. 2. Authorization letter (if other than the concerned payor/incorporator) 3. Valid ID of the concerned payor and/or the authorized person	Requesting payor/incorporator

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send/submit a request letter with complete details via email	1.1 Receive, review, and forward the email to the Treasury Division (TD).	None	10 minutes	SEC Administrative Officer IV/V, Office of the Director, FMD
	1.2 Forward the request letter to the TD	None	5 minutes	SEC Administrative Officer IV/V, Office of the Director, FMD
	1.3. Receive and record the request letter	None	10 minutes	SEC Administrative Assistant II, TD, FMD
	1.4. Verify and authenticate the submitted Official Receipt	None	10 minutes	SEC Administrative Officer I/SEC Supervising Administrative Officer/SEC Assistant Director, TD
	1.5. Prepare Payment Assessment Form (PAF) and email details to the client.	None	10 minutes	SEC Administrative Assistant II, TD, FMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay the corresponding amount concerning the issued PAF thru: a. Online via ESPAYSEC *Electronic Official Receipt (EOR) will be automatically generated; or b. LandBank over-the-counter	2.1. Receive and verify completeness, validity and accuracy of information in the OnColl Slip and the cash/check/details of deposit account for payment; once in order, process the transaction. 2.2. Provide customer/depositor with a copy	PHP 100.00/per CTC + PHP 30.00 DST/per CTC The amount indicated in the PAF	5 minutes	ESPAYSEC and SEC Payment Partners: PayMaya, MYEG, Paycools
		The amount indicated in the PAF	15 minutes	LBP (concerned branch)
		None	15 minutes	SEC Administrative Assistant II, TD, FMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	of the validated payment slip and the corresponding attachment	None	10 minutes	SEC Administrative Officer II TD, FMD
	2.3. Generate OnColl Report via LandBank weAccess Facility	None	10 minutes	SEC Administrative Officer II TD, FMD
	2.4. Verify completeness of payment details	None	5 minutes	SEC Administrative Assistant II, TD, FMD
	2.5. Upload verified OnColl Report to the Cashiering System and generate EOR			
3. Receive authenticated OR via email	3.1 Validate the received copy of EOR for the transaction.	None	10 minutes	SEC Administrative Assistant II, TD, FMD
		None	2 days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2. Retrieve the requested OR from the existing file. 3.3. Authenticate the copy of the requested OR 3.4. Send the authenticated OR through the email provided by the client.	None None	10 minutes 5 minutes	SEC Administrative Assistant II, TD, FMD SEC Administrative Officer I/SEC Supervising Administrative Officer/SEC Assistant Director, TD, FMD SEC Administrative Assistant II, TD, FMD
TOTAL		PHP 100.00/per CTC + PHP 30.00 DST/per CTC	*2 days 1 hr. and 15 minutes ** 2 days, 2 hrs. and 5 mins.	

Notes: * SEC processing time when client payment is done through ESPAYSEC.

** SEC processing time when client payment is done through LandBank over the counter (exclusive of waiting time for the availability of the OnColl Reports)

2. Request for Certified True Copy (CTC) of Official Receipt (Simple)

This process is for requests on authentication of official receipts issued from years 2015 up to the present.

For the convenience of the transacting public and in line with the implementation of the SEC's Zero Face-to-Face Transaction, all requests must be sent via email addressed to the Financial Management Department Director, Dondie Q. Esguerra at dquesguerra@sec.gov.ph.

Respective of reckoning the dates of receipt of emails for a particular day, the cut-off time shall be at 3:00 PM. All emails received beyond the cut-off time for a particular date shall be considered received on the next business day.

Division / Office	Office of the Director, Financial Management Department (FMD), Treasury Division, FMD. LandBank of the Philippines (LBP), SEC Payment Partners
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B), Government to Government (G2G)
Type of Service	External Service
Who may avail:	Target SEC Clients/Stakeholders/Customers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request Letter from the concerned payor/incorporator indicating the official receipt number, date issued and the purpose, addressed to the Director of FMD	Requesting payor/incorporator
2. Authorization letter (if other than the concerned payor/incorporator)	
3. Valid ID of the concerned payor and/or the authorized person	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send/submit a request letter with complete details via email	1.1 Receive, review, and forward the email to the Treasury Division (TD).	None	10 minutes	SEC Administrative Officer IV/V, Office of the Director, FMD
	1.2 Forward the request letter to the TD	None	5 minutes	SEC Administrative Officer IV/V, Office of the Director, FMD
	1.3. Receive and record the request letter	None	10 minutes	SEC Administrative Assistant II, TD, FMD
	1.4. Verify and authenticate the submitted Official Receipt	None	10 minutes	SEC Administrative Officer I/SEC Supervising Administrative Officer/SEC Assistant Director; TD
	1.5. Prepare Payment Assessment Form (PAF) and email details to the client.	None	10 minutes	SEC Administrative Assistant I, TD, FMD
a. Pay the corresponding amount concerning the issued PAF thru:		PHP 100.00/per CTC + PHP 30.00 DST/per CTC The amount indicated in the PAF		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
c. Online via ESPAYSEC *Electronic Official Receipt (EOR) will be automatically generated; or			5 minutes	ESPAYSEC and SEC Payment Partners: PayMaya, MYEG, Paycools
d. LandBank over-the-counter	2.1. Receive and verify completeness, validity and accuracy of information in the OnColl Slip and the cash/check/details of deposit account for payment; once in order, process the transaction.	The amount indicated in the PAF	15 minutes	LBP (concerned branch)
	2.2. Provide customer/depositor with a copy of the validated payment slip and the corresponding attachment	None	15 minutes	LBP (concerned branch)
	2.3. Generate OnColl Report via LandBank weAccess Facility	None	10 minutes	SEC Administrative Assistant II, TD, FMD
	2.4. Verify completeness of payment details	None	10 minutes	SEC Administrative Officer II TD, FMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.5. Upload verified OnColl Report to the Cashiering System and generate EOR	None	5 minutes	SEC Administrative Assistant II, TD, FMD
3. Receive authenticated OR via email	3.1 Validate the received copy of EOR for the transaction.	None	10 minutes	SEC Administrative Assistant II, TD, FMD
	3.2. Retrieve the requested OR from the existing file.	None	1 hour	SEC Administrative Assistant II, TD, FMD
	3.3. Authenticate the copy of the requested OR	None	10 minutes	SEC Administrative Officer I/SEC Supervising Administrative Officer/SEC Assistant Director, TD
	3.4. Send the authenticated OR through the email provided by the client.	None	5 minutes	SEC Administrative Assistant II, TD, FMD
TOTAL		PHP 100.00/ per CTC + PHP 30.00/per DST/per CTC	*2 hr. and 10 mins. **3 hrs. and 5 mins.	

Note: *SEC processing time when client payment is done through ESPAYSEC.

**SEC processing time when client payment is done through LandBank over the counter (exclusive of waiting time for the availability of the OnColl Reports)

3. Issuance and Release of Payment Through Fund Transfer

This pertains to the procedures of releasing payments to the Commission's internal (SEC personnel and Contract of Service for their salaries, allowances, and other compensations) and external creditors (for the delivery of goods and services) through the LandBank weAccess facility, as its online payment system. In meritorious cases where the SEC creditors do not have existing LANDBANK accounts (i.e. one-time payment within the year and the opening of a bank account is impracticable), payments may be made through checks.

Division / Office	Office of the Director, Financial Management Department (FMD), Treasury Division, FMD, LandBank of the Philippines (LBP)
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B), Government to Government (G2G)
Type of Service	External Service
Who may avail:	SEC Creditors

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Approved Disbursement Voucher (DV) with complete Supporting Documents (SD)	Office of the Director, FMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. SEC employee/creditor waits while the claim is being processed	1.1 The Office of the Director - FMD forwards the approved DVs with complete SDs to the Treasury Division (TD)-FMD.	None	10 minutes	SEC Administrative Officer IV/V Office of the Director, FMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Receive and record the DV with complete SDs.	None	10 minutes	SEC Administrative Assistant II/ SEC Data Controller, TD, FMD
	1.3 Assign and forward the DVs to the maker/processor.	None	10 minutes	SEC Administrative Assistant II/ SEC Data Controller, TD, FMD
	1.4 Process payment:			
	1.4.1 Check the completeness of signatories on the DV upon receipt and tag the same as "Received" in the FMD Monitoring System.	None	15 minutes	SEC Administrative Officer IV, TD, FMD
	1.4.2 Facilitate the fund transfer /ATM Payroll transaction.	None	15 minutes	SEC Administrative Officer IV, TD, FMD
	1.4.3 Verify the correctness of the created fund transfer transactions, particularly on the	None	10 minutes	SEC Administrative Officer IV / SEC Supervising Administrative Officer or SEC Assistant Director, TD, FMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	source account, target account, and amount. Affix initials on the lowermost portion of the DV near the indicated Transaction Reference Number. 1.4.4 Transmit documents to the Office of the Directors of FMD and HRD 1.4.5 The signatories approve the Fund transfer. 1.4.6. Credits the payment upon approval of two (2) SEC signatories from FMD and HRD. 1.4.7. Send payment notifications	None None None None	10 minutes 20 minutes 0 Minutes 10 Minutes	SEC Administrative Assistant II/ SEC Data Controller, TD, FMD Office of the Directors of FMD and HRD LBP (concerned branch)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	through the email address provided by the creditor/payee.			SEC Administrative Assistant II/ SEC Data Controller, TD
2. The creditor/individual payee receives payment and provides an original copy of the Official Receipt for goods and supplies delivered or for services rendered.	2.1. Receive a copy of the OR from the creditor/individual payee	None	10 minutes	SEC Data Analyst, TD
TOTAL		None	2 hours.	

*Note: *Includes transfer of claims from one WeAccess approver to another.*

4. Collection of fees Through ESPAYSEC and LandBank OnColl Facility

The following procedures illustrate the payment processes for registrations of corporations, partnerships, associations, and other entities; and for non-registration transactions such as license fees, penalties/fines, and other charges from corporations, partnerships, associations, other entities, and clients. The collections of fees and charges are made via the SEC Online Payment Portal – the ESPAYSEC, an integrated system together with an online payment solutions provider. Aside from online payment, registrants/clients may choose to pay via the LandBank OnColl Facility.

Division / Office	Office of the Director, Financial Management Department (FMD), Treasury Division, FMD. LandBank of the Philippines (LBP) and SEC Payment Partners
Classification	Simple (3 days)
Type of Transaction	I. Registration (Government to Business (G2B)) II. Non-Registration [(Government to Citizen (G2C), Government to Business (G2B), Government to Government (G2G)]
Type of Service	External
Who may avail:	Filer/s or company representative/s

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Payment Assessment Form (PAF) from the concerned SEC office	Issuing SEC Departments / SEC Extension Offices

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay the corresponding amount concerning the issued PAF thru:		PHP 100.00/per CTC + PHP 30.00 DST/per CTC The amount indicated in	5 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
a. Online via ESPAYSEC *Electronic Official Receipt (EOR) will be automatically generated; or b. LandBank over-the-counter	1.1. Receive and verify completeness, validity and accuracy of information in the OnColl Slip and the cash/check/details of deposit account for payment; once in order, process the transaction.	the PAF		ESPAYSEC and SEC Payment Partners: PayMaya, MYEG, Paycools
	1.2. Provide customer/depositor with a copy of the validated payment slip and the corresponding attachment	The amount indicated in the PAF	15 minutes	LBP (concerned branch) LBP (concerned branch)
	1.3. Generate OnColl Report via LandBank weAccess Facility	None	15 minutes	LBP (concerned branch)
	1.4. Verify completeness of payment details	None	10 minutes	SEC Administrative Assistant II, TD, FMD
		None	10 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.5. Upload verified OnColl Report to the Cashiering System and generate EOR	None	10 minutes	SEC Administrative Officer II TD, FMD SEC Administrative Assistant II, TD, FMD
TOTAL		Per PAF from the concerned operating department/SEC Extension Office	*5 Minutes ** 1 hour	

Note: * SEC processing time when client payment is done through ESPAYSEC.

**SEC processing time when payment is done through LandBank OnColl Facility (exclusive of waiting time for the availability of the OnColl Reports)

5. Request for Re-Application of Excess Payment (SEC Fees, Penalties/Fines)

This service covers the procedure on request for re-application due to excess payment made by the corporation of the same name, as endorsed and recommended by the Head of the concerned operating department such as the Company Registration and Monitoring Department (CRMD), Market and Securities Regulations Department (MSRD), Corporate Governance and Finance Department (CGFD) and SEC Extension Offices (SEC EOs).

For the convenience of the transacting public and the implementation of the SEC's Zero Face-to-Face Transaction, all requests must be sent via email addressed to the Financial Management Department Director, Dondie Q. Esguerra at dquesguerra@sec.gov.ph.

Respective of reckoning the dates of receipt of emails for a particular day, the cut-off time shall be at 3:00 PM. All emails received beyond the cut-off time for a particular date shall be considered received on the next business day.

Division / Office	Office of the Director, Financial Management Department (FMD); Treasury Division, FMD; Accounting Division, FMD
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B)
Type of Service	Internal
Who may avail:	SEC Operating Departments SEC Extension Offices

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Memorandum from Operating Department/SEC Extension Office recommending approval of the re-application of excess payment for future transactions with the attached letter from the requesting company.	CRMD, MSRD, CGFD, and other Operating Departments and SEC Extension Offices
2. Official Receipt, electronic Official Receipt, or Validated Land Bank Deposit Slip as proof of payment	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. New issuance of Payment Assessment Form (PAF) upon application of the excess payment	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The Operating Department or SEC EO sends/submits a Memorandum with complete details and requirements to the Office of the Director (OD) - FMD	1.1 Receive and record the Memorandum with supporting documents	None	10 minutes	SEC Administrative Officer IV/V, OD- FMD
	1.2. Forward the received memorandum to the Treasury Division (TD)– FMD	None	10 minutes	SEC Administrative Officer IV/V, OD, FMD
	1.3. Receive the documents from the OD-FMD.	None	10 minutes	SEC Administrative Assistant II, TD, FMD
	1.4. Verify/validate the payment record of the requesting company;	None	1 day	SEC Administrative Officer I TD, FMD
	1.5. Process the request and prepare a Certification of Payment with an attached screenshot of the Report of Collections or copy of verified Official Receipt/s or Electronic Official Receipt/s.	None	30 minutes	SEC Administrative Officer I TD FMD
	1.6. Review/affix initials/sign on the	None	30 minutes	SEC Administrative Officer IV/ SEC Supervising

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Certification of Payment with an attached screenshot of the Report of Collections or verified Official Receipt/s or Electronic Official Receipt/s			Administrative Officer, SEC Assistant Director, TD
	1.7. Forward the Certification of Payment and its attachments to the Accounting Division.	None	10 minutes	SEC Administrative Assistant II, TD, FMD
	1.8. Receive the document together with the Treasury Division's Certification of Payment for requests coming from the EOs or the main office	None	10 minutes	SEC Administrative Assistant II Accounting Division, FMD
	1.9. Process the request by preparing the Journal Entry Voucher (JEV) for adjustment of collection.	None	1 day	SEC Accounting Specialist I Accounting Division, FMD
	1.10. Prepare a reply memo to the concerned department	None	5 hours	SEC Accounting Specialist IV, Accounting Division, FMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receive the FMD memorandum via email	1.11. Review and sign the prepared Memorandum.	None	20 minutes	SEC Supervising Accountant/Assistant Director Accounting Division, FMD
	1.12. Forward the reply Memorandum to the Office of the Director, FMD for signature.	None	10 minutes	SEC Accounting Specialist IV, Accounting Division, FMD
	1.13. Receives and reviews Memorandum, for approval and signature of the Director	None	10 minutes	SEC Administrative Officer IV/V Office of the Director, FMD
	1.14. Forward the approved memorandum to the requesting operating department/EO, copy furnishing the Accounting and Treasury Division	None	5 minutes	SEC Administrative Officer IV/V, Office of the Director, FMD
TOTAL		None	2 days, 7 hours and 35 minutes	

6. Request for Reclassification of Nature of Collection (SEC Fees, Penalties/Fines)

This service covers the procedure on request for reclassification of payment of the same company name due to the change of the nature of collection, as endorsed and recommended by the Head of the concerned operating department such as Company Registration and Monitoring Department (CRMD), Market and Securities Regulations Department (MSRD), Corporate Governance and Finance Department (CGFD) and SEC Extension Offices (SEC EOs).

For the convenience of the transacting public and the implementation of the SEC's Zero Face-to-Face Transaction, all requests must be sent via email addressed to the Financial Management Department Director, Dondie Q. Esguerra at dquesguerra@sec.gov.ph.

Respective to reckoning the dates of receipt of emails for a particular day, the cut-off time shall be at 3:00 PM. All emails received beyond the cut-off time for a particular date shall be considered received on the next business day

Division / Office	Office of the Director, Financial Management Department (FMD); Treasury Division, FMD
Classification	Simple (3 days)
Type of Transaction	Government to Government(G2G)
Type of Service	Internal
Who may avail:	SEC Operating Departments SEC Extension Offices

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Memorandum from the concerned operating department/SEC EO stating that the request for reclassification of the nature of collection/payment is recommended	CRMD, MSRD, CGFD, SEC EOs and other Operating Departments, Extension Offices
2. Report of Collections capturing the payment made by the requesting corporation	
3. Official Receipt, electronic Official Receipt, or Validated Land Bank Deposit Slip as proof of payment	

4. Issuance of a new Payment Assessment Form (PAF) for the nature of collection/payment as reclassified into	
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Operating Department or SEC EO sends/submits a Memorandum with complete details and requirements to the Office of the Director (OD) - FMD	1.1 Receive and record the Memorandum with supporting documents	None	10 minutes	SEC Administrative Officer IV/V, Office of the Director, FMD
	1.2. Forward the received memorandum to the Treasury Division (TD)– FMD.	None	10 minutes	SEC Administrative Officer IV/V, Office of the Director, FMD
	1.3. Receive the documents from the OD-FMD	None	10 minutes	SEC Administrative Assistant II, TD, FMD
	1.4. Verify/validate the payment record of the requesting company;	None	1 day	SEC Administrative Officer I, TD, FMD
	1.5. Process the request and prepare a Certification of Payment with an attached screenshot of the Report of Collections or verified Official Receipt/s or Electronic Official Receipt/s.	None	30 minutes	SEC Administrative Officer I TD, FMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.6. Review/affix initials/sign the Certification of Payment with an attached screenshot of the Report of Collections or verified Official Receipt/s or Electronic Official Receipt/s	None	30 minutes	SEC Administrative Officer IV/ SEC Supervising Administrative Officer/ SEC Assistant Director TD, FMD
	1.7. Forward the Certification of Payment and its attachments to the Accounting Division.	None	10 minutes	SEC Administrative Assistant II, TD, FMD
	1.8. Receive the document together with the Treasury Division's Certification of Payment for requests coming from the EOs or from the main office.	None	10 minutes	SEC Administrative Assistant II, FMD
	1.9. Process the request by preparing the Journal Entry Voucher (JEV) for adjustment of collection	None	1 day	SEC Accounting Specialist I Accounting Division, FMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receive the FMD memorandum via email	1.10. Prepare a reply memo to the concerned department/EO.	None	5 hours	SEC Accounting Specialist IV Accounting Division, FMD
	1.11. Review and sign the prepared memorandum.	None	20 minutes	SEC Supervising Accountant/Assistant Director, Accounting Division
	1.12. Forward the reply Memorandum to the Office of the Director, FMD for signature.	None	10 minutes	SEC Accounting Specialist IV Accounting Division, FMD
	1.13. Receive and review the Memorandum for approval and signature of the Director.	None	10 minutes	SEC Administrative Officer IV/V, Office of the Director, FMD
	1.14. Upon approval of the said reply Memorandum, the Office of the Director emails the same to the concerned operating department/EO, copy furnishing the Accounting Division and Treasury Division.	None	10 minutes	SEC Administrative Officer IV/V, Office of the Director, FMD
TOTAL		None	2 days, 7 hours & 40 mins.	

7. Request for Transfer of Payment (SEC Fees, Penalties/Fines)

This service covers the procedure on request for transfer of payment of the same company name due to the change of the nature of collection, as endorsed and recommended by the Head of the concerned operating department such as Company Registration and Monitoring Department (CRMD), Market and Securities Regulations Department (MSRD), Corporate Governance and Finance Department (CGFD) and SEC Extension Offices (SEC EOs).

For the convenience of the transacting public and the implementation of the SEC's Zero Face-to-Face Transaction, all requests must be sent via email addressed to the Financial Management Department Director, Dondie Q. Esguerra at dquesguerra@sec.gov.ph.

Respective to reckoning the dates of receipt of emails for a particular day, the cut-off time shall be at 3:00 PM. All emails received beyond the cut-off time for a particular date shall be considered received on the next business day

Division / Office	Treasury Division, Financial Management Department
Classification	Simple (3 days)
Type of Transaction	Government to Government(G2G)
Type of Service	Internal Service
Who may avail:	• SEC Operating Departments • SEC Extension Offices

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Memorandum from Operating Department/SEC Extension Office recommending the approval of the Transfer of Payment together with the letter request by the company	CRMD, MSRD, CGFD, SEC EOs and other Operating Departments, Extension Offices
2. Official Receipt, electronic Official Receipt, or Validated Land Bank Deposit Slip as proof of payment	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. Issuance of a Payment Assessment Form (PAF)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Operating Department or SEC EO sends/submits a Memorandum with complete details and requirements to the Office of the Director (OD) - FMD	1.1 Receive and record the Memorandum with supporting documents	None	10 minutes	SEC Administrative Officer IV/V, Office of the Director, FMD
	1.2. Forward the received Memorandum to the Treasury Division – FMD.	None	10 minutes	SEC Administrative Officer IV/V, Office of the Director, FMD
	1.2 Receive the documents from the OD-FMD	None	10 minutes	SEC Administrative Assistant II, TD, FMD
	1.3. Verify/validate the payment record of the requesting company;	None	1 day and 1 hour	SEC Administrative Officer I TD, FMD
	1.4. Process the request and prepare a Certification of Payment with an attached screenshot of the Report of Collections or verified Official Receipt/s	None	30 minutes	SEC Administrative Officer I TD, FMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	or Electronic Official Receipt/s. 1.5. Review/affix initials/sign the Certification of Payment with an attached screenshot of the Report of Collections or verified Official Receipt/s or Electronic Official Receipt/s 1.6. Prepare the reply Memorandum to the concerned operating department or respective EO indicating the approval or denial of the request. Stamp as “PAID” the new PAF with the previously issued OR/eOR number and amount 1.7. Forward the Memorandum and attachments to the Office of the Director, FMD	None None None	30 minutes 3 hours 10 minutes	SEC Administrative Officer IV/ SEC Supervising Administrative Officer/ SEC Assistant Director, TD, FMD SEC Administrative Officer II, TD, FMD SEC Administrative Assistant II, TD, FMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.8. Receive the Memorandum for approval and signature of the Director.	None	10 Minutes	SEC Administrative Assistant II, TD, FMD
	1.9. Upon signature/approval of the said reply Memorandum, the Office of the Director emails the same to the concerned operating department/EO, copy furnishing the Accounting Division and Treasury Division	None	10 Minutes	SEC Administrative Officer IV/V, Office of the Director, FMD
2. SEC operating department/EO receives FMD Memorandum within three (3) days.			10minutes	SEC Administrative Officer IV/V, Office of the Director, FMD
TOTAL		None	1 day, 6 hours and 10 minutes	

8. Issuance and Release of Payment Through Fund Transfer

This pertains to the procedures of releasing payments to the Commission's internal (SEC personnel and Contract of Service for their salaries, allowances, and other compensations) and external creditors (for the delivery of goods and services) through the LandBank weAccess facility, as its online payment system. In meritorious cases where the SEC creditors do not have existing LANDBANK accounts (i.e. one-time payment within the year and the opening of a bank account is impracticable), payments may be made through checks.

Division / Office	Office of the Director, Financial Management Department (FMD), Treasury Division, FMD, LandBank of the Philippines (LBP)
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B), Government to Government (G2G)
Type of Service	Internal Service
Who may avail:	- SEC Personnel - Contract of Service Personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Approved Disbursement Voucher (DV) with complete Supporting Documents (SD)	Office of the Director, FMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. SEC employee/creditor waits while the claim is being processed	1.1 The Office of the Director - FMD forwards the approved DVs with complete SDs to the Treasury Division (TD)-FMD.	None	10 minutes	SEC Administrative Officer IV/V Office of the Director, FMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Receive and record the DV with complete SDs.	None	10 minutes	SEC Administrative Assistant II/ SEC Data Controller, TD, FMD
	1.3 Assign and forward the DVs to the maker/processor.	None	10 minutes	SEC Administrative Assistant II/ SEC Data Controller, TD, FMD
	1.4 Process payment:			
	1.4.1 Check the completeness of signatories on the DV upon receipt and tag the same as “Received” in the FMD Monitoring System.	None	15 minutes	SEC Administrative Officer IV, TD, FMD
	1.4.2 Facilitate the fund transfer /ATM Payroll transaction.	None	15 minutes	SEC Administrative Officer IV, TD, FMD
	1.4.3 Verify the correctness of the created fund transfer transactions, particularly on the	None	10 minutes	SEC Administrative Officer IV / SEC Supervising Administrative Officer or SEC Assistant Director, TD, FMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	source account, target account, and amount. Affix initials on the lowermost portion of the DV near the indicated Transaction Reference Number. 1.4.4 Transmit documents to the Office of the Directors of FMD and HRD 1.4.5 The signatories approve the Fund transfer. 1.4.6. Credits the payment upon approval of two (2) SEC signatories from FMD and HRD. 1.4.7. Send payment notifications	None None None None	10 minutes 20 minutes 0 Minutes 10 Minutes	SEC Administrative Assistant II/ SEC Data Controller, TD, FMD Office of the Directors of FMD and HRD LBP (concerned branch)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	through the email address provided by the creditor/payee.			SEC Administrative Assistant II/ SEC Data Controller, TD
4. The creditor/individual payee receives payment and provides an original copy of the Official Receipt for goods and supplies delivered or for services rendered.	2.1. Receive a copy of the OR from the creditor/individual payee	None	10 minutes	SEC Data Analyst, TD
TOTAL		None	2 hours	

*Note: *Includes transfer of claims from one WeAccess approver to another.*

9. Collection of fees Through ESPAYSEC and LandBank OnColl Facility

The following procedures illustrate the payment processes for registrations of corporations, partnerships, associations, and other entities; and for non-registration transactions such as license fees, penalties/fines, and other charges from corporations, partnerships, associations, other entities, and clients. The collections of fees and charges are made via the SEC Online Payment Portal – the ESPAYSEC, an integrated system together with an online payment solutions provider. Aside from online payment, registrants/clients may choose to pay via the LandBank OnColl Facility.

Division / Office	Office of the Director, Financial Management Department (FMD), Treasury Division, FMD. LandBank of the Philippines (LBP) and SEC Payment Partners
Classification	Simple (3 days)
Type of Transaction	Registration (Government to Business (G2B) Non-Registration [(Government to Citizen (G2C), Government to Business (G2B), Government to Government (G2G)]
Type of Service	Internal
Who may avail:	SEC employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Payment Assessment Form (PAF) from the concerned SEC office	Issuing SEC Departments / SEC Extension Offices

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay the corresponding amount concerning the issued PAF thru:		PHP 100.00/per CTC + PHP 30.00 DST/per CTC		
a. Online via ESPAYSEC		The amount indicated in	5 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
*Electronic Official Receipt (EOR) will be automatically generated; or b. LandBank over-the-counter		the PAF		ESPAYSEC and SEC Payment Partners: PayMaya, MYEG, Paycools
	1.1. Receive and verify completeness, validity and accuracy of information in the OnColl Slip and the cash/check/details of deposit account for payment; once in order, process the transaction.	The amount indicated in the PAF	15 minutes	LBP (concerned branch) LBP (concerned branch)
	1.2. Provide customer/depositor with a copy of the validated payment slip and the corresponding attachment	None	15 minutes	LBP (concerned branch)
	1.3. Generate OnColl Report via LandBank weAccess Facility	None	10 minutes	SEC Administrative Assistant II, TD, FMD
	1.4. Verify completeness of payment details	None	10 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.5. Upload verified OnColl Report to the Cashiering System and generate EOR	None	10 minutes	SEC Administrative Officer II TD, FMD SEC Administrative Assistant II, TD, FMD
TOTAL		Per PAF from the concerned operating department/SEC Extension Office	*5 Minutes ** 1 hour	

Note: * SEC processing time when client payment is done through ESPAYSEC.

**SEC processing time when payment is done through LandBank OnColl Facility (exclusive of waiting time for the availability of the OnColl Reports)



HUMAN RESOURCES DEPARTMENT

Citizen's Charter, FY 2025 | 1st Edition



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1. Request for Issuance of Certificates for Former SEC Officials and Employees

This service allows former SEC officials and employees to request various certifications including Certificate of Employment, Certificate of Actual Last Day, and Certificate of Leave Without Pay for whatever legal purpose these may serve.

Division / Office	Human Resources Management Division (HRMD)
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C)
Type of Service	External Services
Who may avail:	Former SEC Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request Slip or Email Request containing the type of document requested and purpose of the request	HRMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out request slip or send email to the Human Resources Management Division (HRMD). Email address: hrmd@sec.gov.ph	1.1. Receive the request slip or acknowledge email request from the client.	None	5 minutes	HRMD personnel SEC Employee Services Officer IV/SEC Employee Services Officer II/SEC Employee Services Assistant II/SEC Employee Services Assistant I
	1.2. Retrieve and check records of the requesting former employee and prepare the requested document.		2 days	HRMD personnel

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3. Review the document and forward it to the Assistant Director for final review and signature. 1.4. Final review and sign the document. 1.5. Inform the client that the requested document is ready for pick-up. If the request is through email, send a copy of the signed document through the client's email address.		2 hours 2 hours 5 minutes	SEC Employee Services Officer IV/SEC Employee Services Officer II/SEC Employee Services Assistant II/SEC Employee Services Assistant I SEC Supervising Administrative Officer, HRMD SEC Assistant Director, HRMD HRMD personnel SEC Employee Services Officer IV/SEC Employee Services Officer II/SEC Employee Services Assistant II/SEC Employee Services Assistant I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receive/claim the requested document.	2.1. Release the requested document, and ensure that the client acknowledges receipt of the document in the request slip/log book.	None	5 minutes	HRMD personnel SEC Employee Services Officer IV/SEC Employee Services Officer II/SEC Employee Services Assistant II/SEC Employee Services Assistant I
TOTAL		None	2 days, 4 hours, 15 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2. Retrieve and check records of the requesting former employee and prepare the requested document. 1.3. Review the document and forward it to the Assistant Director for final review and signature. 1.4. Final review and sign the document. 1.5. Inform the client that the requested document is ready for pick-up. If the request is through email, send a copy of the signed document through the client's email address.		4 hours 4 hours 5 minutes	SEC Employee Services Officer IV/SEC Employee Services Officer II/SEC Employee Services Assistant II/SEC Employee Services Assistant I SEC Supervising Administrative Officer, HRMD SEC Assistant Director, HRMD HRMD personnel SEC Employee Services Officer IV/SEC Employee Services Officer II/SEC Employee Services Assistant II/SEC Employee Services Assistant I
2. Receive/claim the requested document.	2.1. Release the requested document and ensure that the client acknowledges receipt of the document in the request slip/log book.	None	5 minutes	HRMD personnel

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				SEC Employee Services Officer IV/SEC Employee Services Officer II/SEC Employee Services Assistant II/SEC Employee Services Assistant I
TOTAL		None	6 days, 15 minutes	

3. Request for Issuance of Certificates for Current SEC Officials and Employees

This service allows current SEC officials and employees to request various certifications including Certificate of Employment, Certificate of No Pending Administrative Case, and Certificate of Leave Without Pay via SEC Human Resource Management Information System (HRMIS).

Division / Office	Human Resources Management Division (HRMD)
Classification	Simple (3 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Services
Who may avail:	SEC Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
None	None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request via SEC HRMIS. Link: New Employee Document Request	1.1. Acknowledge the client's request.	None	5 minutes	HRMD personnel SEC Employee Services Officer IV/SEC Employee Services Officer II/SEC Employee Services Assistant II/SEC Employee Services Assistant I
	1.2. Check records of the concerned employee and prepare the requested document.		2 days	HRMD personnel

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3. Review the document and forward it to the Assistant Director for final review and signature. 1.4. Final review and sign the document. 1.5. Inform the client that the requested document is ready for pick-up.		2 hours 2 hours 5 minutes	SEC Employee Services Officer IV/SEC Employee Services Officer II/SEC Employee Services Assistant II/SEC Employee Services Assistant I SEC Supervising Administrative Officer, HRMD SEC Assistant Director, HRMD HRMD personnel SEC Employee Services Officer IV/SEC Employee Services Officer II/SEC Employee Services Assistant II/SEC Employee Services Assistant I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receive/claim the requested document.	2.1. Release the requested document and ensure that the client acknowledges receipt of the document in the log book.	None	5 minutes	HRMD personnel SEC Employee Services Officer IV/SEC Employee Services Officer II/SEC Employee Services Assistant II/SEC Employee Services Assistant I
TOTAL		None	2 days, 4 hours, 15 minutes	

4. Request for Issuance of Certified True Copy (CTC) of Statements of Assets, Liabilities, and Net Worth (SALN)

This service allows all active SEC officials and employees to secure a CTC of their SALN forms for various legal purposes such as for bond, travel, and other personal reasons via SEC Human Resource Management Information System (HRMIS).

Division / Office	Human Resources Management Division (HRMD)
Classification	Simple (3 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Services
Who may avail:	SEC Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. None	None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request via SEC HRMIS. Link: New Employee Document Request	1.1. Acknowledge the client’s request.	None	1 hour	SEC Employee Services Officer V, HRMD
	1.2. Check the 201 files of the concerned employee.		1 day	SEC Employee Services Officer V, HRMD
			1 hour	SEC Employee Services Officer V, HRMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3. Print the scanned copy of the concerned employee's SALN or photocopy the original document and mark it with CTC stamp and affix signature. 1.4. Inform the client that the requested document is ready for pick-up.		5 minutes	SEC Employee Services Officer V, HRMD
2. Receive/claim the requested document.	2.1. Release the requested document and ensure that the client acknowledges receipt of the document in the log book.	None	5 minutes	SEC Employee Services Officer V, HRMD
TOTAL		None	1 day, 2 hours, 10 minutes	

5. Request for Issuance of Service Record of Current SEC Employees

This service allows all active SEC officials and employees to request for their Service Record which provides a detailed record of positions, salaries, and duration of service in the Commission and his/her previous government office (if any) for Government Service Insurance System (GSIS) and Pag-IBIG Fund related transactions and other purposes via SEC Human Resource Management Information System (HRMIS).

Division / Office	Human Resources Management Division (HRMD)
Classification	Simple (3 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Services
Who may avail:	SEC Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. None	None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request via SEC HRMIS. Link: New Employee Document Request	1.1. Acknowledge the client's request. 1.2. Check and update (if needed) records of the concerned employee and prepare the requested document.	None	5 minutes 2 days	HRMD personnel SEC Employee Services Officer IV/SEC Employee Services Officer II/SEC Employee Services Assistant II/SEC Employee Services Assistant I HRMD personnel

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3. Review the document and forward it to the Assistant Director for final review and signature. 1.4. Final review and sign the document. 1.5. Inform the client that the requested document is ready for pick-up.		2 hours 2 hours 5 minutes	SEC Employee Services Officer IV/SEC Employee Services Officer II/SEC Employee Services Assistant II/SEC Employee Services Assistant I SEC Supervising Administrative Officer, HRMD SEC Assistant Director, HRMD HRMD personnel SEC Employee Services Officer IV/SEC Employee Services Officer II/SEC Employee Services Assistant II/SEC Employee Services Assistant I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receive/claim the requested document.	2.1. Release the requested document and ensure that the client acknowledges receipt of the document in the log book.	None	5 minutes	HRMD personnel SEC Employee Services Officer IV/SEC Employee Services Officer II/SEC Employee Services Assistant II/SEC Employee Services Assistant I
TOTAL		None	2 days, 4 hours, 15 minutes	

6. Request for Personal Travel Authority (SEC Top Management, and SEC Officials and Employees with more than 30 days of travel duration)

This applies to requests for Personal Travel Authority for the SEC Chairperson and Commissioners (regardless of travel duration) and for Director-level positions and below with travel durations exceeding 30 days, wherein the approving authorities are the Secretary of Finance and the Undersecretary of the Policy Development and Management Service Group of the Department of Finance (DOF), respectively.

Division / Office	Human Resources Management Division (HRMD)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Services
Who may avail:	SEC Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Request for Personal Travel Authority (RPTA) Form (SEC)	Client
2. Duly accomplished Request for Travel Authority (RTA) Form (DOF)	Client
3. Letter to the Chairperson with the approval of the Director/Head concerned - One (1) Original Copy	Client
4. Application for Leave signed by the Department Director/Head for recommendation, for the approval of the Chairperson - One (1) Original Copy	Client
5. Affidavit of Undertaking on Travel Expenses (stating the duration of travel, destination, purpose, the estimated cost of the trip, and how the trip will be financed) - One (1) Original Copy	Client
6. Certificate of No Pending Administrative Case - One (1) Original Copy	Human Resources Management Division (HRMD)
7. Latest Statement of Assets and Liabilities and Net Worth (SALN) - One (1) Original or Certified True Copy	Human Resources Management Division (HRMD)
	Financial Management Department (FMD)

8. Certificate of No Unliquidated Cash Advance - One (1) Original Copy 9. Latest Income Tax Return (ITR) - One (1) Original or Certified True Copy 10. Clearance from Property and Financial Accountabilities (applicable when the duration of travel is beyond 30 days) - Two (2) Original Copies 11. Justification signed by the Department Director/Head concerned when the employee will incur leave of absence without pay - One (1) Original Copy 12. SEC Officer Order for the Designated Officer-in-Charge (OIC) for the duration of the travel (for Assistant Director level and above)	Financial Management Department (FMD) Client Client Client
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished Request for Travel Authority (TA) Form along with complete documentary requirements.	1.1. Receive and check the completeness of the submitted documents vis-a-vis the checklist of requirements.	None	5 minutes	SEC Employee Services Assistant I, HRMD
	1.2. Prepare the transmittal and endorsement letter to the DOF and forward it to the Supervising Administrative Officer, along with the documentary requirements submitted by the client, for review.		3 days	SEC Employee Services Assistant I, HRMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3. Review the transmittal and endorsement letter to the DOF, along with the documentary requirements submitted by the client. 1.4. Final review and affix initial in the transmittal and endorsement letter to the DOF. 1.5. Affix initial in the transmittal and endorsement letter to the DOF and forward to the Office of the Chairperson for Chairperson's signature, along with the complete documentary requirements submitted by the client. 1.6. Sign the transmittal and endorsement letter to the DOF.		4 hours 4 hours 4 hours	SEC Supervising Administrative Officer, HRMD SEC Assistant Director, HRMD SEC Director III, HRD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.7. Submit the electronic copy of the signed transmittal and endorsement letter to the DOF, along with the complete documentary requirements submitted by the client via Central Electronic Travel Authorization System (CETAS) of the DOF. The original copy of the documents must be submitted within 3 days upon submission in the portal.		3 days	SEC Chairperson, Office of the Chairperson
	1.8. Wait for the approval of the Secretary of Finance or the Undersecretary of the Policy Development and Management Service Group of the DOF.		1 day	SEC Employee Services Assistant I, HRMD
	1.9. Claim the approved/disapproved TA from the DOF.			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.10. Scan the approved/disapproved TA from the DOF, send it to the client via email and inform him/her that the original copy is ready for pick-up (for SEC Headquarters) or mailing (for Extension Offices).		10 days	SEC Employee Services Assistant I, HRMD
			1 day	SEC Employee Services Assistant I, HRMD
			10 minutes	SEC Employee Services Assistant I, HRMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receive/claim the approved/disapproved TA.	2.1. Release the approved/disapproved TA and ensure that the client acknowledges receipt of the document in the logbook or in the transmittal slip. Note: <i>Sending the original copy of the TA to SEC Extension Offices requires additional time, and the arrival time may vary depending on the location and distance from The SEC Headquarters.</i>	None	5 minutes	SEC Employee Services Assistant I, HRMD
TOTAL		None	19 days, 4 hours, 20 minutes	

7. Request for Personal Travel Authority (For Director level positions and below with not more than 30 days of travel duration)

This applies to requests for Personal Travel Authority for Director-level positions and below with travel durations not exceeding 30 days, wherein the approving authority is the SEC Chairperson.

Division / Office	Human Resources Management Division (HRMD)
Classification	Complex (7 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Services
Who may avail:	SEC Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Request for Personal Travel Authority (RPTA) Form (SEC) - One (1) Copy	Client
2. Letter to the Chairperson with the approval of the Director/Head concerned - One (1) Original Copy	Client
3. Application for Leave signed by the Department Director/Head for recommendation, for the approval of the Chairperson - One (1) Original Copy	Human Resources Management Division (HRMD)
4. Affidavit of Undertaking on Travel Expenses (stating the duration of travel, destination, purpose, the estimated cost of the trip, and how the trip will be financed) - One (1) Original Copy	Client
5. Certificate of No Pending Administrative Case - One (1) Original Copy	Human Resources Management Division (HRMD)
6. Certificate of No Unliquidated Cash Advance - One (1) Original Copy	Human Resources Management Division (HRMD)
7. Justification signed by the Department Director/Head concerned when the employee will incur leave of absence without pay - One (1) Original Copy	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Additional Requirements for Director level positions: 1. Duly Accomplished Request for Travel Authority (RTA) Form (DOF) - One (1) Original Copy 2. Latest Statement of Assets and Liabilities and Net Worth (SALN) - One (1) Original or Certified True Copy 3. Latest Income Tax Return (ITR) - One (1) Original or Certified True Copy	Client Human Resources Management Division (HRMD) Financial Management Department (FMD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished Request for Personal Travel Authority (RPTA) Form, along with complete documentary requirements.	1.1. Receive and check the completeness of the submitted documents vis-a-vis the checklist of requirements.	None	5 minutes	SEC Employee Services Assistant I, HRMD
	1.2. Prepare the TA and forward it to the Supervising Administrative Officer, along with the documentary requirements submitted by the client, for review.		3 days	SEC Employee Services Assistant I, HRMD
	1.3. Review the drafted TA along with the documentary requirements submitted by the client.		2 hours	SEC Supervising Administrative Officer, HRMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4. Final review and affix initial in the TA.		2 hours	SEC Assistant Director, HRMD
	1.5. Affix initial in the TA and forward to the Office of the Chairperson for Chairperson's approval/signature, along with the complete documentary requirements submitted by the client.		2 hours	SEC Director III, HRD
	1.6. Approve/disapprove the TA.		3 days	SEC Chairperson, Office of the Chairperson
	1.7. Scan the approved/disapproved TA, send it to the client via email and inform him/her that the original copy is ready for pick-up (for SEC Headquarters) or mailing (for Extension Offices).		10 minutes	SEC Employee Services Assistant I, HRMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receive/claim the approved/disapproved TA.	2.1. Release the approved/disapproved TA and ensure that the client acknowledges receipt of the document in the log book. Note: <i>Sending the original copy of the TA to SEC Extension Offices requires additional time, and the arrival time may vary depending on the location and distance from The SEC Headquarters.</i>	None	5 minutes	SEC Employee Services Assistant I, HRMD
TOTAL		None	6 days, 6 hours, 20 minutes	

8. Request for Issuance of Certified True Copy of Appointment Paper, Certificate of Assumption to Duty, Oath of Office, and Position Description Form

This service allows all SEC officials and employees to obtain a certified true copy of their Appointment Paper, Certificate of Assumption to Duty, Oath of Office, or Position Description Form for purposes such as applications, promotions, or other personal reasons.

Division / Office	Human Resources Management Division (HRMD)
Classification	Simple (3 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Services
Who may avail:	SEC Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. None	None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request via SEC HRMIS. Link: New Employee Document Request	1.1. Acknowledge the client's request. 1.2. Check the 201 files of the concerned employee.	None	5 minutes 1 day	HRMD Personnel SEC Talent Acquisition Officer III/SEC Talent Acquisition Officer II/SEC Talent Acquisition Assistant II/SEC Talent Acquisition Assistant I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3. Print the scanned copy of the concerned employee's document being requested or photocopy the original document.		5 minutes	HRMD Personnel SEC Talent Acquisition Officer III/SEC Talent Acquisition Officer II/SEC Talent Acquisition Assistant II/SEC Talent Acquisition Assistant I
	1.4. Mark with CTC stamp the requested document and affix signature.		5 minutes	HRMD Personnel SEC Talent Acquisition Officer III/SEC Talent Acquisition Officer II/SEC Talent Acquisition Assistant II/SEC Talent Acquisition Assistant I
	1.5. Inform the client that the requested document is ready for pick-up.		5 minutes	HRMD Personnel SEC Talent Acquisition Officer III/SEC Talent Acquisition Officer II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				HRMD Personnel SEC Talent Acquisition Officer III/SEC Talent Acquisition Officer II/SEC Talent Acquisition Assistant II/SEC Talent Acquisition Assistant I
2. Receive/claim the requested document.	2.1. Release the requested document and ensure that the client acknowledges receipt of the document in the log book.	None	5 minutes	HRMD Personnel SEC Talent Acquisition Officer III/SEC Talent Acquisition Officer II/SEC Talent Acquisition Assistant II/SEC Talent Acquisition Assistant I
TOTAL		None	1 day, 20 minutes	



ORGANIZATIONAL DEVELOPMENT DIVISION



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1. Library Services - Complex Reference Queries in SEC Library

Extensive requests for information/resources from the Securities and Exchange Commission Library such as requests for multiple copies of SEC Bulletins, Issuances, Correspondences, or research questions pertaining to the roles and mandates of the Commission.

Division / Office	Organizational Development Division (ODD)
Classification	Complex (7 days)
Type of Transaction	Government to Citizen (G2C)
Type of Service	External Services
Who may avail:	SEC Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
a. An e-mail addressed to the SEC Library Specialist; or	An employee prepares the email detailing their request and sends them to library@sec.gov.ph .
b. A phone call addressed to the SEC Library Specialist.	An employee calls the phone number (02) 8818-5991 and discusses the details of their request.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Emails or calls the SEC Library and provides details of the query.	1.1. Interviews the client to find out more about the query.	None	10 minutes	SEC Library Specialist, ODD Knowledge Management Officers IV/I, ODD
	1.2. Negotiates the query and narrows down possible sources of information best fit to address client query.	None	10 minutes	SEC Library Specialist, ODD Knowledge Management Officers IV/I, ODD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3. Validates availability of information in the library's physical and online collection.	None	10 minutes	SEC Library Specialist, ODD Knowledge Management Officers IV/I, ODD
	1.4. Researches the topic given by the client.	None	5 days	SEC Library Specialist, ODD Knowledge Management Officers IV/I, ODD
	1.5. Compiles response along with the necessary attachments, if any, for sending to the client.	None	1 day	SEC Library Specialist, ODD Knowledge Management Officers IV/I, ODD
2. Receive the material requested.	2.1. Sends the materials via the specified email address of the client.	None	5 minutes	SEC Library Specialist Knowledge Management Officers IV/I, ODD
TOTAL		None	6 days and 35 minutes	

2. Library Services - Simple Reference Queries in SEC Library

This service details the procedure on how a citizen can request or borrow available information/resource materials. This service is exclusive only to SEC employees in the head office.

Division / Office	Organizational Development Division (ODD) - Knowledge Management Unit
Classification	Simple (3 days)
Type of Transaction	Government to Government (G2C)
Type of Service	External Services
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
a. An e-mail addressed to the SEC Library Specialist; or	A client prepares the email detailing their request and sends them to library@sec.gov.ph .
b. A phone call addressed to the SEC Library Specialist.	A client calls the phone number (02) 8818-5991 and discusses the details of their request.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Emails or calls the SEC Library and provides details of the query.	1.1. Interviews the client to find out more about the query.	None	10 minutes	SEC Library Specialist, ODD Knowledge Management Officers IV/I, ODD
	1.2. Negotiates the query and narrows down possible sources of information best fit to address client query.	None	10 minutes	SEC Library Specialist, ODD Knowledge Management Officers IV/I, ODD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3. Validates availability of information in the library's physical and online collection.	None	10 minutes	SEC Library Specialist, ODD Knowledge Management Officers IV/I, ODD
	1.4. Researches the topic given by the client.	None	1 day	SEC Library Specialist, ODD Knowledge Management Officers IV/I, ODD
	1.5. Compiles response along with the necessary attachments, if any, for sending to the client.	None	10 minutes	SEC Library Specialist, ODD Knowledge Management Officers IV/I, ODD
2. Receives the material requested.	2.1. Sends the materials via the specified email address of the client.	None	5 minutes	SEC Library Specialist, ODD Knowledge Management Officers IV/I, ODD
TOTAL		None	1 day and 45 minutes	

3. Request for Issuance of Certificate of Performance Rating with Certified True Copy (CTC) of Division or Individual Performance Evaluation and Competency Assessment Rating (DPECAR or IPECAR Ratings) generated in the Human Resource Management Information System (HRMIS)

This service allows former SEC employees to request a Certificate of Performance Rating along with a Certified True Copy (CTC) of their Division or Individual Performance Evaluation and Competency Assessment Rating as recorded in the Human Resource Management Information System (HRMIS). The Organizational Development Division of the Human Resources Department (ODD-HRD) processes and verifies the request to ensure accuracy and compliance with the SEC Enhanced Strategic Performance Management System Policy (SEC ESPMS).

Division / Office	Organizational Development Division (ODD)
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C)
Type of Service	External Service
Who may avail:	Former SEC Officials & Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
a. Email request addressed to the Assistant Director of the ODD-HRD; or b. Memorandum request addressed to the Assistant Director of the ODD-HRD.	A former employee prepares the email or memorandum request. The email address of the Assistant Director of the ODD-HRD is available in the Contact section on the SEC's official website .

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Former employee requests for the Certificate of Performance Ratings and CTC of DPECAR or IPECAR Ratings via email or memorandum addressed to the Assistant Director of the ODD-HRD.	1.1. ODD-HRD Staff receives or logs the request.	None	5 minutes	Performance Management Officers IV/III/II/I
	1.2. Validates if the former employee submitted the approved and signed DPECAR or IPECAR in the HRMIS.	None	10 minutes	Performance Management Officers IV/III/II/I
	1.3. Generates the approved DPECAR or IPECAR Rating Form from the HRMIS.	None	5 minutes	Performance Management Officers IV/III/II/I
	1.4. Certifies the true copy of the HRMIS-generated DPECAR or IPECAR Rating Form by affixing the initials	None	10 minutes	Performance Management Officers IV/III/II/I
	1.5. Prepares the Certificate of Performance Ratings with initials.	None	10 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.6. Approves and signs the submitted Certificate of Performance Ratings with CTC of DPECAR or IPECAR Ratings.	None	1 hour	Performance Management Officers IV/III/II/I
	1.7. Releases the approved and signed Certificate of Performance Ratings with CTC of HRMIS-generated DPECAR and IPECAR Rating Forms.	None	5 minutes	Assistant Director, ODD-HRD Performance Management Officers IV/III/II/I
2. Former employee accepts and acknowledges receipt of both documents.	2.1. Secures the former employee's acknowledgment of receipt.	None	5 minutes	Performance Management Officers IV/III/II/I
TOTAL		None	1 hour and 50 minutes	

4. Library Services – Circulation Services

This service details the procedure on how a citizen can request or borrow available information/resource materials. This service is exclusive only to SEC employees in the head office.

Division / Office	Organizational Development Division (ODD) - Knowledge Management Unit
Classification	Simple (3 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Services
Who may avail:	SEC Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
a. An e-mail addressed to the SEC Library Specialist detailing resources to be borrowed or	An employee prepares the email detailing their request and sends it to library@sec.gov.ph .
b. A phone call addressed to the SEC Library Specialist.	An employee calls the phone number 8818-5991 and discusses the details of their request.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Emails or calls the SEC Library for the library catalog.	1.1. Provides client access to the library's catalog of resources.	None	5 minutes	SEC Library Specialist, ODD Knowledge Management Officers IV/I, ODD
		None	10 minutes	SEC Library Specialist, ODD Knowledge Management Officers IV/I, ODD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2. Briefs client on how to navigate the library catalog and assists in searching for available materials.			
2. Specifies the resource/s they wish to borrow.	2.1. Checks the library for availability of resources specified.	None	10 minutes	SEC Library Specialist, ODD Knowledge Management Officers IV/I, ODD
	2.2. Compiles resource/s specified and logs checked-out resources in the Borrower's list.	None	30 minutes	SEC Library Specialist, ODD Knowledge Management Officers IV/I, ODD
	2.3. Notifies client once resource/s are ready for pick-up from the library.	None	5 minutes	SEC Library Specialist, ODD Knowledge Management Officers IV/I, ODD
3. Goes to the library to pick up requested resource/s.	3.1. Gives the clients their requested resource/s	None	5 minutes	SEC Library Specialist, ODD Knowledge Management Officers IV/I, ODD
TOTAL		None	1 hour and 5 minutes	

5. Library Services - Complex Reference Queries in SEC Library

Extensive requests for information/resources from the Securities and Exchange Commission Library such as requests for multiple copies of SEC Bulletins, Issuances, Correspondences, or research questions pertaining to the roles and mandates of the Commission.

Division / Office	Organizational Development Division (ODD)
Classification	Complex (7 days)
Type of Transaction	Government to Citizen (G2C)
Type of Service	Internal Services
Who may avail:	SEC Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
a. An e-mail addressed to the SEC Library Specialist; or	An employee prepares the email detailing their request and sends them to library@sec.gov.ph .
b. A phone call addressed to the SEC Library Specialist.	An employee calls the phone number (02) 8818-5991 and discusses the details of their request.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Emails or calls the SEC Library and provides details of the query.	1.1. Interviews the client to find out more about the query.	None	10 minutes	SEC Library Specialist, ODD Knowledge Management Officers IV/I, ODD
	1.2. Negotiates the query and narrows down possible sources of information best fit to address client query.	None	10 minutes	SEC Library Specialist, ODD Knowledge Management Officers IV/I, ODD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3. Validates availability of information in the library's physical and online collection.	None	10 minutes	SEC Library Specialist, ODD Knowledge Management Officers IV/I, ODD
	1.4. Researches the topic given by the client.	None	5 days	SEC Library Specialist, ODD Knowledge Management Officers IV/I, ODD
	1.5. Compiles response along with the necessary attachments, if any, for sending to the client.	None	1 day	SEC Library Specialist, ODD Knowledge Management Officers IV/I, ODD
2. Receives the material requested.	2.1. Sends the materials via the specified email address of the client.	None	5 minutes	SEC Library Specialist Knowledge Management Officers IV/I, ODD
TOTAL		None	6 days and 35 minutes	

6. Library Services - Simple Reference Queries in SEC Library

This service details the procedure on how a citizen can request or borrow available information/resource materials. This service is exclusive only to SEC employees in the head office.

Division / Office	Organizational Development Division (ODD) - Knowledge Management Unit
Classification	Simple (3 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Services
Who may avail:	SEC Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
a. An e-mail addressed to the SEC Library Specialist; or	An employee prepares the email detailing their request and sends them to library@sec.gov.ph .
b. A phone call addressed to the SEC Library Specialist.	An employee calls the phone number (02) 8818-5991 and discusses the details of their request.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Emails or calls the SEC Library and provides details of the query.	1.1. Interviews the client to find out more about the query.	None	10 minutes	SEC Library Specialist, ODD Knowledge Management Officers IV/I, ODD
	1.2. Negotiates the query and narrows down possible sources of information best fit to address client query.	None	10 minutes	SEC Library Specialist, ODD Knowledge Management Officers IV/I, ODD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3. Validates availability of information in the library's physical and online collection.	None	10 minutes	SEC Library Specialist, ODD Knowledge Management Officers IV/I, ODD
	1.4. Researches the topic given by the client.	None	1 day	SEC Library Specialist, ODD Knowledge Management Officers IV/I, ODD
	1.5. Compiles response along with the necessary attachments, if any, for sending to the client.	None	10 minutes	SEC Library Specialist, ODD Knowledge Management Officers IV/I, ODD
2. Receive the material requested.	2.1. Sends the materials via the specified email address of the client.	None	5 minutes	SEC Library Specialist, ODD Knowledge Management Officers IV/I, ODD
TOTAL		None	1 day and 45 minutes	

7. Library Services - Request for Creation of Accounts for Online Subscriptions

This service allows SEC officials and employees to request for the creation of accounts to access the library's various online subscriptions.

Division / Office	Human Resources Management Division (HRMD)
Classification	Complex (7 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Services
Who may avail:	SEC Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
a. An e-mail addressed to the SEC Library Specialist; or	An employee prepares the email detailing their request and sends them to library@sec.gov.ph .
b. A phone call addressed to the SEC Library Specialist.	An employee calls the phone number (02) 8818-5991 and discusses the details of their request.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Emails or calls the SEC Library and asks for an account in one of the library's online subscriptions.	1.1. Check availability of slots in the subscription specified.	None	10 minutes	SEC Library Specialist, ODD Knowledge Management Officers IV/I, ODD
	1.2. If there are available slots, contact the service provider and request the creation of the client's account.		10 minutes	SEC Library Specialist, ODD Knowledge Management Officers IV/I, ODD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<i>Note: If there are none, refer to an existing user group, if available.</i> 1.3. Process the client's information and create their account. 1.4. Send the access credentials to the SEC Library Specialist.		5 days 5 minutes	External Service Provider External Service Provider
2. Receive email from SEC Library Specialist and verify access credentials.	2.1. Email client their access credentials.	None	5 minutes	SEC Library Specialist, ODD Knowledge Management Officers IV/I, ODD
TOTAL		None	5 days and 30 minutes	

8. Request for Issuance of Certificate of Performance Rating with Certified True Copy (CTC) of Division or Individual Performance Evaluation and Competency Assessment Rating (DPECAR or IPECAR Ratings) generated in the Human Resource Management Information System (HRMIS)

This service allows SEC officials and employees to request a Certificate of Performance Rating along with a Certified True Copy (CTC) of their Division or Individual Performance Evaluation and Competency Assessment Rating as recorded in the Human Resource Management Information System (HRMIS). The Organizational Development Division of the Human Resources Department (ODD-HRD) processes and verifies the request to ensure accuracy and compliance with the SEC Enhanced Strategic Performance Management System Policy (SEC ESPMS).

Division / Office	Organizational Development Division (ODD)
Classification	Simple (3 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Service
Who may avail:	SEC Officials & Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
a. Email request addressed to the Assistant Director of the ODD-HRD; or	An employee prepares the email or memorandum request.
b. Memorandum request addressed to the Assistant Director of the ODD-HRD.	The email address of the Assistant Director of the ODD-HRD is available in the Contact section on the SEC's official website .

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Employee requests for the Certificate of Performance Ratings and CTC of DPECAR or IPECAR Ratings via email or memorandum addressed to the Assistant Director of the ODD-HRD.	1.1. ODD-HRD Staff receives or logs the request.	None	5 minutes	Performance Management Officers IV/III/II/I
	1.2. Validates if the employee submitted the approved and signed DPECAR or IPECAR in the HRMIS.	None	10 minutes	Performance Management Officers IV/III/II/I
	1.3. Generates the approved DPECAR or IPECAR Rating Form from the HRMIS.	None	5 minutes	Performance Management Officers IV/III/II/I
	1.4. Certifies the true copy of the HRMIS-generated DPECAR or IPECAR Rating Form by affixing the initials	None	10 minutes	Performance Management Officers IV/III/II/I
	1.5. Prepares the Certificate of Performance Ratings with initials.	None	10 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.6. Approves and signs the submitted Certificate of Performance Ratings with CTC of DPECAR or IPECAR Ratings.	None	1 hour	Performance Management Officers IV/III/II/I Assistant Director, ODD-HRD
	1.7. Releases the approved and signed Certificate of Performance Ratings with CTC of HRMIS-generated DPECAR and IPECAR Rating Forms.	None	5 minutes	Performance Management Officers IV/III/II/I
2. Former employee accepts and acknowledges receipt of both documents.	2.1. Secures the former employee's acknowledgment of receipt.	None	5 minutes	Performance Management Officers IV/III/II/I
TOTAL		None	1 hour and 50 minutes	



HEALTH SERVICES UNIT

Citizen's Charter, FY 2025 | 1st Edition



8818-5326



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1. Request for Medical Consultation and Treatment

This service details the procedure on how SEC officers and personnel can avail medical consultations to allow early detection of ailments and follow up previous findings.

Division / Office	Health Services Unit
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B), Government to Government (G2G)
Type of Service	External Services
Who may avail:	Contract of Service, Provident, Securities and Exchange Commission Employees Association, SECCU, Commission on Audit, LSERV, DBPSC and Clients

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
None	None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The client visits the clinic and waits to be called.	1. Clinic staff retrieves the medical chart.	None	5 minutes	SEC Administrative Assistant II
2. The client waits to be called.	2. The clinic nurse takes the vital signs and conducts an initial assessment.	None	5 minutes	SEC Clinical Nurse II
3. Client proceeds to the doctor's room.	3. The clinic doctor conducts thorough clinical history and physical examination while updating the medical chart.	None	20 to 40 minutes (depending on nature of case)	SEC Medical Officer IV

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Client receives subsequent treatment, medications, etc.	4. Clinic staff administers appropriate management (i.e. prescription, dispensing of medicines, wound dressing, blood sugar determination, referral to hospital, etc.)	None	10 to 15 minutes (depending on nature of case)	SEC Medical Officer IV SEC Clinical Nurse II
5. Client signs the logbook and index card of medicines, if applicable, prior to discharge.	5. Clinic staff discharges patients accordingly.	None	5 minutes	SEC Clinical Nurse II
TOTAL		None	1 hour and 10 minutes	

2. Request for Dental Consultation and Treatment

This service details the procedure on how SEC officers and personnel can avail dental consultations to allow early detection of ailments, suggest preventive treatments and follow up previous findings.

Division / Office:	Health Services Unit
Classification:	Simple (3 days)
Type of Transaction:	Government to Citizen (G2C), Government to Business (G2B), Government to Government (G2G)
Type of Service:	External Services
Who may avail:	Contract of Service, Provident, Securities and Exchange Commission Employees Association, SECCU, Commission on Audit, LSERV, DBPSC and Clients

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
None	None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client requests a schedule for dental consultation or procedures.	1. Clinic staff checks the available schedule.	None	5 minutes	SEC Administrative Assistant II
2. Client visits the clinic on their appointment schedule and waits to be called.	2. Clinic staff retrieves the dental chart.	None	5 minutes	SEC Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Client proceeds to the dental treatment area for the procedure.	3. Clinic staff conducts careful clinical assessment, complete oral examinations and administers appropriate management (i.e. oral prophylaxis, light cure filling, extraction, denture repair and adjustment, recementation of crown and bridge, deep scaling and debridement, fluoride therapy, dispensing of medicines, prescription, refer to hospital, etc.)	None	30 minutes to 1 hour (depending on nature of case)	SEC Dentist
4. Client signs the logbook and index card of medicines prior to discharge.	4. Clinic staff discharges patients accordingly.	None	5 minutes	SEC Administrative Assistant II
TOTAL		None	1 hour and 15 minutes	

3. Request for Medical Consultation and Treatment

This service details the procedure on how SEC officers and personnel can avail medical consultations to allow early detection of ailments and follow up previous findings.

Division / Office:	Health Services Unit
Classification:	Simple (3 days)
Type of Transaction:	Government to Government (G2G)
Type of Service:	Internal Services
Who may avail:	SEC Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
None	None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The client visits the clinic, and waits to be called.	1. Clinic staff retrieves the medical chart.	None	5 minutes	SEC Administrative Assistant II
2. The client waits to be called.	2. The clinic nurse takes the vital signs and conducts an initial assessment.	None	5 minutes	SEC Clinical Nurse II
3. Client proceeds to the doctor's room.	3. The clinic doctor conducts thorough clinical history and physical examination while updating the medical chart.	None	20 to 40 minutes (depending on nature of case)	SEC Medical Officer IV

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Client receives subsequent treatment, medications, etc.	4. Clinic staff administers appropriate management (i.e. prescription, dispensing of medicines, wound dressing, blood sugar determination, referral to hospital, etc.)	None	10 to 15 minutes (depending on nature of case)	SEC Medical Officer IV and / or SEC Clinical Nurse II
5. Client signs the logbook and index card of medicines, if applicable, prior to discharge.	5. Clinic staff discharge patients accordingly.	None	5 minutes	SEC Clinical Nurse II
TOTAL		None	1 hour and 10 minutes	

4. Request for Dental Consultation and Treatment

This service details the procedure on how SEC officers and personnel can avail dental consultations to allow early detection of ailments, suggest preventive treatments and follow up previous findings.

Division / Office:	Health Services Unit
Classification:	Simple (3 days)
Type of Transaction:	Government to Government (G2G)
Type of Service:	Internal Services
Who may avail:	SEC Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
None	None

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client requests a schedule via Intranet for dental consultation or procedures.	1. Clinic staff receives and approves the appointment request.	None	5 minutes	SEC Administrative Assistant II
2. Client visits the clinic on their appointment schedule and waits to be called.	2. Clinic staff retrieves the dental chart.	None	5 minutes	SEC Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Client proceeds to the dental treatment area for the procedure.	3. Clinic staff conducts careful clinical assessment, complete oral examinations and administers appropriate management (i.e. oral prophylaxis, light cure filling, extraction, denture repair and adjustment, recementation of crown and bridge, deep scaling and debridement, fluoride therapy, dispensing of medicines, prescription, refer to hospital, etc.)	None	30 minutes to 1 hour (depending on nature of case)	SEC Dentist
4. Client signs the logbook and index card of medicines prior to discharge.	4. Clinic staff discharge patients accordingly.	None	5 minutes	SEC Administrative Assistant II
TOTAL		None	1 hour and 15 minutes	

5. Request for Issuance of Medical/Dental Certificates

This service details the procedure on how SEC officers and personnel can request medical certificate/s i.e. sick leave, quarantine leave, COVID-19 Test, school, bond, training and GSIS.

Division / Office:	Health Services Unit
Classification:	Simple (3 days)
Type of Transaction:	Government to Government (G2G)
Type of Service:	Internal Services
Who may avail:	SEC Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
None	None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client informs the Administrative Assistant II or SEC Clinical Nurse II via email or phone call regarding the medical/dental certificate request.	1. Clinic staff receive the medical/dental certificate request.	None	5 minutes	SEC Administrative Assistant II or SEC Clinical Nurse II
2. Client visits the clinic for assessment.	2. Clinic staff retrieves the medical/dental chart and submit it to the Medical Officer or Dentist.	None	5 minutes	SEC Administrative Assistant II or SEC Clinical Nurse II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Client proceeds to the doctor's room.	3. The attending Medical Officer or Dentist, reviews the client's chart and issues the necessary certificate.	None	15 to 20 minutes	SEC Medical Officer IV or SEC Dentist
4. Client logs his/her details in the logbook upon receipt of the requested document.	4. Clinic staff provides a copy of the medical/dental certificate.	None	5 minutes	SEC Administrative Assistant II or SEC Clinical Nurse II
TOTAL		None	35 minutes	

6. Request for Issuance of LOA or Referral Slip

This service details the procedure on how SEC officers and personnel can request a letter of authorization (LOA) or referral slip as provided by the accredited health care provider.

Division / Office:	Health Services Unit
Classification:	Complex (7 days)
Type of Transaction:	Government to Government (G2G)
Type of Service:	Internal Services
Who may avail:	SEC Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
None	None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client inform the SEC Clinical Nurse II or SEC Administrative Assistant II via email or phone call regarding the referral or laboratory request.	1. Clinic staff receives the referral or laboratory request.	None	5 minutes	SEC Clinical Nurse II or SEC Administrative Assistant II
2. Client waits for the email or phone call if the requested LOA is already done.	2. Clinic staff processes the requested LOA or referral slip.	None	3 days	SEC Clinical Nurse II or SEC Administrative Assistant II
3. Client logs his/her details in the logbook upon receipt of the requested document.	3. Clinic staff provide the requested LOA or referral slip.	None	5 minutes	SEC Clinical Nurse II or SEC Administrative Assistant II
TOTAL		None	3 days and 10 minutes	

7. Request for Medical Clearance (New Hires)

This service details the procedure on how new plantilla personnel can secure medical clearance prior to work assumption

Division / Office:	Health Services Unit
Classification:	Simple (3 days)
Type of Transaction:	Government to Government (G2G)
Type of Service:	Internal Services
Who may avail:	SEC Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
None	None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client requests a schedule via Intranet for onboarding medical clearance.	1. Clinic staff receives and approves the appointment request.	None	5 minutes	SEC Administrative Assistant II
2. Client visits the clinic on his/her appointment schedule, signs the logbook, and brings his/her respective medical clearance from a government doctor with corresponding laboratory results.	2. Clinic staff prepare a new medical chart.	None	5 minutes	SEC Clinical Nurse II
3. Client waits to be called.	3. Clinic nurse takes the vital signs and conducts an initial assessment.	None	5 minutes	SEC Clinical Nurse II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Client proceeds to the doctor's room.	4. Clinic doctor evaluates laboratory results, conducts thorough history taking and physical examination, then validates the submitted medical certificate.	None	20 to 30 minutes	SEC Medical Officer IV
5. Client logs his/her details in the logbook.	5. Clinic staff provides the signed medical clearance.	None	5 minutes	SEC Clinical Nurse II
TOTAL		None	50 minutes	

8. Request for Dental Clearance (New Hires)

This service details the procedure on how new plantilla personnel can secure dental clearance prior to work assumption.

Division / Office:	Health Services Unit
Classification:	Simple (3 days)
Type of Transaction:	Government to Government (G2G)
Type of Service:	Internal Services
Who may avail:	SEC Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
None	None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client requests a schedule via Intranet for onboarding dental clearance.	1. Clinic staff receives and approves the appointment request.	None	5 minutes	SEC Administrative Assistant II
2. Client visits the clinic on their appointment schedule and signs the logbook.	2. Clinic staff assesses, takes complete dental history and performs oral examination of the new employee.	None	30 minutes	SEC Dentist
3. Client logs his/her details in the logbook.	3. Clinic staff provides the signed dental clearance.	None	5 minutes	SEC Administrative Assistant II
TOTAL		None	40 minutes	

9. Annual Physical Examination

This service details the procedure on how to avail the Annual Physical Examination (APE) of SEC officers and employees.

Division / Office:	Health Services Unit
Classification:	Simple (3 days)
Type of Transaction:	Government to Government (G2G)
Type of Service:	Internal Services
Who may avail:	SEC Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
None	None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client waits for the email of the Annual Physical Examination schedule.	1. Clinic staff request the available schedule for Annual Physical Examination to the HMO provider. 1.1 Clinic staff sends the schedule and instructions via email.	None	1 day	SEC Administrative Assistant II
2. Client proceeds to the assigned date, time and place of Annual Physical Examination.	2. Clinic staff provides guidelines and assistance on Annual Physical Examination steps and procedures.	None	8 hours	SEC Clinical Nurse II and SEC Administrative Assistant II
TOTAL		None	1 day and 8 hours	

10. Annual Dental Examination

This service details the procedure on how to avail the Annual Dental Examination (ADE) of SEC officers and employees.

Division / Office:	Health Services Unit
Classification:	Simple (3 days)
Type of Transaction:	Government to Government (G2G)
Type of Service:	Internal Services
Who may avail:	SEC Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
N/A	N/A

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client waits for the email of the Annual Dental Examination schedule.	1. Clinic staff sends the Annual Dental Examination schedule and instructions via email.	None	1 day	SEC Administrative Assistant II
2. Client proceeds to the assigned date, time and place of Annual Dental Examination.	2. Clinic staff retrieves the dental chart.	None	5 minutes	SEC Administrative Assistant II
3. Client signs the attendance sheet and proceeds to the dental treatment area for the Annual Dental Examination.	3. Clinic staff conduct careful clinical assessment and complete oral examinations.	None	10 minutes	SEC Dentist
TOTAL		None	1 day and 15 minutes	



MANAGEMENT SERVICES DEPARTMENT

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GENERAL SERVICES DIVISION

Citizen's Charter, FY 2025 | 1st Edition



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7th Floor, The SEC Headquarters, 7907
Makati Avenue, Salcedo Village, Bel-Air,
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1. Building Services

This service details the procedure on how an employee can request for Building Services, such as repair and maintenance in the SEC Premises.

Division / Office	Management Services Department (MSD), General Services Division (GSD)
Classification	Complex (7 day)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Service
Who may avail	All SEC Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
None	None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Report the concerns to the GSD through any of the following means: a. Fill out the Work Order Request Form (WORF) available at the GSD office b. Send an electronic email communicating the concerns through:	1.1. Acknowledge request/s and respond with immediate verification of the report and/or inspection of the reported area.	None	10 minutes	Supervising Engineer, Engineer III
	1.2. Provide the materials or information, if available.		5 minutes	
	If not, alternative sources of information and/or		2 days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
• mlmcantor@sec.gov.ph • lpnobon@sec.gov.ph c. Scan the QR Code to fill out the electronic/google forms version of the WORK. 	service providers will be provided to the client. 1.3. Conduct canvassing/ purchase materials to be used for the service.		1 day	
2. Receive feedback on the status in regards to the reported concerns.	2. Execute a temporary and/or detailed plan to the Client's request.	None	30 minutes - 3 days	Supervising Engineer, Engineer III
TOTAL		None	6 days and 45 minutes	

Note: Processing time is dependent upon the complexity of the issues/concerns forwarded by the Client/s

2. GSD Printing Services

This service details the procedure on how to provide printing services to the Company Registration and Monitoring Department and Extension Offices.

Division / Office	General Services Division
Classification	Complex (7 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Service
Who may avail:	CRMD and SEC Extension Offices

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
None	None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out a request form available at the GSD office; or request via email with the approval of the client's Department Director/Assistant Director/Officer-in-Charge.	1.1 Receive Client Request Form and request/s via email.	None	10 minutes	GSD Printing Officer
2. Client request for approval of the GSD Assistant Director/MSD Director.	2.1. Approve client requests.	None	3 minutes	GSD Printing Officer
	2.2. Prepare and produce blank certificates per ream for the requestor.	None	5 days	GSD Printing Officer
2. Receive blank certificates.	2. Release blank certificates per ream to be	None	1 hour	GSD Printing Officer and Mail-in-Charge Courier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	received by CRMD/extension offices.			
TOTAL		None	5 days, 1 hour and 13 minutes	

3. Transport and Messengerial Services

This service details the procedure on how a SEC employee can request for transport service and delivery of letters and other necessary documents.

Division & Department/Office:	Management Services Department (MSD) - General Services Division (GSD)
Classification:	Simple (3 days)
Type of Transaction:	Government to Government (G2G)
Type of Service:	Internal Service
Who may avail:	All SEC Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
None	None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send a request at least one (1) day before the scheduled date of transport service/delivery of document/s through any of the following means: a. Send an electronic email communicating the concerns through: rlseno@sec.gov.ph onavarro@sec.gov.ph	1.1 Acknowledge and filter requests from email and QR Code/google forms. 1.2 Assign the driver for the trip.	None None	10 minutes 1 hour - 2 hours	SEC Administrative Officer I or SEC Administrative Officer III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
b. Scan the QR Code to fill out the electronic/google forms version. 				
2. Sign the trip ticket on the scheduled trip.	2.1 Trip ticket must be signed by the driver and approved by the authorized officials before the trip. 2.2 Trip tickets must be submitted to GSD at the end of the day.	None None	20 minutes 1 day	SEC Administrative Officer I or SEC Administrative Officer III
TOTAL		None	1` day, 2 hours and 30 minutes	

4. Government Fare Agreement (GFA)

This service details the procedure on how an employee can request for domestic flight booking in attending training, seminars, workshops, and other tasks that are official business.

Division / Office	Management Services Department (MSD), General Services Division (GSD)
Classification	Simple (3 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Service
Who may avail:	All SEC Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Office Order (S.O.) 2. Itinerary of Travel	Office of the Commission Secretary

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send a request through any of the following means: a. via Email rlseno@sec.gov.ph b. Scan the QR Code to fill out the electronic/google forms version of the request form.	1. Assist the employee by sending an email/calling the requesting employee .	None	10 minutes	GSD Administrative Officer I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				
2. Receive the Airline booking confirmation/e-ticket.	2. Check the availability of the flight schedule and book the schedule of the requesting employee.	None	1 hour	GSD Administrative Officer I
TOTAL		None	1 hour and 10 minutes	



SUPPLY CHAIN DIVISION

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7th Floor, The SEC Headquarters, 7907
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1. Issuance of Bid Documents

This service details the procedure for the issuance of bidding documents to the prospective bidder/s, for procurement projects undertaken through competitive bidding.

Division / Office	Management Services Department (MSD) - Supply Chain Division (SCD)
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail	Bidders

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Company-issued Identification Card	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request issuance of the Payment Assessment Form (PAF) in person or through email from the Project Facilitator Note: Specific email address of the Facilitator is indicated in the advertised invitation to bid	1.1 Receive information from the prospective bidder/s, and check the details 1.2 Issue Payment Assessment Form	None	3 minutes	Administrative Officer IV, Securities Specialist I, Administrative Officer III, SEC Engineer II, SEC Administrative Officer II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE																		
2. Pay the cost of the Bid Documents over the counter at any Landbank branch nationwide or online through eSPAYSEC. For over-the-counter payment at LandBank: Accomplish the onColl Payment/Deposit Slip in any LandBank branch using the details reflected on the Payment Assessment Form Present OnColl Payment/ Deposit Slip to the LandBank Teller and pay the corresponding fee For online payment:	2. Confirm payment by coordinating with the Treasury Division – Financial Management Department or by checking with the the eSPAYSEC site	In accordance with Section 17.4 of the Implementing Rules and Regulations (IRR) of Republic Act 9184 and SEC-BAC Policy No. 2, the bidding documents fee shall be based on the approved budget for the contract as indicated in the table below: <table><tr><th>Approved Budget for the Contract</th><th>Maximum Cost of Bidding Documents (Php)</th></tr><tr><td>1M and below</td><td>500.00</td></tr><tr><td>More than 1M up to 2.5M</td><td>1,000.00</td></tr><tr><td>More than 2.5M up to 5M</td><td>2,500.00</td></tr><tr><td>More than 5M up to 10M</td><td>5,000.00</td></tr><tr><td>More than 10M up to 15M</td><td>12,500.00</td></tr><tr><td>More than 15M up to 20M</td><td>17,500.00</td></tr><tr><td>More than 20M up to 50M</td><td>22,500.00</td></tr><tr><td>More than 50M</td><td>50,00.00</td></tr></table>	Approved Budget for the Contract	Maximum Cost of Bidding Documents (Php)	1M and below	500.00	More than 1M up to 2.5M	1,000.00	More than 2.5M up to 5M	2,500.00	More than 5M up to 10M	5,000.00	More than 10M up to 15M	12,500.00	More than 15M up to 20M	17,500.00	More than 20M up to 50M	22,500.00	More than 50M	50,00.00	2-10 minutes	Administrative Officer IV, Securities Specialist I, Administrative Officer III, SEC Engineer II, SEC Administrative Officer II
Approved Budget for the Contract	Maximum Cost of Bidding Documents (Php)																					
1M and below	500.00																					
More than 1M up to 2.5M	1,000.00																					
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More than 20M up to 50M	22,500.00																					
More than 50M	50,00.00																					

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Access eSPAYSEC through the link [espaysec.sec.gov.ph/payment-portal/home], enter the PAF Reference Number, select the preferred payment option: • Debit/Credit Card • Paymaya Wallet/GCash Enter email address and verification code Click “proceed to payment” and check email confirmation on a successful transaction				
3. Present the electronic Official Receipt to the Project Facilitator/ Procurement Management Officer	3.1 Check the electronic Official Receipt/proof of payment 3.2 Issue copy of the bidding documents	None	2 minutes	Administrative Officer IV, Securities Specialist I, Administrative Officer III, SEC Engineer II, SEC Administrative Officer II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE																		
TOTAL		In accordance with Section 17.4 of the Implementing Rules and Regulations (IRR) of Republic Act 9184 and SEC-BAC Policy No. 2, the bidding documents fee shall be based on the approved budget for the contract as indicated in the table below: <table><tr><th>Approved Budget for the Contract</th><th>Maximum Cost of Bidding Documents (Php)</th></tr><tr><td>1M and below</td><td>500.00</td></tr><tr><td>More than 1M up to 2.5M</td><td>1,000.00</td></tr><tr><td>More than 2.5M up to 5M</td><td>2,500.00</td></tr><tr><td>More than 5M up to 10M</td><td>5,000.00</td></tr><tr><td>More than 10M up to 15M</td><td>12,500.00</td></tr><tr><td>More than 15M up to 20M</td><td>17,500.00</td></tr><tr><td>More than 20M up to 50M</td><td>22,500.00</td></tr><tr><td>More than 50M</td><td>50,00.00</td></tr></table>	Approved Budget for the Contract	Maximum Cost of Bidding Documents (Php)	1M and below	500.00	More than 1M up to 2.5M	1,000.00	More than 2.5M up to 5M	2,500.00	More than 5M up to 10M	5,000.00	More than 10M up to 15M	12,500.00	More than 15M up to 20M	17,500.00	More than 20M up to 50M	22,500.00	More than 50M	50,00.00	7-15 minutes	
Approved Budget for the Contract	Maximum Cost of Bidding Documents (Php)																					
1M and below	500.00																					
More than 1M up to 2.5M	1,000.00																					
More than 2.5M up to 5M	2,500.00																					
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More than 10M up to 15M	12,500.00																					
More than 15M up to 20M	17,500.00																					
More than 20M up to 50M	22,500.00																					
More than 50M	50,00.00																					

Note: Processing time is dependent upon the mode of payment

2. Posting of Performance Security

This service details the procedure of the posting of performance security in the form of cash or cashier's/manager's check issued by a Universal or Commercial Bank for a winning bidder.

Division / Office	Management Services Department (MSD) - Supply Chain Division (SCD)
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail	Winning Bidders

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Company-issued Identification Card	None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request issuance of the Payment Assessment Form (PAF) in person or through email from the Project Facilitator Note: Specific email address of the Facilitator is indicated in the advertised invitation to bid	1.1 Receive information from the prospective bidder/s, and check the details 1.2 Issue Payment Assessment Form	None	1 minute	Procurement Unit- SCD Staff Administrative Officer IV, Securities Specialist I, Administrative Officer III, SEC Engineer II, SEC Administrative Officer II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay the cost of performance security over the counter at any Landbank branch nationwide or online through eSPAYSEC. For over-the-counter payment at LandBank: Accomplish the onColl Payment/Deposit Slip in any LandBank branch using the details reflected on the Payment Assessment Form Present OnColl Payment/ Deposit Slip to the LandBank Teller and pay the corresponding fee For online payment:	4. Confirm payment by coordinating with the Treasury Division – Financial Management Department or by checking with the the eSPAYSEC site	Per Section 39 of the Revised IRR of RA 9184, the performance security shall be in accordance with the following schedule: 5% of the Total Contract Price for Goods and Consulting Projects 10% of the Total Contract Price for Infrastructure Projects	2-10 minutes¹	Procurement Unit- SCD Staff Administrative Officer IV, Securities Specialist I, Administrative Officer III, SEC Engineer II, SEC Administrative Officer II

¹ Depending on the opted mode of payment

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Access eSPAYSEC through the link [espaysec.sec.gov.ph/payment-portal/home], enter the PAF Reference Number, select the preferred payment option: • Debit/Credit Card • Paymaya Wallet/GCash Enter email address and verification code Click “proceed to payment” and check email confirmation on a successful transaction				
5. Present the electronic Official Receipt to the Project Facilitator/ Procurement Management Officer	3.3 Confirm payment by requesting a copy of the electronic official receipt or scanning/ encoding the PAF No. in the eSPAYSEC and issue the corresponding Acknowledgement Receipt		1 minute	Administrative Officer IV, Securities Specialist I, Administrative Officer III, SEC Engineer II, SEC Administrative Officer II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		Per Section 39 of the Revised IRR of RA 9184, the performance security shall be in accordance with the following schedule: 5% of the Total Contract Price for Goods and Consulting Projects 10% of the Total Contract Price for Infrastructure Projects	4-12 minutes	

Note: Other forms of performance security (i.e., Bank draft/guarantee or irrevocable letter of credit and surety bond) are just submitted to the Bids and Awards Committee Secretariat/Procurement Unit (same responsible person/s as above)

3. Office Supply Services

This service details the procedure for requesting and issuance of office supplies for SEC employees.

Division / Office	Management Services Department (MSD) - Supply Chain Division (SCD)
Classification	Simple (3 days)
Type of Transaction	Government to Government (G2G)
Type of Service	Internal Service
Who may avail	All SEC Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
None	None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out Requisition and Issue Slip Form	1. Acknowledge the Request form from the client and verify the availability of stock supply.	None	5 minutes	SEC Computer Operator SEC Administrative Officer III
2. Receive the requested supply	2. Issue the requested supply to the client, if available.	None	10 minutes	SEC Computer Operator SEC Administrative Officer III
3. Sign the “received” section on the request form upon receipt of the requested supply.	3. Record and file the request form along with the client’s received signature	None	1 minute	SEC Computer Operator SEC Administrative Officer III
TOTAL		None	16 minutes	



Reviewed and consolidated by:

SEC-CART, SECRETARIAT

STAKEHOLDERS MANAGEMENT DIVISION (SMD)

EXTERNAL AFFAIRS DEPARTMENT (EAD)



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